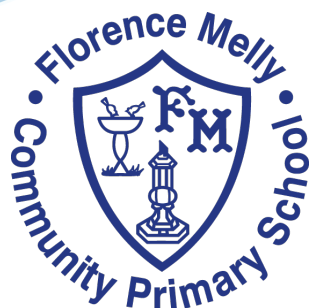


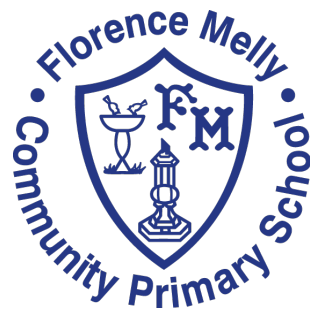


Florence Melly Community Primary School

First Aid Policy

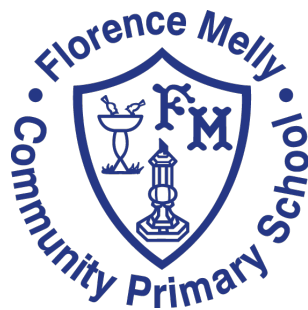
Policy Title:	First Aid Policy		Date written:	September 2024
Written by:	Aaron Leach (Headteacher)		New or revised policy:	Revised (Version 3)
Implementation	Date of ratification:	Date presented to staff:	Date of renewal:	
	October 2026	September 2026	September 2027	





Policy Version Control

Date of Update	Overview of changes made	Version
October 2025	Annual update to reflect changes to guidance - specifically, changes to the EYFS Statutory Framework and mandatory requirements around Paediatric First Aid (PFA).	V2
September 2026	Annual review undertaken. Policy updated to strengthen first aid procedures, emergency response arrangements, head injury management, infection control, AED provision and links to associated medical policies. Statutory references and EYFS Paediatric First Aid requirements reviewed and updated where necessary to ensure continued compliance.	V3



First Aid Policy

September 2026

We have a duty of care under the Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, school personnel and school visitors by providing adequate first aid equipment, facilities and school personnel qualified in first aid.

Annually, we carry out an assessment of medical and first-aid needs which involves consideration of workplace hazards and risks, the size of the school and the number of people on site in order to determine what first-aid equipment we should provide.

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than seven consecutive days will be reported to the Health and Safety Executive (HSE).

We will ensure that first aid provision is up to date and available at all times in school and for all off-site educational visits and sporting events. Pupils and school personnel with specific health needs and disabilities will be given specific consideration.

We ensure that identified school staff members:

- are trained in first aid;
- will attend periodic first aid refresher training;
- are trained in how to administer medication in the case of a severe allergic reaction;
- are familiar with the Individual Health Care Plans of pupils in their care;
- know what to do in an emergency;
- are aware that allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events.

We work hard to have in place, and to maintain, a system that ensures all medical care plans are kept up to date and are available at all times to school personnel who may need them in an emergency. It is vital that all medical care plans clearly indicate whether a pupil needs emergency medication such as asthma inhalers or epipens.

Those members of the school personnel who have volunteered to administer or supervise the taking of medication attend regular refresher training and are up to date with the medical care plans for those pupils with specific medical needs or emergency medication.

We are aware that following a change in the law, we are allowed to purchase spare adrenaline auto-injectors such as EpiPen, Jext or Emerade for use on children with serious allergies in emergencies. We acknowledge that these spare devices can only be used on pupils at risk of anaphylaxis (a life-threatening allergic reaction) where consent from doctors and parents has already been obtained. We believe that parents will now feel more confident about their children's safety during school time knowing that we have in place spare adrenaline auto-injectors.

Where pupils have diagnosed allergies:

- An Individual Healthcare Plan will be maintained and reviewed regularly.
- Emergency medication will be readily available and accessible.
- All staff will receive appropriate training.
- Allergy risks will be considered within classroom activities, clubs, residential visits and educational visits.
- Staff must follow the procedures outlined within the school's Allergy Safety Policy.

This policy should be read alongside:

- Supporting Pupils with Medical Conditions Policy
- Administration of Medicines Policy
- Allergy Safety Policy
- Asthma Policy
- Intimate Care Policy
- Educational Visits Policy
- Health and Safety Policy
- Child Protection Policy
- SEND Policy

Where a pupil has an Individual Healthcare Plan (IHP), procedures contained within that plan must be followed alongside the requirements of this policy.

We believe all school pupils should be taught basic first aid such as dealing with head injuries, CPR, the purpose of defibrillators and how to call the emergency services. We have introduced a programme of first aid into our Cultural Capital curriculum, as we believe young people need the tools to be ready to thrive when they leave school. We firmly believe simple yet vital first aid skills can save lives.

We wish to work closely with the Junior Leadership Team and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims:

- To provide adequate first aid provision and medical care for pupils and school personnel.
- To ensure pupils with medical conditions, disabilities, allergies and long-term health needs can safely access all aspects of school life.
- To have in place qualified first aid personnel who are aware of hygiene and infection control procedures.
- To have in place health and safety control measures.
- To have in place adequate first aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.
- To teach basic first aid to all pupils.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

EYFS Compliance Statement

This policy is fully aligned with the statutory Early Years Foundation Stage (EYFS) requirements for Paediatric First Aid. It reflects the DfE clarifications issued in 2024 and the extended PFA requirements that come into force from September 2025.

EYFS Paediatric First Aid Requirements (Statutory)

To comply with the statutory Early Years Foundation Stage (EYFS) framework, the school ensures:

- At least one member of staff holding a current, full Paediatric First Aid (PFA) certificate is on the premises at all times when EYFS children are present, including Nursery and Reception.
- A full PFA-qualified member of staff accompanies all EYFS pupils on every outing, including local walks, off-site visits and sporting events.
- Only staff with a full, accredited 12-hour Paediatric First Aid qualification are counted in statutory EYFS staffing ratios. Emergency Paediatric First Aid (EPFA) does *not* meet this requirement.
- EYFS staff with Level 2 or Level 3 qualifications achieved after 30 June 2016 must obtain full PFA certification within 3 months of starting employment.
- The school maintains an electronic record of all PFA certification and ensures renewal every three years.
- From 1st September 2025, apprentices aged 16+, long-term placement students, volunteers aged 17+, and staff trained via the Experience-Based Route (EBR) must all hold a full PFA certificate to be included in EYFS staffing ratios.

Responsibility for the Policy and Procedure

First Aid Leadership

The Designated First Aid Lead is: Mrs Stacey Byrne

A current list of qualified first aiders, paediatric first aiders and appointed persons is displayed in the main office, the staff room and on the school website.

The Governing Body has:

- nominated a member of staff to take charge of first aid arrangements;
- delegated powers and responsibilities to the Headteacher to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities Governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the Junior Leadership Team in:
 - determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governing Body
- nominated a Link Governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;

- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- undertake an assessment of first-aid needs which involves consideration of workplace hazards and risks, the size of the school and the number of people on site in order to determine what first-aid equipment is required;
- ensure risk assessments are:
 - in place and cover all aspects of medical and first aid;
 - accurate and suitable;
 - reviewed annually;
 - easily available for all school personnel.
- ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):
- have in place the following health and safety control measures:
 - Adequate and appropriate first aid equipment and resources available.
 - Any faulty equipment restored, replaced or removed.
 - First aid boxes strategically placed around the school.
 - First aid boxes well resourced and maintained.
 - Identified personnel trained in first aid.
 - Named first aiders in place and well qualified.
 - First aiders attend all off-site visits and activities.
 - School personnel aware of first aid procedures.
 - Policy in place.
 - All stakeholders aware of school policy.
 - School policy published on school website.
 - Training in place for all new staff.
 - On-going monitoring in place.
 - Annual review to ensure adequacy for identified hazards, allergies etc.
- purchase and have in place spare adrenaline auto-injectors such as EpiPen, Jext or Emerade for use on children with serious allergies in emergencies;
- train all school personnel in first aid arrangements;
- ensure basic first aid is firmly embedded into the school curriculum;
- give pupils the opportunity to attend first aid training during organised after school activities;
- organise first aid workshops for parents;
- work closely with the Link Governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

The nominated First Aid Lead will:

- ensure all school personnel are trained in first aid arrangements and hold a valid certificate of competence that is valid for three years;
- ensure all identified school personnel receive refresher training every three years;
- ensure the following is available:

- a sink with hot and cold running water;
- drinking water and disposable cups;
- soap and paper towels;
- a store for first-aid materials;
- a telephone or other communication equipment; and
- a digital log for recording incidents attended by a first-aider or appointed person.
- ensure that there are adequate stocks of first aid equipment;
- ensure first aid kits are British Standard BS 8599 and contain the following as suggested by HSE:
 - a leaflet giving general guidance on first aid;
 - individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
 - sterile eye pads;
 - individually wrapped triangular bandages, preferably sterile;
 - safety pins;
 - large sterile individually wrapped unmedicated wound dressings;
 - medium-sized sterile individually wrapped unmedicated wound dressings;
 - disposable gloves.
- position and maintain first aid containers at appropriate locations around the school;
- conduct with the Health and Safety coordinator annual risk assessments;
- ensure all accidents and injuries are recorded and reported;
- ensure all first aid incidents are recorded on Medical Tracker and, where safeguarding concerns arise, cross-referenced on CPOMS;
- ensure that pupils and school personnel with specific health needs and disabilities are given specific consideration;
- ensure the appropriate medical resources (asthma inhalers, insulin, epipens) are available for those pupils with specific health needs at all times;
- ensure emergency salbutamol inhalers are maintained and used in accordance with the school's Asthma Policy and Department for Education guidance;
- ensure school personnel are aware of the specific health needs and disabilities;
- determine the level of provision:
 - at break times and lunch times
 - when school personnel are absent
 - for all educational visits and sporting activities
 - for curriculum activities
- ensure first aid kits are taken on educational visits or off-site sporting activities;
- ensure there is a designated medical room/cupboard that is kept well stocked and free from clutter;
- ensure school personnel follow basic hygiene procedures and have access to disposable gloves and hand washing facilities;
- ensure all first aid treatment is delivered in accordance with infection prevention and control procedures, including the use of personal protective equipment (PPE) where appropriate and safe disposal of clinical waste.
- inform parents of any accident especially head injuries and of any first aid administered;
- ensure all head injuries are assessed by a trained first aider, monitored throughout the school day, recorded on Medical Tracker and communicated to parents, without delay, on the day of the incident;
- seek immediate medical assistance where symptoms indicate concussion, loss of consciousness, vomiting, seizure activity or any other serious concern;
- ensure first aid notices are displayed in the appropriate places;
- ensure first aid information is provided in the staff handbook;
- provide guidance and support to all school personnel;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success of this policy.

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Headteacher, their line manager and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and whenever additional training needs are identified;
- keep up to date with new developments and resources;
- review and monitor;

Additional EYFS Responsibilities of the First Aid Lead

The First Aid Lead will additionally:

- Ensure the school maintains sufficient numbers of full PFA-qualified staff to cover EYFS hours, absences, breaks and all off-site activities.
- Maintain an up-to-date register of PFA expiry dates for all EYFS staff and ensure timely renewals.
- Confirm that only staff with full PFA certificates are counted towards EYFS ratios, including the expanded PFA-requirement groups from September 2025.
- Ensure that EYFS-appropriate Paediatric First Aid kits are accessible in early years areas and taken on all trips.

All school personnel must:

- be aware of first aid arrangements;
- be suitably trained in identifying pupils with expected medical problems;
- report any concerns they have on the medical welfare of any pupil;
- undertake training in first aid, administration of medicines and awareness of medical problems in pupils;
- be familiar with relevant Individual Healthcare Plans and procedures outlined in the Supporting Pupils with Medical Conditions Policy;
- report and record all accidents and first aid treatment administered;
- teach basic first aid to their pupils;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

EYFS Paediatric First Aid Training

All staff working directly with EYFS pupils must:

- Hold a full, accredited 12-hour Paediatric First Aid (PFA) certificate that meets EYFS statutory requirements.
- Renew their PFA certificate every three years, with renewal dates tracked centrally.
- Receive PFA training delivered by appropriately qualified instructors in accordance with EYFS guidance.
- Understand that Emergency Paediatric First Aid (EPFA) does *not* allow them to be counted in EYFS ratios and does *not* meet the requirement for a designated PFA-trained adult on site.

A full PFA-qualified adult must accompany all EYFS pupils on every outing, without exception.

Parents/carers will:

- be aware of and comply with this policy;
- inform the school of their child's medical history that may be a cause for concern;
- complete the necessary paper work before the school administers any medication to a child;
- be given the opportunity to attend first aid workshops in order to understand and be familiar with basic first aid skills;
- be encouraged to work in school as volunteers;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Pupils:

- be aware of and comply with this policy;
- must report all accidents;
- will be given the opportunity to attend first aid training;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the Junior Leadership Team;
- take part in questionnaires and surveys.

Automated External Defibrillator (AED)

The school maintains an Automated External Defibrillator (AED) to support emergency response arrangements in the event of a suspected cardiac arrest.

The AED is located: in the staffroom.

The AED is accessible during school hours and for authorised activities taking place on the school site.

A current list of staff members trained in the use of the AED is displayed:

- In the staff room;
- In the school office; and
- On the school website.

Whilst trained staff will be available wherever possible, the AED is designed to be used by any responsible adult in an emergency by following the verbal and visual instructions provided by the device.

In the event that an AED is deployed:

- Emergency services will be contacted immediately by calling 999;
- Appropriate first aid will continue until emergency services arrive;
- Parents/carers will be informed as soon as reasonably practicable where a pupil is involved;
- The incident will be recorded in accordance with the school's first aid and reporting procedures.

The First Aid Lead will ensure that the AED is regularly checked, maintained and remains in a serviceable condition in accordance with manufacturer guidance.

Emergency Response Procedures

In the event of a serious illness or injury, the school will:

1. Call 999 immediately.
2. Provide appropriate first aid.
3. Contact parents/carers as soon as possible.
4. Ensure a member of staff accompanies a pupil to hospital where parents are unavailable.
5. Complete all required recording, reporting and follow-up procedures.

Reporting

All accidents and injuries will be:

- recorded on Medical Tracker and/or CPOMS, with all details given;
- reported to parents in person, via Medical Tracker, by letter or phone

All accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than seven consecutive days must be reported to the Health and Safety Executive (HSE).