



First Aid Policy

Approved by:	Full Governing Body
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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](#), 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

3. Roles and responsibilities

3.1 The School

- The school will ensure that there is adequate and appropriate equipment and facilities to provide first aid for both pupils and staff.
- It is expected that all staff will encourage children to maintain a high standard of hygiene. This should be modelled by all staff through the use of basic hygiene procedures e.g. single use disposable gloves, hand washing and careful disposing of dressing etc.

- The school will undertake suitable and sufficient assessments of the risks to the Health and Safety of all members of the school community.
- The school will have specific risk assessments in place to manage the Health and Safety of all members of the school community in relation to viral pandemics e.g. Covid19
- The school will ensure that there are sufficient trained First Aiders in the school.
- Non-trained staff are not expected to administer First Aid unless in an emergency or as part of the first stop first aid protocol i.e. in loco parentis.
- The list of first aiders will be displayed within the school.
- The school will ensure that medications are kept safe.
- The Welfare Room displays information regarding infections and communicable diseases.
- The school will comply with the procedures relating to communicable diseases.

3.2 Appointed person(s) and first aiders

The school's appointed Welfare Officer is Zarna Patel. 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 report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

Non trained staff are not expected administer First Aid except in the following circumstances:

- in an emergency, for example administering an epi-pen (note - all staff receive training for this eventuality from the school nurse)
- when dealing with minor bumps, grazes and bruises in the playground. In these situations, the "First Stop, First Aid" procedures will be instigated.

Where an incident is deemed more significant than the 'First Stop, First Aid' as outlined in the guidance or in emergency situations, decisions are made by a qualified First Aider.

3.3 The Local Authority and Governing Body

- Harrow Council 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 Body.
- The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the head teacher and staff members.

3.4 The Head teacher

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

- Ensuring that an appropriate number of 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 all staff are aware of risk assessments and procedures relating to specific health related issues e.g. viral pandemic/ Covid19
- 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 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 (see appendix 2) for all incidents they attend to and ensuring all first aid treatment is recorded
- Informing the headteacher or their manager of any specific health conditions or first aid needs

- Encouraging children to maintain a high standard of hygiene
- Updating records of contact details when informed of any change by a parent/ carer
- Ensuring the implementation of risk assessments and procedures relating to specific health related issues e.g. viral pandemic

3.6 Parents and Carers

- Parents will ensure the school has up to date contact information and has on record the GP surgery that their child is registered with, as this information would need to be given to paramedics/ hospitals in an emergency
- Parents will fully inform the school of any medical needs that may require attention during the school day or relevant learning experiences
- Parents will inform the school of any changes in medical conditions, including providing any relevant documentation from GPs or Consultants.
- Ensure that any prescription medicine is both appropriate and in date, this includes the provision of medicine that needs to be refreshed e.g. Epi Pens.
- Ensure that they follow national, local and school procedures relating to notifying, self-isolating and managing specific health related issues e.g. viral pandemic

4. First aid procedures

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
- A member of SLT will be informed of the incident
- 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 Welfare Officer will contact parents immediately

- The Welfare Officer 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 Premises Manager will be informed where appropriate and asked to complete a full investigation into the location to determine what caused the incident. Following on from this, appropriate measures will be put in place to avoid this happening again.
- Procedures in the Welfare Room will be managed in line with the risk assessments in operation at the time for example relating to specific health related issues e.g. viral pandemic

4.2 Administration of medicines in school

Administering medication at Grimsdyke School involves a systematic and responsible process to ensure the well-being of students, as advised by medical professionals. This includes adhering to established protocols, obtaining necessary permissions, and maintaining accurate records. Please refer to the policy '[Supporting Children with Medical Conditions](#)' and the '[Medical Needs Policy](#)' for detailed information in the administration of medicines in school.

4.3 Administration of Asthma Inhalers in school

Inhalers, including spacers, are stored in individualized red bags for students with asthma. These bags are labelled, and children carry them for easy access, supervised by adults. They are stored near fire exits and a designated area within the playground. This means that children have access to their reliever medication at all times.

Maintenance doses are taken in the Welfare Room under supervision. Inhaler usage is documented in Arbor, and parents receive notifications via email. For further details, please refer to Grimsdyke's '[Asthma Policy](#)'.

4.4 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
- Parents' contact details
- Contact details for duty staff at school

Risk assessments and relevant documentations / steps will be completed by the Education Trips Officer prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits.

For Reception, there will always be at least one member of staff 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

5.1 First Stop First Aid Bags – Class and Break Times

First Stop First Aid is a 'triage and treat when appropriate' procedure for use in the classroom, playground or on school trips. Where the first stop response does not resolve the problem and where a case is assessed as serious or an emergency, then qualified first aid staff, Welfare Room support and when necessary emergency service input (or ambulance) should be sought.

Cases deemed immediately serious and needing the support of qualified first aider or Welfare Room staff:

- Where the student is unconscious, having difficulty breathing or has sustained an injury which means they should not be moved e.g. broken bone
- Any bump to the head
- Any cut that has broken then skin or nose bleed leading to profuse bleeding
- Vomiting
- Any medical issue in a child with a known pre-existing medical condition e.g. allergy, asthma etc.

Staff will have a first stop first aid bag with necessary equipment in, and a small notebook to record any support given to a student.

First stop first aid bags contain the following:

- First stop first aid guidance sheet (see Appendix 4)
- gloves
- antiseptic wipes
- tissues
- a sick bag
- a selection of small plasters
- a safe disposal bag for any soiled material
- record book and pencil/pen
- security door access card

5.2 First Aid bags for Educational Visits

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 Welfare Room. Each classroom will also have a first stop first aid bag to allow minor injuries to be attended to in the classroom (see Appendix 4). The Welfare Officer will check and replenishes first aid kits termly or when notified of a need by a staff member.

6. Medication

Medicines will only be accepted for administering during the school day as an exceptional matter with the specific prior agreement of the Headteacher. In such cases detailed written instructions for the administration of medicines must be received from the parent via the *Parent Consent Form* available from the Medical Officer/the school Office.

In the main, these must be prescription medicines that are labelled for the specific students and must be in date. E.g. If an epi-pen (which is stored on site) is found to be out of date, then the parent will be contacted and asked to replace. Out of date Epi Pens will not be administered to students. The school will have a limited number of these available but must have parental consent to administer one if the situation arises.

The school will ensure that medications are kept safe. Expired medication will be returned to the family for them to arrange safe disposal.

(See also Medical Needs Policy)

7. Record-keeping and reporting

7.1 First aid and accident records

Recording and Reporting

All visits to the Welfare Room where a child presents or complains of an illness will be recorded on Arbor. Information around the symptoms and first aid administered will clearly be recorded as part of this.

Where appropriate information will be shared with parents – this is based on the presentation, conditions and concerns about the child and will take one of three different forms.

A copy of the accident report will be retained within the Arbor system.

Records held in Arbor 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.

	Presenting symptoms/incident/accident	Communication as a result
First Stop First Aid Bags	In the event of a minor medical incident, where the skin is not broken (visible bleeding) or there are no other deemed risk factors involving a child in the playground or within a learning environment, immediate first aid will be administered by the supervising adult. All adults in the playground carry First Stop First Aid bags to support this.	Subsequently, the class teacher will be promptly notified, who will then inform parents or afterschool club staff at the end of the day. This will ensure that necessary information reaches relevant parties efficiently and effectively.
Acute or Moderate injuries	Any injury where there are visible marks, bumps, grazes which may cause the surface of the skin to be broken and bleeding must be attended to by an individual who is first aid trained.	Parents will be informed of these accidents based on a decision of the Welfare Officer/person treating in situ. The log MUST be reported to the Welfare Office if treated in situ so a log can be sent home to parents.
Acute / Chronic or Significant	In instances where an injury is identified as either chronic or acute by the Welfare Officer,	Parents or carers will be promptly notified to support

Injuries	immediate escalation to the appropriate medical services will be initiated. This includes any injury that is head, face or mouth related regardless if the surface of the skin is broken or not. Paediatric first aiders will provide necessary support to the child based on their training and professional guidance from medical experts.	their child. In the first instance parents are notified verbally via phone, this is then followed up by an email notification. The incident will be recorded on Arbor, with pertinent information shared with any medical professionals involved in managing the situation.
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7.2 Reporting to the HSE

The Welfare 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 (regulations 4, 5, 6 and 7).

The Welfare Officer 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 a staff member or student 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)

<http://www.hse.gov.uk/riddor/report.htm>

7.3 Notifying parents

If a child is hurt which results in a mark or bump to the head or face, or if a child is hurt following an incident with another pupil, parents will be advised as soon as possible by the Welfare Officer.

The Welfare Staff will make a decision based on the nature of the injury as to whether it needs to be reported to them directly from the Welfare Room.

Not all incidents are reported directly from the Welfare Room to the parents. Some of this information will be relayed by the class teacher/supporting adult at the end of the day, or during after-school club/extracurricular activities by a member to staff.

7.4 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 the Local Authority Designated Officer (LADO) of any serious accident or injury to, or the death of, a pupil while in the school's care.

8. Training

All school staff are able to undertake first aid training if they would like to. They should inform the school business manager to arrange this.

All first aiders must have completed a training course delivered by an Ofsted approved provider, 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 (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid (usually after three years).

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.

9. Monitoring arrangements

This policy will be reviewed every year.

At every review, the policy will be approved by the full governing body.

10. Links with other policies / procedures

This first aid policy is linked to the

- Child Protection and Safeguarding Policy
- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Guidelines for managing pupils with allergies
- Booking and planning of Educational Trips
- First Stop First Aid Procedures
- Medical Needs Policy
- Asthma Policy

Appendix 1: Trained First Aiders (Including dates of most recent training)

Staff Member	Role	Date qualification valid until
Paediatric First Aid		
Shatarupa Chatterjee	Teaching Assistant	8 th October 2024
Iveta Bogjisha	Teaching Assistant	8 th October 2024
Rukhsana Gill	ASC	19th October 2024
Kerri-Ann Nolan	Teaching Assistant	19th October 2024
Kavita Bhatt	Teaching Assistant	19 th October 2024
Miss N Barth	Teaching Assistant	06 th July 2024
Mr D Godfrey	Sports Coach	06 th July 2024
Mrs S Sivakanthan	Teaching Assistant	06 th July 2024
Mrs Z Patel	Welfare Officer	1 st December 2025

Mrs J Holgate	Lead Teaching Assistant	1 st December 2025
Mrs K Shah	Teaching Assistant	3 rd October 2025
Mrs H Vaswani	Teaching Assistant	3 rd October 2025
Mrs K Shetty	Teaching Assistant	3 rd February 2025
Mrs G Kumaraswamy	Welfare Officer/ ASC	21 st January 2025
Mrs S Zafar	Teaching Assistant	3 rd February 2025
Mrs R Kaur	Teaching Assistant	19 th March 2026
Mrs B Bhudia	Deputy Headteacher	12 th July 2026
Mr I Sutherland	Headteacher	12 th July 2026
Mrs N Amin	Teaching Assistant	19 th October 2026
Mrs B Yohan	Teaching Assistant	19 th October 2026
Mrs M Nadeem	Teaching Assistant	2 nd November 2026
Mrs K White	Assistant Headteacher	2 nd November 2026
Mrs P Patel	Teaching Assistant	4 th December 2026
Mrs Sejal Patel	Teaching Assistant	4 th December 2026
Miss E Hockett	Teaching Assistant	27 th February 2027
Miss E Alla	Teaching Assistant	7 th March 2027
Mrs H Murphy	Teaching Assistant	13 th March 2027
First Aid At Work		
Mrs B O'Reilly	Lead Teaching Assistant	17 th October 2025
Mrs D Jadran	Teaching Assistant	10 th November 2025
Mrs J Doulton	Teaching Assistant	15 th September 2025 *Residential
First Aid Basics in an Educational Setting		
Mr C Abrahams	School facilities team	15 th October 2025
Mr Nikesh Ganhdi	School facilities team	26 th October 2025
Asthma Friendly Training		
Mrs Z Patel	Welfare Officer	22 nd November 2024
Mrs G Kumaraswamy	Teaching Assistant	22 nd November 2024

Appendix 2: Accident report form (Sample)

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>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</i>			

Name of person attending the incident			
Signature		Date	

Appendix 3: First aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>E.g. first aid</i>			
<i>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			

Appendix 4: First Stop First Aid guidelines

First Stop First Aid.

- Please read in conjunction with the school first aid policy
- This advice does not take the place of first aid training or professional judgement but has been created to clarify key points for staff

First Stop First Aid is a 'triage and treat when appropriate' procedure for use in the classroom, playground or on school trips. Where a case is assessed as serious or an emergency, then qualified first aid staff, Welfare Room support and when necessary emergency service input (or ambulance) should be sought.

Cases deemed immediately serious and needing the support of qualified first aider or Welfare Room staff:

- Where the student is unconscious, having difficulty breathing or has sustained an injury which means they should not be moved e.g. broken bone
- Any bump to the head
- Any cut or nose bleed leading to profuse bleeding
- Vomiting
- Any medical issue in a child with a known pre-existing medical condition e.g. allergy, asthma etc.

In other cases, the following support should generally be given in the first instance:

Presentation of student	First Stop First Aid Response
Minor bumps, scrapes and bruises	• Reassure student • Ensure injury is clean • Cover as required using hypoallergenic dressing • Monitor and review
Headaches and abdominal discomfort	• Reassure student • Encourage student to drink some water or visit the toilet if needed • Monitor and review
Feeling dizzy or faint	• Reassure student • Ensure they are sitting in an appropriate location • Encourage to put their head forwards • Monitor and review

Minor nose bleed	• Reassure student • Provide a tissue and ask student use to pinch their nose for 2 minutes • Monitor and review – if bleeding persists send to Welfare Room
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Where the first stop response does not resolve the problem, then student should be referred to the Welfare Room.

Staff will have a first stop first aid bag with necessary equipment in and a small notebook to record any support given to a student.