



Greystoke Primary School

First Aid Policy

Approved by: Greystoke Advisory Board : 16/1/26

Last reviewed on: 18.12.2025

Next review due by: 18.12.2027

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 Advisory Board 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

The school has trained first aiders including paediatric (Appendix 1). They are responsible for:

- Taking charge when someone is injured or becomes ill.
- 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 (carbonated first aid book and an AssessNET form where applicable)

Our school's paediatric first aiders are listed in appendix 1. Their names will also be displayed around the school for staff to access readily.

There is a designated member of staff who is responsible for ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.

There are designated first aiders who have completed First Aid at work course Level 3. (See appendix 1)

3.2 The local authority, the Trust and Advisory board

The head teacher has ultimate responsibility for health and safety matters in the school. The LA and Trust regularly complete audits which are reported to the Advisory Board.

3.3 The Headteacher

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

- Ensuring that an appropriate number of 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).

3.4 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 where necessary.
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.

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 if at lunchtime whether the injury can be treated on the scene using the emergency first aid bag that all lunchtime supervisors carry about their person. If treatment is carried out at the scene, a yellow slip will not be completed. This would be for minor injuries such as bumps to knees, small scrapes to hands or knees or elbows.
- Any head injuries, including bumps or knocks into objects or other people that result in a noticeable mark will warrant a call home to advise parents, in EVERY occasion. This is so parents can keep an eye on any delayed reactions such as concussion.
- If the first aider decides the injury needs more than 'on the spot' treatment the child will be sent to the first aid bay and here a first aider will decide whether the injury can be treated in house or whether a call needs to be made to emergency services. They will remain on the 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, they will contact a member of SLT to make them aware, and the appropriate form will be completed and signed by a member of SLT to authorise the decision made. 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 Headteacher or if not available the School Administrator team will contact parents immediately.
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. This will include an accident report form ready for uploading to Assessnet where the injury has resulted in the child needing hospital treatment.

4.2 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
- Any medication required for the pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff 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 involving children from early years, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on school trips and visits in Key Stage 1 and Key stage 2.

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
- Triangular bandages
- Adhesive tape and dressing pads
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Foil blankets

No medication is kept in first aid kits.

In addition, the following will be stored in the first aid cupboard (Key stage 1 area)

- Eye pad bandages
- Eye wash
- Wound closure strips
- Safety pins
- Cold compresses
- Gauze dressings

First aid kits are stored in:

- The main office
- The first aid room
- Lunch time kits held by each lunchtime supervisor

6. Record-keeping and reporting

6.1 First aid and accident record book

- Very minor injuries which can be treated on the scene by a member of staff using the personal first aid kits will not be recorded on any formal documents. This is to prevent congestion in the first aid bay.

- Minor accidents requiring more care than just a wipe will warrant the child being sent to the first aid room. Here a minor accident form is completed if the injury needs only very minor first aid- a wipe, cold compress, plaster or ice pack for a short time. A copy of the form is sent home to parents.
- An Assessnet form will be completed electronically by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury requiring hospital treatment.
- As much detail as possible should be supplied when reporting an accident.
- A copy of the Assessnet accident report form will be stored electronically.
- 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, an AIRS 1 form will be kept until the child is 21 years old.

6.2 Reporting to the HSE

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

6.3 Notifying parents

The class teacher or teaching assistant will inform parents of any accident or injury sustained by a pupil which resulted in them having to attend the first aid room, on the same day, or as soon as reasonably practicable detailing what first aid was administered. This will take the form of an accident slip being passed on or on occasion may involve a discussion when needed. Where a head bump has occurred parents will be informed by a member of staff as soon as possible by telephone.

6.4 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 local authority child protection agencies (MASH team) 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 (see appendix 1).

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.

8. Monitoring arrangements

This policy will be reviewed by the Head teacher in conjunction with the Advisory Board every 2 years. At every review, the policy will be approved by the Advisory Board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment
- Discovery Schools Policy on supporting pupils with medical conditions (Medication and Management appendices).

Headteacher: Ronnie Richardson


Date: December 2025

Appendix 1: list of trained first aiders

Name	Type of certificate	Expiry date
Jayne Woodward	Emergency Paediatric First Aid Training	16/11/2027
Amanda Smith	Emergency Paediatric First Aid Training	15/03/2027
Maysa Watts	Emergency Paediatric First Aid Training	16/11/2027
Rejna Begum	Emergency Paediatric First Aid Training	17/01/2028
Grace Walters	Emergency Paediatric First Aid Training	04/11/2027
Molly Hardy	Emergency Paediatric First Aid Training	28/08/2028
Shanel McPherson	Emergency Paediatric First Aid Training	28/08/2028
Alicia Collins	Emergency Paediatric First Aid Training	05/12/2028
Julie White	Emergency First Aid	18/05/2028
Lisa Whiston	Emergency First Aid	18/05/2028
Claire Sceeny	Emergency First Aid	01/06/2028
Rachael Warren	Emergency Paediatric First Aid	18/05/2028
Lauren Pitsillides	Emergency First Aid	01/06/2028
Sophie Mallard	Emergency First Aid	01/06/2028
Samantha Prince	Emergency First Aid	01/06/2028
Megan Walkerdine	Emergency First Aid	01/06/2028
James Cooper	Emergency First Aid	18/05/2028
Karen Marriott	Emergency First Aid	26/01/2029
Prudence Down	Emergency First Aid	26/01/2029
Sofia Vassallo	Emergency First Aid	26/01/2029
Lauren Harrison	Emergency First Aid	26/01/2029
Megan Dainton	Emergency First Aid	26/01/2029

Sophie Bolton	Emergency First Aid	26/01/2029
Lisa Turner	Emergency First Aid	26/01/2029
Leigh Howell	Emergency First Aid	04/02/2027
Clare Brothwell	Emergency First Aid	04/02/2027
Sarah Brothwell	Emergency First Aid	04/02/2027
Wendy Kelham	Emergency First Aid	04/02/2027
Victoria Turbin	Emergency First Aid	04/02/2027
Anne Williams	Emergency First Aid	04/02/2027

Appendix 2: Greystoke Primary School First Aid Advice Slip

 ACCIDENT / INCIDENT / ILLNESS REPORT SLIP	Pupils Name		Date
			Time
			Class
Location of and details of accident / incident / illness			
Head Injury	Sprains / Twists	Mouth Injury / Tooth Ache / Loose or Missing Tooth	
Stomach Pains / Upset Tummy	Nosebleed	TLC Applied	
Bump / Bruise	Parent / Carer Contacted	Referred to Head Teacher	
Cut / Graze	Unable to contact Parent	<p align="center">IMPORTANT</p> <p>Please consult your Doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.</p>	
Headache / High Temp.	Well enough to remain in school		
Vomiting / Nausea	Collected from school		
			Authorised Signature
Details of Treatment and Additional Comments			