



First Aid Policy

Version	Date	Author	Changes
1.0	1 December 2025	R Martin	Created Policy

Statement of Intent
Legal framework
Equality and Inclusion
First Aid Personnel
Accident and First Aid Reporting
Visitors / Contractors
Children with Medical Needs
Staff Training
Information for Employees

Statement of Intent:

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

This Policy should be read in conjunction with:

- Health and Safety Policy
- Health and Safety (First Aid) Regulations 1981
- DfE Guidance for Schools
- Independent School Standards – Part 3 (Welfare, Health and Safety)
- Equality Act 2010
- Educational Trips and Visits Policy
- Supporting Pupils with Medical Conditions Policy
- Administration of Medicine Policy

Legal Duty

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Type of school
- Size of school
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

The school will ensure that a sufficient number of suitably trained first aiders or appointed persons are available at all times, as identified through a regularly reviewed first aid risk assessment.

Equality and Inclusion

The school is committed to promoting equity, equality and inclusion in all aspects of its provision, including first aid arrangements.

All children, staff, visitors and contractors will be treated fairly, with dignity and respect, regardless of age, disability, gender reassignment, pregnancy or maternity, race, religion or belief, sex, sexual orientation, or any other protected characteristic as defined by the Equality Act 2010.

First aid provision will be accessible to all and responsive to individual needs. Reasonable adjustments will be made, where appropriate, to ensure that pupils, staff or visitors with disabilities, medical conditions, sensory needs, language barriers or additional vulnerabilities are not disadvantaged in receiving timely and effective first aid.

Individual healthcare plans, risk assessments and personal medical protocols will be used to ensure equitable access to medical support and emergency care. Cultural, religious and personal considerations will be respected wherever possible, while always prioritising health, safety and safeguarding.

Information relating to first aid procedures will be communicated in a clear and appropriate manner, and staff will receive training to support inclusive practice and appropriate responses to a diverse school community.

This policy is implemented with due regard to the school's public sector equality duty, ensuring that discrimination is eliminated, equality of opportunity is advanced, and positive relationships are fostered throughout the school community.

First Aid Personnel

It is the school policy to train all staff in basic first aid (Emergency First at Work) so that they can administer first aid to pupils. A basic first aid qualification is also a requirement for staff administering / witnessing the administration of medicine; carrying out medical procedures, when required and completing any accident forms that are sent home to parents.

In line with the risk assessment, school also trains staff to provide first aid to colleagues as required.

A list of all staff qualified to administer First Aid is displayed around school for staff to refer to, visitors to see and know and for children to see.

The staff who are currently trained in Emergency First Aid at Work are:

Rachael Martin – Headteacher
Cath Baldwin – Class Lead
Sylwia Zylewicz – Teaching Assistant

The headteacher is non-teaching and therefore is predominantly available to undertake first aid when required.

The school's Extended Leadership Team are also trained in First Aid and are able to support, if they are on site.

The Headteacher is responsible for managing the first aid resources and tracking of incidents.

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary, including directing someone to call an ambulance as required.
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.
- Reporting/ replacing items missing from first aid boxes

The following are general first-aid related procedures to be followed by all staff:

- If you are aware that anyone on the school premise has been taken ill, or has had an accident, call upon a first aid trained member of staff for assistance.
- Assess the patient's condition and then call 999 or 112 for advice, if appropriate
- Where a child is involved, provide immediate first aid / care and instruct another member of staff to contact the parent or carer.
- Do not delay in calling for an ambulance in order to contact parents. Ideally, an ambulance can be called and a parent informed at the same time ie with 2 members of staff making phone calls.
- If you need to access a first aid kit for personal use, do not remove it from its designated place.
- Any loss or damage to first aid equipment or understocked first aid boxes must be reported to the staff responsible. (see staff responsibility list)
- All staff on visits out of school are expected to carry a first aid kit with them at all times.

All staff at Supreme Start School will undertake First Aid Training on a three-year cycle. Records and certificates of qualification are held on file.

All new staff are First Aid Trained at the start of their employment with Supreme Start School.

Accident and First Aid Reporting

All accidents at Supreme Start School are recorded.

Parents / Carers are advised of an accident involving their child as soon as practicably possible, with the accident form being sent via email at the end of the school day.

Any serious accidents will be reported to RIDDOR, in line with our Health and Safety Policy.

All first aid records are kept for at least 3 years.

Visitors/ Contractors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an accident form is completed and stored correctly and added to the first aid tracker.

Children with Medical Needs

For children who have medical equipment specific to a health need e.g. Epipens or Inhalers, the protocol is included or appended to individual risk assessment.

The class leaders manage individual risk assessments, ensuring they are up-to-date.

All staff have been trained in the delivery of an AAI (auto anaphylaxis injector) and the school carries a spare Epi-pen in the case of an emergency and in line with Benedict's Law.

If a child attending Supreme Start School has a known medical condition, parents must provide the required medication to be administered in case of an emergency. Parents are responsible for checking that the medication is in date and they must complete the form when handing the medication to the school office on the first day. If a child has a medical condition, they will also have an Individual Healthcare Plan (IHP) and this will be updated and reviewed by Class Leaders regularly or when an incident occurs.

Prior to administration, First Aid trained staff will also double check that any medication is in date.

Class leads will dispose of any medication that is out of date, in line with our Administration of Medicines Policy, and will advise parents and carers when this has taken place.

Staff Training

All staff undertaking first aid duties will receive full training in accordance with current legal requirements.

Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff as part of the Induction.

Information on the current first-aider/appointed person will be provided on staff notice boards.

First Aid boxes can be found in the following areas:

- Main Offices
- Medical Room
- Kitchen
- Trips and Visit Kits

A defibrillator is located outside the Main School office. All first aid trained staff are trained in using the defibrillator.

This Policy will be reviewed again in September 2026 by the Headteacher.

