



HILLTOP
PRIMARY SCHOOL

First Aid Policy

Key Document Details:			
Author:	Trust Facilities Manager	Department:	Education
Reviewer:	Headteacher	Version No:	1.1
Last Review:	April 2026	Next Review:	April 2028
Approver:	Head of Primary Education	Date Ratified:	May 2026

Contents

- Contents..... 2
- Statement of Equality..... 4
- Purpose..... 4
- Legislation and Guidance 4
- Roles and Responsibilities 5
 - Appointed person(s) and First Aiders 5
 - Care Plans 6
 - The Trust Board..... 6
 - The Headteacher..... 6
 - Staff 6
- First Aid Procedures 7
 - In-school procedures..... 7
 - Off-site procedures 8
- First Aid Equipment..... 8
- Record-keeping and Reporting..... 8
 - First aid and accident record book 8
 - Reporting to the HSE 9
 - Notifying parents 10
 - Reporting to Ofsted and child protection agencies 10
- Training 10
- Monitoring Arrangements..... 11
- Links with Other Policies 11
- Equality Impact Assessment..... 12





Statement of Equality

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Purpose

The purpose of our first aid policy at Hilltop Primary School is to:

- Ensure the health and safety of all staff, pupils and visitors;
- Ensure that staff, Trustees 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 complies with our Funding Agreement and Articles of Association

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- 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 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'



Roles and Responsibilities

Appointed person(s) and First Aiders

The appointed person at Hilltop Primary School is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.

At Hilltop Primary School First Aiders are trained and qualified to carry out the role 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 on the same day, or as soon as is reasonably practicable, after an incident;
- 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.
- Keeping their contact details up to date.
- Hilltop Primary School will ensure that Paediatric First Aid (PFA) certificates are renewed every three years, and that training meets the criteria of the 'Early years foundation stage (EYFS) statutory framework'.
- Hilltop Primary School will display staff PFA certificates or a list of staff who have a current PFA certificate and make this information available to parents.

Our school's Appointed First Aiders are displayed prominently around the school.



Care Plans

First Aiders/Health and Welfare Officers are responsible for arranging meetings as necessary with the School nurse and parents to discuss a relevant care plan. Once a care plan is in place this is shared across the School. It is the responsibility of all School staff to be aware of the relevant medical needs of the student and for the First Aider to take charge of any specific medication.

The Trust Board

The Trust Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Chief Executive Officer, Headteacher and staff members.

The Headteacher

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

- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring that an appropriate number of trained First Aid Staff 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;
- 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 Health and Safety Executive (HSE) when necessary (see section – reporting to HSE).
- Ensuring that the school has:
 - A suitably stocked first-aid kit.
 - An appointed person to take charge of first-aid arrangements.
 - Information for all employees giving details of first-aid arrangements.

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures;



- Ensuring they know who the First Aiders in school are;
- Completing accident reports for all incidents they attend to;
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.
- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First Aid Procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will seek the assistance of a qualified First Aider, if appropriate, who will provide the required first aid treatment;
- The First Aider will assess the injury and decide if further assistance is needed from a colleague in the School Office or the emergency services. They will remain on scene until help arrives;
- 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 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 Office Supervisor will contact parents immediately;
- The First Aider/Office Supervisor will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page [‘Promoting and supporting mental health and wellbeing in schools and colleges’](#).

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 relevant medication;
- Parents' contact details.

Risk assessments will be completed by the relevant First Aider/Health and Welfare Lead/ or Teacher as appropriate prior to any educational visit that necessitates taking pupils off school premises.

All trips are processed through Evolve and reviewed with current legislation adhered to. There will always be at least one 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 (under 8 years old).

First Aid Equipment

Careful consideration has been given to the location of first aid kits. These are located in key areas around the individual schools which include the school office and medical room.

First Aiders are responsible for restocking and monitoring first aid kits on a termly basis. All staff have a responsibility to report shortages of stock within first aid kits. No one should add items to the first aid kits without consultation with the First Aid Lead in each school. Once an item from the first aid kit has been opened it should be disposed of.

All first aid kits should be returned to their location after use.

Record-keeping and Reporting

First aid and accident record book

- An accident form will be completed by the First Aider/Office Supervisor on the same day or as soon as possible after an incident resulting in an injury. Minor accidents are recorded as an internal matter;
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form;



- 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.

Reporting to the HSE

The Office Supervisor with assistance for the Trust Health and Safety Officer will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation

<https://www.legislation.gov.uk/ukxi/2013/1471/regulation/4> (regulations 4, 5, 6 and 7).

The Office Supervisor/Health and Safety Officer will report these to the Trust Facilities Manager who will confirm if the accident needs to be reported to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences 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)
 - 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
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident);
- Where an accident leads to someone being taken to hospital and requires treatment;
- 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

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>

Notifying parents

The First Aider will inform parents of any accident or injury sustained by a pupil by way of a wristband system (yellow for minor injuries), unless this is a bump to the head in which case the parent will be called and a red wristband given, a form will also go home with the pupil. Parents are advised that should they need more information they are able to call the School Office.

Reporting to Ofsted and child protection agencies

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 Medway Child Protection Authority/Kent Child Protection Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

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.

Staff are encouraged to renew their first aid training when it is no longer valid.

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 and is updated at least every 3 years.



Monitoring Arrangements

This policy will be reviewed annually by the Headteacher and Trust Facilities Manager.

Links with Other Policies

This first aid policy is linked to the

- Health and safety policy
- Supporting pupils with medical conditions policy



Equality Impact Assessment

Who is the policy or process intended for?	Pupils	Employees	Govs/ Trustees	Volunteers	Visitors
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Status of the policy or process:	New policy or process			Existing policy or process	
	<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Analysis					
Protected Characteristic	Impact analysis			Explanation of impact analysis	
	Positive	Neutral	Negative		
Age:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Disability:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sex:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Gender reassignment:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Race:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Religion or belief:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sexual orientation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Marriage or civil partnership:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pregnancy and maternity:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pupil groups (PP/SEN/CLA):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Evaluation and decision making					
Summary of action taken:					
Final decision:					