

Litcham School

First Aid Policy

Approved by:	Local governing Body	Date:
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Last reviewed on:	July 2026
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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

1. 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: It also reflects Department for Education statutory guidance: Supporting pupils at school with medical conditions (December 2015).

- [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](#),

This policy complies with our funding agreement and articles of association.

2. Roles and responsibilities

2.1 Appointed first aid trained persons:

Primary Phase

Estee	Anema
Kerry	Burrows
Sam	Caley
Loren	Carpenter
Kat	Cottrell
Victoria	Dennis
Karen	Druce
Tasha	Malone
Brad	Stannard
Rachel	Stockwell
Jade	Taylor
Amy	Walsgrove
Ellie	Wyer

Secondary Phase

Louise	Alston
Paul	Clark
Denise	Corsini
Ellis	Dillnutt
Catherine	Forth
Sadie	Greef
Emma	Hammond
Amy	Hemp
Sharon	Hogg
Niamh	Hunt
Henrietta	King
Claire	Mason
Guba	Morling
Emma	Payne
Hermione	Pepper
Victoria	Plummer
Euan	Powell
Neil	Ryan
Rhonda	Taylor-Balls
Stina	Thorarinsson
Sophie	Upton
Graham	White
Luke	Wolsey

All staff are responsible for alerting reception upon using medical supplies from first aid kits in order that they can be replenished.

Gemma Bridgwater-Rowe is responsible for checking all secondary phase first aid kits on a termly basis to ensure that there is an adequate, in date, supply of medical materials and replenishing the contents of these kits as required.

Estee Anema is responsible for checking all primary phase first aid kits on a half termly basis to ensure that there is an adequate, in date, supply of medical materials and replenishing the contents of these kits as required.

First aiders are trained and qualified to carry out the role (see section 6) 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
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- 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

***Secondary Phase**

Recording first aid treatment is completed and stored securely using an online system, 'Medical Tracker'. Parents are sent an online notification of a medical incident.

***Primary Phase**

Recording first aid treatment is completed and stored securely using an online system, 'Medical Tracker'. Parents are sent an online notification of a medical incident.

- Keeping their contact details up to date

Our school's appointed persons and first aiders are listed above. Their names will also be displayed prominently in the Reception area at each phase of the school.

2.2 The Local Governing Board

The Local 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.

2.3 The Head of School

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

- Ensuring that an appropriate number of appointed persons and 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
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 5)

2.4 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 on Medical Tracker for all incidents they attend to where a first aider is not called.
- Informing the Head of School or their manager of any specific health conditions or first aid needs

3. First aid procedures

3.1 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. Upon their arrival, the first aider will brief parents of the incident and first aid treatment undertaken and advise parents to seek further medical advice if they feel it appropriate.
- If emergency services are called, the Receptionist or Appointed Person will contact parents immediately
- The first aider or Appointed Person will record the incident on Medical Tracker on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- Certain minor complaints, illnesses or pain management may be dealt with by the office first aider administering paracetamol. Before this occurs, medical information will be checked and parental consent obtained. Medication will be administered in line with manufacturer guidance, stored securely and fully recorded. Staff will also check whether any other medication has been taken that day. Aspirin will not be administered to pupils unless prescribed.

3.2 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 visit leader prior to any educational visit that necessitates taking pupils off school premises.

Staff will ensure they know the exact location/address of the visit venue in order to direct emergency services if required.

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

When taking EYFS children off the 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.

4. 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

Staff should take appropriate precautions when dealing with blood or bodily fluids and use appropriate personal protective equipment.

- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits, other than:

- the defibrillator which contains aspirin, to be used as first aid to a casualty with a suspected heart attack in accordance with currently accepted first aid practice. **NOTE:** Aspirin is NOT to be used to treat illness.
- Secondary Phase trip first aid back packs, when student medication will be carried securely as necessary, in a clearly labelled '**Student Medication**', zip lock bag.

Primary First Aid kits do not include any pupil medications. These are always stored in a separate orange drawstring bag.

First aid kits are stored in:

Secondary Phase

- The Administration Office
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles
- New Block
- PE sports pavilion
- PE changing rooms

Primary Phase

Main Hall
Opposite main office
Modular building
infant cloakroom area
End of main corridor
Year 6 classroom, Children's Centre

Record-keeping and reporting

5.1 First aid and accident record-keeping

- An accident will be recorded on Medical Tracker by the first aider or appointed person 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
- Records relating to first aid and accidents will be retained in line with the Trust's records retention schedule and data protection requirements.

5.2 Reporting to the HSE

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) is kept by recording the incident on Medical Tracker, the report goes directly to the Trust Estates Manager. The Trust Estates Manager reports 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:
 - o Fractures, other than to fingers, thumbs and toes
 - o Amputations
 - o Any injury likely to lead to permanent loss of sight or reduction in sight
 - o Any crush injury to the head or torso causing damage to the brain or internal organs
 - o Serious burns (including scalding)
 - o Any scalping requiring hospital treatment
 - o Any loss of consciousness caused by head injury or asphyxia
 - o 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:
 - o The collapse or failure of load-bearing parts of lifts and lifting equipment
 - o The accidental release of a biological agent likely to cause severe human illness
 - o The accidental release or escape of any substance that may cause a serious injury or damage to health
 - o 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>

5.3 Notifying parents

The appointed person or first aider will inform parents of any head injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable. Pupils will be monitored following a head injury and emergency medical advice will be sought if symptoms worsen.

A decision as to contact parents for any any other accident or injury sustained by a pupil will be made on an individual incident basis by the appointed person or first aider, referring to a member of the Senior Leadership Team where necessary.

5.4 Reporting to Ofsted and child protection agencies

An Assistant Headteacher or the Head of School 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.

An Assistant Headteacher or the Head of School will also notify the Trust and where relevant the Local Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

5. Training

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.

6. Monitoring arrangements

This policy will be reviewed every two years.

At every review, the policy will be approved by the Local Governing Body.

7. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions

Appendix 1: First Aid Training Log – updated April 2026

Surname	Forename	Phase	One Day First Aid (Emergency 1st Aid at Work)	Renewal Date	Three Day First Aid (1st Aid at Work & Re-qualification)	Renewal Date	Paediatric / Early Years First Aid	Renewal Date	Type 1 Diabetes Awareness Training	Renewal Date
Anema	Estee	Prim	05/02/2024	05/02/2027	11/10/2024	11/10/2027				
Alston	Louise	Sec	12/06/2025	12/06/2028						
Burrows	Kerry	Prim	24/02/2026	24/02/2029						
Caley	Sam	Prim	05/02/2024	05/02/2027						
Clark	Paul	Sec			17/01/2023	17/01/2026				
Carpenter	Loren	Prim	24/10/2025	23/10/2028			24/10/2025	23/10/2028		
Cottrell	Kat	Prim	29/01/2024	29/02/2027			29/01/2024	29/02/2027		
Dennis	Victoria	Prim	05/02/2024	05/02/2027						
Dillnutt	Ellis	Sec	11/12/2023	11/12/2026						
Druce	Karen	Prim					24/01/2023	23/01/2026		
Forth	Catherine	Sec			02/07/2025	02/07/2028				
Greef	Sadie	Sec			04/03/2025	04/03/2028				
Hammond	Emma	Sec	12/06/2025	12/06/2028					06/01/2026	06/01/2027
Hemp	Amy	Sec			04/03/2025	04/03/2028				
Hogg	Sharon	Sec	04/03/2025	04/03/2028						
Hunt	Niamh	Sec							12/11/2025	11/11/2026
King	Henrietta	Sec	04/03/2025	04/03/2028						
Malone	Tasha	Prim	05/02/2024	05/02/2027						
Morling	Guba	Sec	15/11/2024	15/11/2027						
Payne	Emma	Sec			02/07/2025	02/07/2028				
Plummer	Victoria	Sec			20/03/2023	20/03/2026				
Powell	Euan	Sec	01/07/2026	01/07/2029					12/11/2025	11/11/2026
Ryan	Neil	Sec			11/10/2024	11/10/2027				
Stannard	Brad	Prim	15/11/2024	15/11/2027						
Stockwell	Rachel	Prim	04/03/2025	04/03/2028						
Taylor-Balls	Rhonda	Sec	12/06/2025	12/06/2028						
Taylor	Jade	Prim	05/02/2024	05/02/2027						
Thorarinsson	Stina	Sec	19/10/2023	19/10/2026					20/10/2025	19/10/2026
Upton	Sophie	Sec	12/06/2025	12/06/2028						
Walsgrove	Amy	Prim	25/11/2024	25/11/2027						
White	Graham	Sec	01/07/2026	01/07/2029						
Wolsey	Luke	Sec	01/07/2026	01/07/2029						
Wyer	Ellie	Prim	18/11/2024	18/11/2027						

