



ALAMEEN
PRIMARY SCHOOL



FIRST AID

POLICY

Approved by: Mohammed Rahman (Head Teacher)

Date effective from: September 2026

Next review due by: September 2027

Signed: M A Rahman

IN THE FOOTSTEPS OF
MUHAMMAD

Contents

1. Aims	3
2. Legislation and Guidance	3
3. Roles and Responsibilities	3
4. First Aid Procedures	4
5. First Aid Equipment	6
6. Record-Keeping and Reporting	7
7. Training	8
8. AED (Defibrillator)	9
9. Mental Health First Aid	9
10. Monitoring Arrangements	10
11. Links with Other Policies	10
Appendix 1: Trained First Aiders	Separate Document
Appendix 2: First Aid Training Log	Separate Document
Appendix 3: Accident Record Form	Separate Document
Appendix 4: First Aid Signs	Separate Document

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting outcomes
- Ensure compliance with all relevant legislation, DfE guidance, HSE requirements, EYFS statutory requirements, and ISI inspection standards

2. Legislation and Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage (September 2026), DfE advice on first aid in schools, health and safety in schools, and the following legislation and guidance:

- The Health and Safety at Work etc. Act 1974
- The Health and Safety (First-Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1992 and 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Social Security (Claims and Payments) Regulations 1979
- The Education (Independent School Standards) Regulations 2014
- DfE: First Aid in Schools, Early Years and Further Education (non-statutory guidance, updated February 2022)
- EYFS Statutory Framework for Group and School-Based Providers (September 2026)
- ISI Inspection Framework (September 2025)

3. Roles and Responsibilities

3.1 Appointed Person and First Aiders

The school's Appointed Person is Noreen Ghazala. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing contents
- Ensuring an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents and providing immediate and appropriate treatment
- Sending pupils home to recover where necessary
- Filling in an accident report on the same day, or as soon as reasonably practicable, after an incident
- Keeping their contact details up to date

Names and contact details of first aiders are listed in Appendix 1 and displayed prominently around the school.

3.2 The Governing Board

The governing board has ultimate responsibility for health and safety matters in the school but delegates operational matters and day-to-day tasks to the headteacher and staff.

3.3 The Headteacher

The headteacher is responsible for implementation of this policy, including:

- Ensuring an appropriate number of appointed persons and trained first aid personnel are present at all times
- Ensuring first aiders have appropriate qualifications, keep training up to date and remain competent
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and measures are put in place
- Ensuring adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE under RIDDOR when necessary (see section 6)
- Ensuring that a first aid needs assessment is reviewed annually

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Knowing who the appointed person and first aiders are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the headteacher of any specific health conditions or first aid needs

4. First Aid Procedures

Nothing in this policy prevents any member of staff, or any other person, from calling 999 immediately in the event of a medical emergency. Staff should dial 999 first and then follow the procedures in this policy, making clear arrangements to meet and direct the ambulance on the school site.

4.1 In-School Procedures

In the event of an accident resulting in injury:

- The closest member of staff will assess the seriousness of the injury and seek a qualified first aider if appropriate
- The first aider will assess the injury and decide if further assistance is needed or if emergency services should be called
- The first aider will remain on the scene until help arrives and will decide whether the injured person should be moved or placed in a recovery position
- If a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child
- If emergency services are called, the Appointed Person will contact parents immediately

- If a pupil is taken to hospital by ambulance, a member of staff will accompany them and remain with them until a parent or carer arrives
- Staff will reassure and support any pupils who witnessed the incident and may be upset or distressed, contacting their parents where appropriate
- An accident report form will be completed on the same day or as soon as reasonably practicable

There will be at least 1 person with a current paediatric first aid (PFA) certificate on the premises at all times when children are present.

The school recognises that responding to an incident can be distressing for the first aider involved. Following a serious incident, the Headteacher will ensure that the first aider is offered appropriate support, which may include a debrief and signposting to further sources of help.

4.2 Off-Site Procedures

When taking pupils off school premises, staff will ensure they have:

- A school mobile phone
- A portable first aid kit (see section 5 for minimum contents)
- Information about specific medical needs of pupils
- Parents' contact details

At least 1 first aider with a current PFA certificate must accompany all school trips and visits, as required by the EYFS Statutory Framework. Risk assessments will be completed by the Trip Co-ordinator prior to any educational visit.

When using a minibus or other large vehicle, the vehicle will be equipped with a clearly marked first aid box including minimum: 10 antiseptic wipes (foil packed), 1 conforming disposable bandage (not less than 7.5cm wide), 2 triangular bandages, 1 packet of 24 assorted adhesive dressings, 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20cm), 2 sterile eye pads with attachments, 12 assorted safety pins or microporous tape, and 1 pair of rustproof blunt-ended scissors.

4.3 Hygiene and Infection Control

Staff will take precautions to avoid infection when administering first aid. Disposable gloves (provided in every first aid kit) must be worn whenever treating wounds or handling blood or other bodily fluids, and hands must be washed before and after administering first aid wherever possible.

Used dressings, wipes and gloves will be disposed of safely in a sealed bag. Any spillage of blood or other bodily fluids will be cleaned and disinfected promptly, and the affected area kept clear until this has been done.

4.4 EYFS Mealtimes

Whilst early years children are eating, a member of staff holding a current, full paediatric first aid (PFA) certificate will always be present in the room, in accordance with the EYFS Statutory

Framework (September 2026), paragraph 3.64. This applies to all mealtimes and snack times within the early years provision, including breakfast club, lunch and any other occasion when early years children are eating or drinking, in recognition of the increased risk of choking among young children.

When supervising EYFS mealtimes, staff will:

- Ensure a member of staff with a current, full PFA certificate is present in the room for the entire duration of the meal or snack, not just part of it
- Remain vigilant for signs of choking or distress and be ready to respond immediately using paediatric first aid techniques
- Prepare and portion food in an age-appropriate way, in line with the school's Safer Eating and Food and Drink Policy (EYFS)
- Take account of any pupil-specific dietary requirements, allergies, or swallowing/feeding needs recorded in the pupil's records

The Headteacher will ensure that early years staffing rotas take account of this requirement, including during staff absence, lunch breaks and training, so that PFA cover during mealtimes is never left to chance.

5. First Aid Equipment

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins or microporous tape
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

First aid does not include the administration of tablets or medicines. The only exception recognised in HSE guidance — aspirin given to a casualty aged 16 or over with a suspected heart attack — applies to adults only; aspirin will never be given to a pupil unless it has been prescribed by a doctor. The administration of medicines to pupils is governed by the Supporting Pupils with Medical Conditions Policy. No medication is kept in first aid kits. All kits are clearly marked with a white cross on a green background.

First aid kits are located at:

- Main School Office / Medical room (Block A)
- Staff Room / Kitchen (Block A)
- Next to Door B — playground kit (Block A)
- Main corridor in front of entrance (Block B)
- Year 6 Classroom (Block C)
- School vehicles

The Appointed Person is responsible for checking and replenishing all first aid kit contents on a termly basis and following any use. A checklist is maintained for each kit location.

6. Record-Keeping and Reporting

6.1 Accident Records

- An accident form will be completed by the relevant member of staff on the same day or as soon as possible after any incident resulting in injury
- The form must capture: child's name, date of birth, year group, date and time, location, nature of injury, treatment administered, first aider's name, whether RIDDOR reportability was assessed, parent/carer contact made, and whether the child was collected or remained in school
- A copy of the accident report will be added to the pupil's educational record by the Appointed Person
- Records will be retained for a minimum of 3 years in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, then securely disposed of

6.2 Reporting to the HSE under RIDDOR

The Appointed Person will keep a record of any accident resulting in a reportable injury, disease or dangerous occurrence as defined in RIDDOR 2013.

The Headteacher will report these to the HSE as soon as reasonably practicable and within 10 days of the incident (or within 15 days where the incident resulted in more than 7 consecutive days' absence from work, not counting the day of the incident).

Reportable incidents include:

- Death
- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia, heat-induced illness, or requires resuscitation or hospital admission for more than 24 hours
- Injuries where an employee is away from work or unable to perform normal duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to a non-employee (including a pupil) being taken directly to hospital for treatment
- Near-miss dangerous occurrences as defined in RIDDOR 2013, Regulations 4–7

RIDDOR reports are submitted via: www.hse.gov.uk/riddor/report.htm

6.3 Notifying Parents

The relevant staff member will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day or as soon as reasonably practicable. Where a pupil sustains any injury to the head, however minor, parents will always be informed in writing on the same day using the accident record form (Appendix 3), which includes guidance on the symptoms to look out for and the action to take if symptoms develop after the pupil returns home.

6.4 Reporting Serious Incidents to Ofsted and the DfE

As an EYFS registered provider, the Headteacher will notify Ofsted of any serious accident, illness, injury to, or death of a child while in the school's early years provision as soon as reasonably practicable and no later than 14 days after the incident.

For pupils in Key Stage 1 and Key Stage 2, the Headteacher will notify the DfE and the relevant local safeguarding partners of any serious accident, injury or death of a pupil while in the school's care, in accordance with the school's safeguarding policy.

The Headteacher will also notify the local safeguarding board of any serious accident or injury to, or the death of, a pupil while in the school's care.

6.5 Medical Consent

Parents are asked to complete and sign a medical consent form when their child is admitted to the school. This records emergency contact numbers, known allergies and chronic conditions, and consent for the school to seek emergency medical treatment where a parent cannot be reached. This information is updated at the start of each school year and whenever parents notify the school of a change.

Staff do not act 'in loco parentis' in making medical decisions, as this has no basis in law. Staff will always act on what is reasonable in the circumstances, in good faith, and with the best interests of the pupil in mind.

7. Training

All first aiders must have completed an appropriate training course and hold a valid certificate of competence. The school will keep a register of all trained first aiders, their training type, and renewal dates (see Appendix 2).

Acting as a first aider is voluntary, and no member of staff will be pressured into taking on the role; however, paediatric first aid requirements under the EYFS Statutory Framework apply to relevant early years roles. When selecting first aiders, the school will consider reliability and communication skills, aptitude and ability to learn new skills, the ability to cope with stressful and physically demanding emergency procedures, and availability to respond immediately to an emergency.

The school will arrange for first aiders to retrain before their certificates expire. Where a certificate expires, the school will arrange for staff to retake the full course before being reinstated as a first aider.

At all times, at least 1 staff member will hold a current paediatric first aid (PFA) certificate meeting the requirements of the EYFS Statutory Framework (September 2026). PFA certificates are renewed every 3 years.

Any newly qualified entrant to the early years workforce who has completed a level 2 or level 3 qualification must hold a current full PFA or emergency PFA certificate within 3 months of starting work in order to be counted in the staff:child ratios. PFA cover during EYFS mealtimes is set out at section 4.4.

EYFS 2026 — Training Records: The school will maintain and display (or make available to parents on request) a list of staff who hold current PFA certificates, in accordance with the EYFS Statutory Framework 2026.

All staff will receive induction training covering first aid procedures. New staff will be informed of who the first aiders are and where first aid equipment is located.

8. AED (Automated External Defibrillator)

The school has considered DfE guidance on AEDs in schools (DfE AED Guide for Schools). The Headteacher will ensure that a decision on AED provision is documented as part of the annual first aid needs assessment, taking into account guidance from the DfE and the British Heart Foundation.

Where an AED is held on site, the following will be recorded in this policy and Appendix 1: the location of the device, the staff member(s) trained to use it, and the maintenance and inspection schedule.

9. Mental Health First Aid

The school recognises the importance of mental health and emotional wellbeing as part of its duty to actively promote pupil wellbeing under the ISI Inspection Framework (2025) and DfE guidance.

The school has identified a Senior Mental Health Lead, Mohammed Aminur Rahman, responsible for strategic oversight of the whole-school approach to mental health and wellbeing. Staff are made aware of the signs of mental health distress and how to refer pupils for additional support. Details of this provision are set out in the school's Mental Health and Wellbeing Policy.

10. Monitoring Arrangements

This policy will be reviewed annually by the Appointed Person and approved by the Headteacher. The review will take into account any changes in legislation, DfE or EYFS guidance, ISI requirements, accident data, and the outcome of the annual first aid needs assessment.

11. Links with Other Policies

This first aid policy links to the:

- Health and Safety Policy
- Risk Assessment Policy
- Supporting Pupils with Medical Conditions Policy
- Safeguarding and Child Protection Policy
- Mental Health and Wellbeing Policy
- EYFS Policy