



First Aid Policy

2025-2026

All our policies are written to reflect, support and develop our ethos statement

"A community that cares about excellence, wonder and learning for life"

We provide a safe and exciting space where:

There is community

- 🌳 There is a strong, friendly and respectful spirit within the immediate and extended communities, supporting learning and progress of and for all pupils*
- 🌳 There is a sense of belonging*

There is care

- 🌳 Everyone focusses on valuing and developing the whole child, nurturing a happy and kind atmosphere where asking for help and listening is what we expect of each other*
- 🌳 We understand our actions and nurture respect for each other and the environment*

There is excellence

- 🌳 There is a strong sense of ambition and high academic achievement along with excellent personal progress built around quality first teaching and research informed learning*
- 🌳 There is enrichment and high expectations beyond the curriculum*

There is wonder

- 🌳 Every experience is more memorable than the last*
- 🌳 Learning powers are nurtured and grow and grow*
- 🌳 The implementation of the curriculum is rich, vibrant and creative*

There is learning for life

- 🌳 There is an unstinting dedication to diversity and equality*
- 🌳 There is motivation for the preservation of our environment and a thirst to become a conscientious contributor to making the world a better place*
- 🌳 Pupils leave us with a thirst for knowledge and love of learning, autonomous and self-motivated, ready for their next stage and beyond*

Introduction

The Honeywell Infant and Junior Schools' First Aid Policy is based on the DfE Guidance on First Aid for Schools Document (updated 2022). A copy of this guidance is available at: [First aid in schools, early years and further education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/first-aid-in-schools-early-years-and-further-education)

The DfE Guidance has been adopted by the school because:

- The Guidance is clear, concise and helpful.
- The duties of the school and the roles of the staff are identified.
- The impact of this policy on the school is clearly defined.
- The link with the other agencies is both explicit and beneficial to all those concerned.
- As a Foundation school we have a responsibility to ensure our practice/policy is consistent with the DfE guidelines.
- Health & Safety Executive (HSE) First Aid guidance and resources [First aid - HSE](#)
- A copy of all these publications is available to read in the SBMs Office

Statutory Requirements

Under health and safety legislation employers have to have adequate and appropriate First Aid facilities in the work place. The Management of Health and Safety at Work Regulations (1992) requires employers (the Governing Body) to undertake risk assessments for their employees and others at work and to identify measures to prevent or control these risks. (See risk assessments section below.)

Schools have to have a policy or guidance relating to First Aid provision available for staff and must have:

- a suitably stocked First Aid container
- an appointed person to take charge of the First Aid arrangements (this is currently the Headteachers in each school).
- 'Serious Incidents' records (paper or electronic copies) for a minimum of 3 years.
- a record of any First Aid treatment administered by a "First Aider"

First Aid arrangements must be shared with staff and First Aid provision must be available while people are on the premises or on school visits.

Note: there is no specified number of first aiders required in a specific workplace. The schools assesses the suitable number based on their own risk assessment.

Responsibilities

The Governing Body, as the employer, is responsible for ensuring the following:

- That each school has a Health and Safety Policy.
- That there are adequate numbers of first aiders.
- That there are the correct number of First Aid containers and that they are suitably located.
- That the First Aid arrangements for off – site trips are suitable.
- That the First Aid arrangements for out of school hours are suitable.
- That staff volunteering as first aiders have the appropriate training.
- The regular re-assessment of the First Aid provision needs and provision of the schools.

The Head Teachers

The Headteachers are responsible for implementing the school policy, as presented by the Governors. Each Head Teacher, along with the School Business Manager, reviews the risk assessments, informs the school community of the First Aid requirements, examines the Accident Records, reports to Governors through the Pupil Welfare Committee, identifies a senior mental health lead and liaises with the first aiders.

In Early Years Foundation Stage (EYFS) the Infant Head Teacher will ensure at least one person who has a current paediatric first aid certificate will be on site at all times. Certificates will be renewed every 3 years.

Teaching and Non – Teaching Staff

Staff do not have to give First Aid. However, they are expected to “use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children” DfE Guidance (para 17). Practically this means that staff would treat a graze, or examine a minor injury i.e., a bump/bruise. However, if staff are in any doubt with regards to the injury they should always contact a first aider.

All staff are aware of the following procedures:

- Medicines or drugs should not be administered to children unless there is a chronic or long-term medical issue for which the parents have given explicit permission. Ideally, the administration of drugs should only be done by the designated member of staff. Asthma pumps and Epi Pens are the exception to this and should be readily available for those children (see Asthma and Severe Allergies appendices to Supporting Children with Medical Needs Policy).
- If a child needs to be given medicines during school time they should be stored in a safe place, preferably given to the Headteacher or Deputy for safe keeping and should not be kept in the classroom.
- Staff should be aware of who the first aiders are, and how to contact them
- All head bumps or serious incidents should be recorded in the accident book. A copy of the incident/ injury will be sent home (if an Infant School child is attending an after school club, parents will be called) and a copy retained by the school. (See Reporting First Aid Incidents). The child concerned will also be given a Head bump sticker, so that all staff (and possibly after school providers) are aware of the injury and the child can be monitored closely.
- All staff should be aware of those children who suffer from medical conditions or who suffer from severe allergies. All staff are trained in the use of epi-pens.
- The safe treatment of children who have fallen from the climbing frame or other high object.
- Staff **must** always have a school mobile phone and a first aid bag when undertaking any outside activity (See Visits and Visitors Policy)
- Staff should consult with their Headteacher about a “risk assessment” before undertaking any offsite activity.
- In the Junior School, staff should be aware of the location of the small, first aid bag in each classroom. In the Infants, the bags are located in prominent places in the school. If the bag needs replenishing or it becomes lost they should report this to the appointed person.
- Staff are aware that in an emergency that they should assess the situation to ensure they do not put themselves at risk.

First Aider Responsibilities. Trained first Aiders will:

- Complete the HSE training course, this qualification needs renewing every 3 years.
- Assess the situation quickly and safely and summon appropriate help.
- Protect casualties and others at the scene from possible danger.

- Identify, as far as possible, the injury or nature of the illness affecting the casualty.
- Give each casualty early and appropriate treatment, treating the most serious conditions first.

The “Appointed Person” Responsibilities - currently the Head Teachers

If a designated first aider is unavailable the schools, we must have at least 1 'appointed person' to take charge of first aid arrangements. Currently that has been designated to the Head Teachers. The 'appointed person' doesn't need to be a qualified first aider, but it's good practice for them to get emergency first aid training. They shouldn't give first aid if they're not trained.

This person is responsible for:

- Taking charge when someone is injured or becomes ill
- Looking after the first aid equipment
- Calling the emergency services when appropriate
- Organising an adult to accompany a child to hospital, in the event of the parent/carer being delayed or unavailable. Staff are prohibited from taking ill or injured pupils unaccompanied in a taxi or in their personal vehicles – two staff MUST accompany the child due to safeguarding considerations.

Automated External Defibrillators (AED)

- AEDs exist as part of this policy and staff are aware of the electronic instructions given for use.
- Located in the staff room and main school office
- See the HSE's [provision and Use of Work Equipment Regulations 1998 \(PUWER\) - work equipment and machinery](#) for more information.

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Medicines Administration

- This policy does not include giving tablets or medicines, please see the **Supporting Children with Medical Needs** policy for this
- An appropriate form must be completed by the parent or carer prior to medications being stored on site
- Medication should be kept in a labelled container
- Whilst some pupils will have long-term and complex medical conditions or carry their own medication (for example, an inhaler for asthma or an epi-pen *the only role for a first aider is generally, limited (where appropriate) to helping pupils who need to take their own medication to do so*

Risk Assessments

There are too many assessments to mention (see the DfE guidance and resources provided by the HSE) but there are several issues to consider:

- The size and location of the school
- Site hazards
- Specific needs
- Off – site and outdoor activities. Offsite providers often have their own Health + Safety information, including Risk Assessments on their websites.

Note: schools are general considered “low – risk” and would normally have 1 “first - aider” to 100 students. Please see list of current first aiders, which is monitored by the School Business Manager.

Recruitment of First Aiders

This is a voluntary position, although the staff concerned receive a (small) monetary reward.

When selecting a first aider the Head Teachers need to appoint someone who is a good communicator, can cope with the physical and stressful demands of the position, can learn new skills quickly and who is flexible in their employment and so is able to go to an emergency immediately.

First Aid Equipment and Materials

There is no mandatory list for the contents of the First Aid box or First Aid Bags, however it should be suitably stocked.

Infants

There are two First Aid boxes located on the ground floor, one in the Reception area and one in the Year 1 area. There is also an additional box in the off-site Nursery. At playtimes a portable first aid kit is taken out to the playground. A Caen is the First Aider nominated, who will check and order relevant resources.

Juniors

Each classroom has a small bag containing plasters and sterile wipes. The First Aid bags are also located outside the Staff Room in a designated area. At playtimes one of the bags is taken to the playground, plus the garden in the Summer. The other bags are used for off – site activities. Every member of staff has a first aid waist bag which they have to have with them, containing wipes, plaster, sick bag, gloves and bio hazard bag.

The content of first aid boxes and first aid waist bags is regularly monitored and additional resources ordered as appropriate by the First Aid staff. K Monyo is the current First Aider nominated, who will check and coordinate with the office to order relevant resources.

Reporting First Aid Incidents

The employer must keep a record of any reportable injury, disease or dangerous occurrence.

Any child who receives a serious injury or displays symptoms of a serious disease will have the details recorded in the accident log. A copy of the incident will be sent home to the parent/carer and a copy kept for the school's records. These records are examined by the Head Teachers termly to ensure that the schools' First Aid procedures are satisfactory, that there are no regular incidents and to inform future risk assessments. The Head Teachers will then inform the Governing Body, via the Pupil Welfare Committee.

Any member of staff who has suffered a serious injury through an accident at work should have the details recorded. A serious injury is one that has kept staff off work for 3 days or more. Honeywell Infant & Junior Schools record all serious injuries to staff, whether they miss 3 days of work or not. Fatal and major injuries must be reported to the Health and Safety Executive without delay. (020 7556 2102)

In tragic cases, any fatal or major injuries to visitors should be reported to the Health and Safety Executive, if the person is killed or taken to hospital AND the incident arose from or was in connection with work.

Related Policies

- Asthma and Severe Allergies (Appendices to Supporting Children with Medical Needs Policy)
- Visits and Visitors Policy
- Health and Safety Policy

Review

First Aid Policy



This policy will be updated annually by the Pupil Welfare and Community Committee. All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Record Keeping

All information collected in relation to this policy will be stored in accordance with our Privacy Policy and will not be shared with third parties unless it hinders the safety of the child.

Appendix 1: List Of First Aid And/or Trained First Aiders

STAFF MEMBER'S NAME	ROLE	LOCATION
Infant School		
Ruby Mukerji	First aider	Cherry Class
Goldie Ramirez	First aider	Cherry Class / pm float infant school
Jemima Davis Ratcliff	First aider	Mango Class
Linda Durrant	Paediatric First Aider	Nursery M,T W F Th Maple
Fiona Arnold	Appointed Person	HT Office M - Th
Shared		
Eamon Carron	First aider	Honeywell House M, Th, Fr
Junior School		
Kate Monyo	First aider	am 5L/pm float Juniors
Kim Simmons	First aider	Am 5W / float Yr 5
Steph Davis	First aider	am 6B/pm Staffroom
Jo Clarke	Appointed Person	HT Office

Appendix 2: Model Accident Report Form

NAME OF INJURED PERSON			ROLE/CLASS	
DATE AND TIME OF INCIDENT			LOCATION OF INCIDENT	
INCIDENT DETAILS				
Describe in detail what happened, how it happened and what injuries the person incurred.				
Action Taken				
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.				
Follow-up Action required				
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.				
NAME OF PERSON ATTENDING THE INCIDENT				
SIGNATURE			DATE	