

First Aid Policy

Veritas Multi Academy Trust

Warden House Primary School, Deal

Pilgrims' Way Primary School, Canterbury

Mundella Primary School, Folkestone



Approved by:	Trust Board	Date: June 2026
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Contents

1. Aims	2
2. Legislation and guidance	2
3. Roles and responsibilities	2
4. First aid procedures	3
5. First aid equipment	4
6. Record-keeping and reporting	5
7. Training	7
8. Monitoring arrangements	7
9. Links with other policies	7
Appendix 1: list of appointed person(s) for first aid (not including all first aid trained employees).	8

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 Trustees are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our Trust's funding agreement and articles of association.

3. Roles and responsibilities

In schools with Early Years Foundation Stage provision, including Reception classes, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the layout and location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

3.1 Appointed person(s) and first aiders

The First Aid Lead / Appointed person at each school 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 the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Ensuring that Medical Tracker records are accurate and kept up to date
- That first-aid and near-misses are recorded and reported via Medical Tracker
- Involved in reviewing data of First-Aid with the Headteacher / Site Managers to ensure risks are minimised for First Aid occurrences, by location and incident across the school site.

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report via Medical Tracker, on the same day, or as soon as is reasonably practicable, after an incident
- Reporting to families of any First Aid which has been administered
- Keeping their contact details up to date

The school's appointed person(s) for first aid are listed in appendix 1. Their names will also be displayed prominently around the school site.

3.2 The Trust Board

The Trust Board has ultimate responsibility for health and safety matters across the Trust, but delegates operational matters and day-to-day tasks to the Headteacher, Trust Business Manager and staff members of each school.

3.3 The Headteacher

The Headteacher is responsible for local implementation of the policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are trained on allergy management

- Ensuring all staff are aware of first aid procedures; including but not limited to the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the school's first aid needs
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)
- Responsible for reviewing First Aid data and tracking the frequency and type of First Aid incidents and near-misses with relevant staff members (ie. First Aid lead and Site Manager) to mitigate against any first-aid incidents which could be avoided.

3.4 School staff

All school staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person(s) in school are
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called, via Medical Tracker.
- Informing the Headteacher or their manager of any specific health conditions or first aid needs
- Completing mandatory Allergy Awareness training – all staff
- Aware of the location of emergency epi-pens and inhalers across the school site.

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the school will contact parents immediately
- The first aider will complete an accident report form via Medical Tracker on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- A member of staff involved, will report the first-aid incident or near-miss to parents via Medical Tracker as a minimum, or via phone, where appropriate to the injury.

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

4.2 Off-site procedures

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

- A school agreed mobile phone with access to Medical Tracker.
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parent / carer contact details
- Details of any health care plans, allergies, and emergency medication, if required.

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- antiseptic wipes, foil packed
- conforming disposable bandage (not less than 7.5cm wide)
- triangular bandages
- assorted adhesive dressings
- large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- sterile eye pads, with attachments
- assorted safety pins
- pair of rustproof blunt-ended scissors

Emergency epi-pens and inhalers should also be taken off-site or in an emergency lockdown procedure.

Risk assessments will be completed prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents or illness (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

There will always be at least 1 first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5. First aid equipment

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

- A leaflet giving general advice on first aid
- individually wrapped sterile adhesive dressings (assorted sizes)
- sterile eye pads
- individually wrapped triangular bandages (preferably sterile)
- safety pins
- medium-sized individually wrapped sterile unmedicated wound dressings
- large sterile individually wrapped unmedicated wound dressings
- Multiple pairs of disposable gloves
- Antiseptic wipes
- Adhesive tape
- A pair of rustproof blunt-ended scissors
- Cold compresses
- Burns dressings

The appointed person(s) for first aid, should ensure all first aid kits are equipped with the required items, replenishing regularly.

No medication is kept in first aid kits.

From September 2026, each school will have a supply of **Emergency adrenaline auto-injector pens**, which will be available in prominent locations on the school site. School staff may administer their “spare” adrenaline auto-injector (AAI), obtained, without prescription, for use in emergencies, but only to a pupil at risk of anaphylaxis, where medical authorisation (ie. By calling 999) and unless the parent/carer has not shared consent / opted out of the use of the spare AAI. The school’s spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

Emergency inhaler - the emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty)

First aid kits will be easily accessible across all school sites and training will be provided for the location of these sites across our Schools.

Defibrillators are also available in are stored in:

- Mundella – The Pavillion and Main Office
- Pilgrims' Way – Main Office
- Warden House – Staff Room

Emergency adrenaline auto-injector pens (AAI) will be located:

- Mundella – In the school hall
- Pilgrims' Way – In the Sports Hall and the Pre-School
- Warden House – In the hall & The Pavillion

6. Record-keeping and reporting

6.1 First aid record keeping and reporting

- An accident form will be completed via Medical Tracker by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in an accident report form.
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record
- Records held via Medical Tracker and previous records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of in accordance with the General Data Protection Regulations 2018 and Trust Data Protection Policy.
- Families will be advised of any First-Aid administration via Medical Tracker.

6.2 Reporting to the HSE

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days. [Some incidents may not be classed as reportable under RIDDOR depending on the nature of the](#)

incident - please find more information here - [Incident reporting in schools \(accidents, diseases and dangerous occurrences\) EDIS1](#).

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
 - 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), which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

For Headteachers only: Information on how to make a RIDDOR report is available HERE: [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents/carers

The Class Teacher / Support Staff will inform parents/carers of any significant accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable via Medical Tracker. All head injuries will be reported to an adult. Parents/carers will also be informed if emergency services are called.

6.4 Reporting to Ofsted and child protection agencies (early years only)

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify the Local Authority, Kent County Council, of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All staff are able to undertake first aid training if they would like to.

All staff are required to undertake mandatory allergy training.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

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

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Trust every two years, or earlier if required. At every review, the policy will be approved by the Trust Board. The first aid provision will be reviewed by the Headteacher, appointed person(s) and first aiders at least annually.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety and risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of appointed person(s) for first aid (not including all first aid trained employees).

STAFF MEMBER'S NAME	ROLE	SCHOOL
Wendy Harvey	Extended Services Lead	Warden House
Kerry Mackenzie-Frazer	Family Liaison Officer	Warden House
Carol Gretton	Senior Family Liaison Officer	Mundella
Mel Llong		Pilgrims' Way