



Risby CEVC Primary School

First Aid Policy

Prepared by:	Health & Safety and Safeguarding Committee Headteacher
Approved by:	Ben Ramsay Chair of Governors
Signature of Chair of Governors:	
Date approved:	February 2026
Review date:	February 2027

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 the outcomes

Legislation and Guidance

This policy is based on advice from the Department for Education on first aid in schools and health and safety 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 School Premises (England) Regulations 2012**, which require that suitable space is provided to cater for the medical and therapy needs of pupils

Commented [lm1]: These were superseded by 92 regs no need to reference

Roles and Responsibilities

Appointed person and first aiders

The school's appointed person is Mrs Amanda Hartley from Monday-Thursday and the Headteacher, Mrs Soo Miller, on Fridays. The appointed person is responsible for:

- Taking charge when someone is injured or becomes ill;
- Ensuring that an ambulance or other professional medical help is summoned when appropriate;
- Ensuring supplies of medical materials for first aid kits are ordered when required.
- The appointed person does not provide first aid treatment beyond their training but takes charge of first aid arrangements and ensures appropriate help is summoned.

All staff completed an Emergency First Aid course ~~in September 2024~~. This will be updated every 3 years, and logged on the central training record. In addition the school has five paediatric first aid trained members of staff (September 2024). When children are taking part in off-site activities, we ensure that a first aider accompanies the group. For EYFS visits, we ensure a paediatric first aider accompanies the group.

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

- Acting as first responders in any incidents: they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment;
- Ensuring that an ambulance, or other professional medical help, is called when necessary;
- Sending pupils home to recover, when necessary. Parents and carers will be advised of any recommended next steps;
- Recording the incident in the first aid book and on the Suffolk proforma if appropriate;
- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.
- Supporting pupils with medical conditions
- Administration of medicines if child has an emergency medical protocol (First aid staff will not administer medication other than emergency medication (e.g. epipens) unless covered by the school's Supporting Pupils with Medical Conditions Policy.)

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Consent

Parents/carers provide implied consent for first aid treatment by sending their child to school. Written consent is obtained for the administration of emergency medication.

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The Local Authority and the Governing Board

Suffolk Local Authority has ultimate responsibility for Health and Safety matters in the school but delegates responsibility for the strategic management of such matters to the school's governing board. The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The Headteacher

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

- Ensuring that an appropriate number of 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 aware of first aid procedures;
- Ensuring appropriate risk assessments are completed and 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.

Accident and Injury reporting

All first aid incidents will be recorded in the First Aid record book in each classroom. This record will show:

- The child's name;
- Nature of injury and treatment given;
- Whether parents or carers have been informed;

- The date and time of the injury – this is particularly important for head injuries;
- The name of the first aider;
- If an adult has not witnessed the incident first hand then the record will state that the child reported the circumstances of the injury.

If the child has a head injury of any kind, a written note describing the injury and any treatment given will be sent home with the child. In addition, the first aider will inform the office staff who will send a 'bumped head' email to the parents/carers.

Where a child has a serious injury, the first aider should inform the Headteacher who will contact parents immediately.

All serious injuries should be reported to the Headteacher and recorded on the Suffolk proforma. 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 Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Records held in the first aid books 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.

An AIRS 1 form will be kept until the child is 21

First Aid Facilities

Every classroom has a green first aid box containing sufficient materials to administer first aid. Further supplies are kept in the school office. It is the responsibility of the Teaching Assistant to ensure that the first aid box is replenished as necessary.

There are also first aid boxes, for use during break times, in the corridor by the Activity Room and in the Ocean Suite.

First aid boxes should be carried with the class for any off-site visits and during PE

[All first aiders will take appropriate infection control precautions, including the use of disposable gloves and safe disposal of waste.](#)

Off-site Procedures

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

- A mobile phone;
- A portable first aid kit;
- Information about the specific medical needs of pupils and any medication required e.g. inhalers, epi-pens

Risk assessments will be completed by the group leader prior to any educational visit that necessitates taking pupils off school premises and there will always be at least one first aider on school trips and visits: with the first aider being a trained paediatric first aider for EYFS trips and visits.

Calling the Emergency Services

In the case of major accidents, it is the decision of the appointed person or the Headteacher if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must:

1. State what has happened;
2. Give the child's name;
3. Give the age of the child;
4. State whether the casualty is breathing and/or unconscious;
5. Give the location of the school: Risby CEVC Primary School, Aylmer Close, Risby IP28 6RT

In the event of the emergency services being called, a member of the office team OR another member of staff, should wait by the school gate and guide the emergency vehicle. If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately.