



First Aid Policy

Version	Date	Author	Changes
1.0	1 December 2025	R Martin	Created Policy
1.1	18 May 2026	R Martin	Amendment for head injury protocol and RIDDOR reporting.

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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.

Risk assessments will be updated on an individual basis after any incidents that occur.

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.

Checking and monitoring of stock

- The current responsible for checking of stock lies with Rachael Martin.
- First aid Stock checks are undertaken once every month. (Or after a significant event).
- These checks are documented and stored in the health and safety folder for review.

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.

Protocol for a Pupil who has sustained a head injury

- Treatment varies according to the severity of injury, type and location of the injury and development of secondary complications

- For mild head injury no specific treatment may be needed other than observation for complications, although an initial examination should still be carried out
- Ice may be applied to the area to cool and lessen bruising
- Head injuries can be potentially complicated and difficult to manage. For this reason, the casualty should always be managed by the school first aider.

Further information on how to treat a pupil with a head injury can be located in the head injury policy.

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.

Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The school will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury.

- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs.
- 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 that requires resuscitation or admittance to hospital for more than 24 hours.

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- The explosion, collapse or bursting of any closed vessel or pipe work.
- Electrical short circuit or overload resulting in a fire or explosion.
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion.
- Any accidental release of a biological agent likely to cause severe human illness.
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors.
- Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air.
- Accidental release of any substances which may damage health.
- Serious gas incidents
- Poisonings

- Skin diseases including, but not limited to occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne.
- Lung diseases including, but not limited to occupational asthma, farmer's lung, asbestosis, or mesothelioma.
- Infections including, but not limited to leptospirosis, hepatitis, anthrax, legionellosis, or tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g., from work involving strong acids or alkalis.
- Hand-arm vibration syndrome
- Occupational asthma, e.g., from wood dust and soldering using rosin flux.
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent.

Work-related stress and stress-related illnesses will not be reported due to the fact that they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The school will not submit written accident reports to the HSE, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

Any incident which requires reporting to the HSE will be submitted by the health and safety officer, Rachael Martin. In their absence this will be undertaken by Jennifer Connah, operations manager. Jennifer Connah will be contacted by the staff onsite who have witnessed the incident and all details will be communicated.

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

