



First Aid Policy 2026/2027

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Significant amendments

Date	Amendment	Initials
07/09/2023	New First Aiders list attached	KJJ
13/06/2024	New First Aiders list attached	KJJ
26/09/2024	Updated First Aiders list attached	KJJ
05/11/2024	Amendment to First Aid procedures	KJJ
07/01/2025	Amendment to Accident logging	KJJ
10/03/2025	Amendment to Head Bump procedure	KJJ
30/09/2025	Updated list of first aiders	JP



First Aid Policy 2025

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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 the outcomes

2. Legislation and guidance

- This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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
- [Boarding National Minimum standards](#) See [boarding handbook](#) and [Boarding policy](#).

3. Roles and responsibilities

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

Prestfelde school will ensure that we have sufficient numbers of suitably trained first aiders to care for employees in case they are injured at work.

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.

3.1 Appointed person(s) and first aiders

The school's appointed person is Kelly Jones – Matron. 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 the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

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 slip on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's Matron and first aiders are listed in appendix 1. Their names will also be 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 members.

3.4 The headteacher

The headteacher and Deputy Head Pastoral are responsible for the implementation of this 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 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 HSE when necessary (see section 6)

3.5 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 where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

Prestfelde School has a Health Centre on site and a Matron who is a fully qualified First Aider. This facility has access to a wash basin and toilet facilities and a qualified First Aider/ Matron in attendance during the School day.

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 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. If parents are uncontactable the child would be monitored and cared for in the medical room bay by Matron. However, if the child needed to be assessed by A&E and parents were uncontactable the SLT would make the decision for a member of staff to take the child to hospital and wait with him/her until a parent/guardian arrived. If necessary, they would accompany them back to school. Upon parents' arrival the first aider will recommend next steps.
- If emergency services are called, the Reception staff will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- Hygiene Procedures. Gloves are available for use while treating injuries if required. In the case of a spillage of bodily fluids (such as vomit), the cleaning team can be contacted to clean the area. A clinical waste bin is situated in the medical room.

4.2 Off-site procedures

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

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the teachers taking the trip and overseen by both the Bursar and Deputy Head Pastoral prior to any educational visit that necessitates taking pupils off school premises.

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.

5. First aid equipment

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages • Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The Health Care Centre
- Reception (at the desk)
- Little Prestfelde
- Middle School
- Senior School
- All design and technology classrooms
- The school kitchens
- School Mini Buses

6. Record-keeping and reporting

6.1 First aid and accident record log

- An accident log will be completed by the first aider / Matron or the Bursar 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 the accident log spread sheet
- Records held in on the accident log spread sheet 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.
- A spreadsheet of all accidents is monitored for trends by the Bursar

6.2 Reporting to the HSE

The Matron and Bursar 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 Bursar 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.

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
- 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>

6.3 Notifying parents

The Matron or First aider who dealt with the accident 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.

6.4 Reporting to Ofsted and child protection agencies

The Head of Little Prestfelde and EYFS Designated Safeguarding lead 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 Head of Little Prestfelde and Designated Safeguarding Lead will also notify SHROPSHIRE Children's Safeguarding Board 0345 6789040 of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

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

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 asked 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. Currently, all EYFS staff are paediatric First Aid Trained.

8. Pupils with particular medical conditions. Some pupils may have medical conditions that, if not properly managed, could limit their access to education. Such pupils may have for instance, epilepsy, asthma, diabetes, severe allergies which may result in anaphylactic shock. Prestfelde has individual procedures, including health care plans for any children with such needs. Individual procedures are agreed with parents.

9. Monitoring arrangements

This policy will be reviewed by the Deputy Head Pastoral and Matron every year. At every review, the policy will be approved by the Head teacher and Education committee.

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Administration of medication

FIRST AIDERS AND SAFEGUARDING LEADS 2025/2026

Safeguarding leads

Mike Haswell (DSL)
James Peakman (DDSL)
Cath Morgan (DDSL)
Holly Keogh-Jones (DDSL)
Anna Price (DDSL)
Edward Brittleton (DDSL)

Emergency first aid

Alex Aldous Adam Cook Mike Haswell Rebecca Herbert-Lade Skaidrite Lazdane Mengtao Li Cameron Ray Helen Norton Joanne Wood Deborah Oates Katie Price Nev Speake Lesley Speake Steven Walton Samantha Watton Gonzalo Arias Lopez Carol Cowen Charlotte Edwards Vaughan Patterson Sally Dale Kate Wilde Hannah Chumbley Lauren Adams Sarah Bedall Kenneth Bradley Edward Brittleton Julia Houston-Jones	Kelly Jones Sharon Keulemans Joanne Morgan Rupert Adcock Helen Brittleton Brian Williams James Granger Liberty Griffin David Harvey Freddie Harvey Joanna Hill Anthony Jones Philip Jopling Holly Keogh- Jones Robert Newey Helen Wynn Sarah Wynne Karen Sollner Allan Scott Sarah Davis Rachel Moore Catherine Morgan Paula Ratcliffe Sophie Richards Jeanette Steeden Harriet Williamson Jo Massam
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Full paediatric first aid

Lauren Adams Gonzalo Arias Lopez Sarah Bedall Kenneth Bradley Edward Brittleton Carol Cowen Charlotte Edwards Julia Houston- Jones Kelly Jones Sharon Keulemans Rachel Moore Jo Massam	Joanne Morgan Catherine Morgan Katie Price Paula Ratcliffe Sophie Richards Nev Speake Lesley Speake Jeanette Steeden Steven Walton Katie Warner Samantha Watton Harriet Williamson
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Emergency paediatric first aid

Sarah Wynne Helen Wynn Brian Williams Alex Aldous Anthony Jones Philip Jopling Rupert Adcock Helen Brittleton Hannah Chumbley Sally Dale Vaughan Patterson Allan Scott Karen Sollner	Sarah Davis Joanne Wood James Granger Liberty Griffin Freddie Harvey David Harvey Joanna Hill Holly Keogh-Jones Robert Newey Helen Norton Deborah Oates Kate Wilde
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Emergency First Aid at Work + Paediatric First Aid – B/L

Dakota Bell Jodi Mackinnon Helen Allen Leona Morgan Alice Li Peter Baldwin Zoe Norton-Bothwell	Joel Crane Mark Roberts Emily Ratcliffe Anna Price Rebecca Herbert-Lade Brian Williams
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Appendix 2 - Head bumps flow chart

HEAD BUMPS



