



First Aid Policy

Sellindge Primary School

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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 Appointed person(s) and first aiders

The appointed person is Jo Wren

The school's first aiders (* see Appendix A for current list of first aiders) hold First Aid qualifications and their certificates are displayed in the School Office. 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)
- Keeping their contact details up to date

The first aiders* names are displayed prominently around the school.

All staff have undergone basic first aid training.

3.2 The local authority and governing board

Kent County 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 board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.4 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)

3.5 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 where a first aider is not called.
- 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 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 recommend next steps to the parents
- If emergency services are called, the Office Manager or Headteacher will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 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 which will include as a minimum:
 - A leaflet giving general advice on first aid
 - Six individually wrapped sterile adhesive dressings (plasters)
 - One large sterile unmedicated wound dressing
 - Two triangular bandages
 - Two safety pins
 - Individually wrapped moist cleaning wipes
 - One pair of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the trip leader 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 EYFS school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

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
- 2 sterile eye pads
- Four individually wrapped triangular bandages
- Adhesive tape
- Six safety pins
- Disposable gloves
- Individually wrapped cleaning wipes
- 20 individually wrapped sterile adhesive dressings (assorted sizes) (plasters)
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The school office and in the Belvedere Building (Resources Room cupboard)

The school has a defibrillator that is located on a shelf in the school office. There is also a LifeVac located in the same area (see Appendix B).

6. Record-keeping and reporting

6.1 First aid and accident record book (*Digital- on CPOMS*)

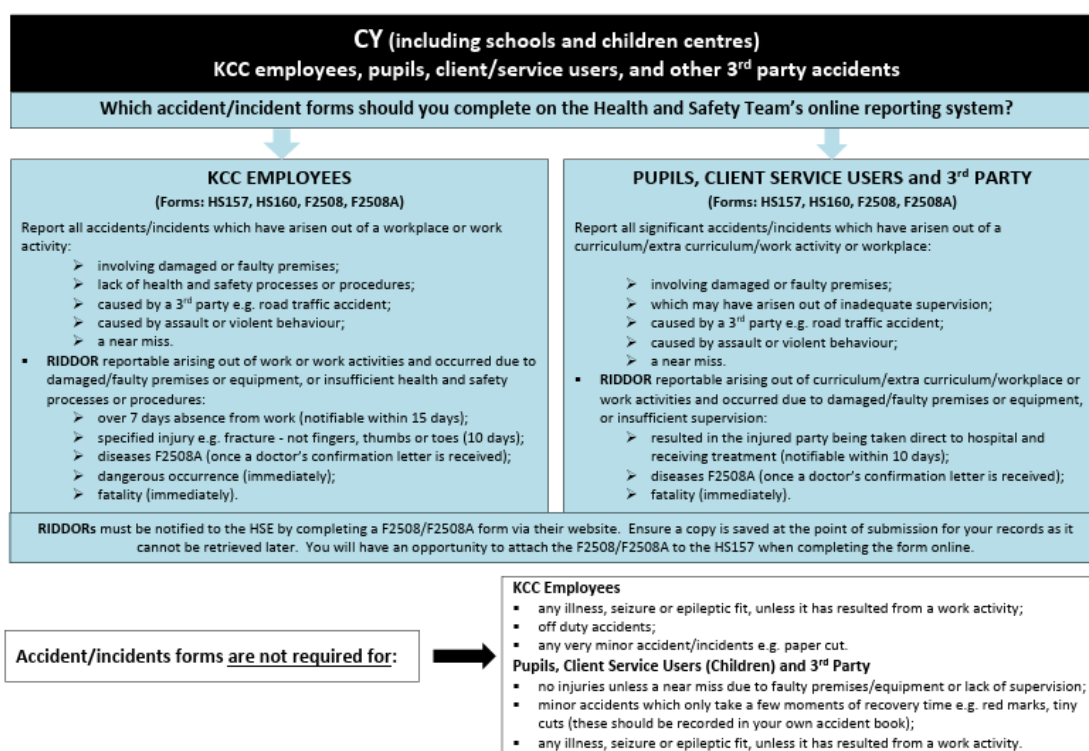
- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the Office Manager (held on CPOMS).
- 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, and then securely disposed of

6.2 Reporting to the HSE

The school 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).

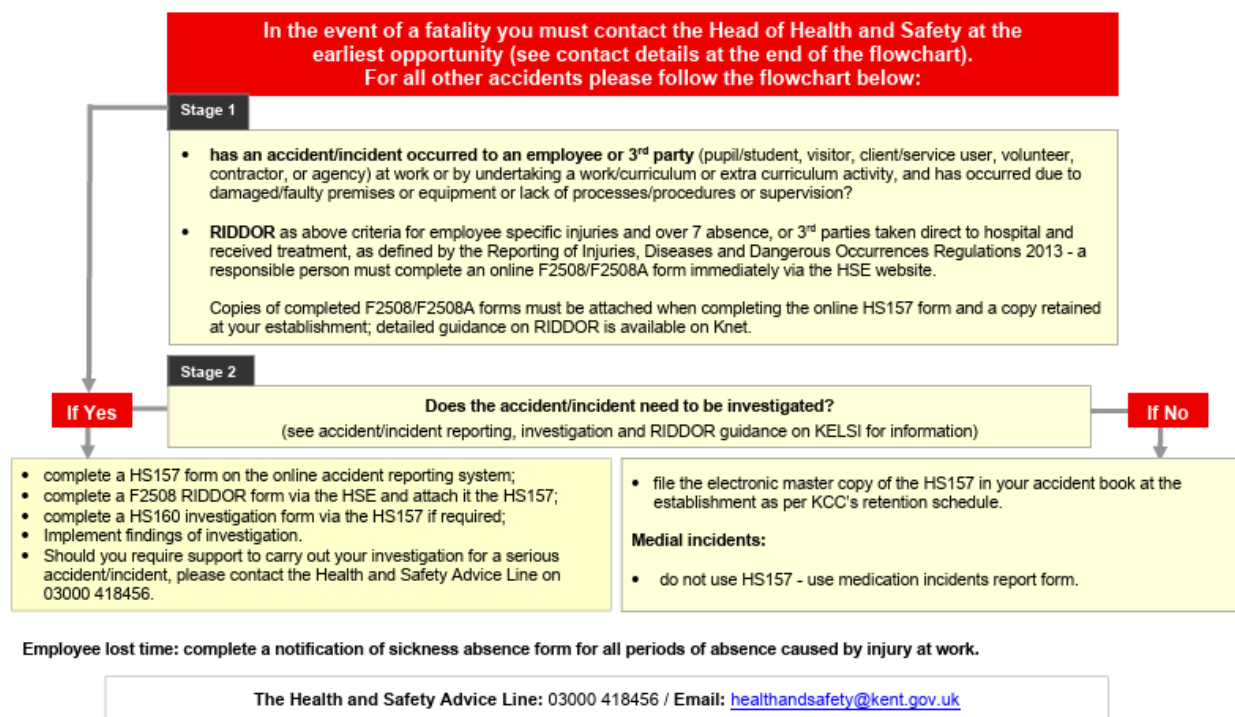
The school will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

The school will follow the procedures from KCC as set out below.



H&S/LN/Reviewed 06.21 / Next Review 2023

CY (including schools and children centres)
accident/incident reporting and investigation flowchart



H&S/LN/Reviewed 06.21 / Next Review 2023

6.3 Notifying parents

The school will inform parents of any accident or significant injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

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 the local authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All first aiders* 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.

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 annually.

9. Links with other policies

This first aid policy is linked to the

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

First Aiders

All our staff are trained in Basic First Aid
In addition:



Mrs Buckley

Level 3 First Aid at Work (RFQ)



Miss Fuggle

Level 3 Emergency First Aid at Work &
Emergency Paediatric First Aid (RFQ)



Mrs Oates

Level 3
Emergency
Paediatric
First Aid
(RFQ)



Miss Wren



Mrs Heyden



Mrs Mercer



School Office &
Resources Room



School Office

Appendix B

Use of LifeVac®

The school has been gifted a LifeVac device by a parent. The LifeVac is a genuine, registered device and is stored securely in the school office. The school treats this equipment as **emergency back-up only**, to be used **after standard first-aid procedures have been followed** in line with the most recent staff training.

The **Resuscitation Council UK (RCUK)** does not currently support the routine use of suction-based airway clearance devices. As such, the first-aid training provided to school staff does not recommend their use. This position is based on the following concerns:

- There is insufficient high-quality evidence regarding the safety and effectiveness of these devices
- Their use could delay proven, evidence-based choking treatments
- There is a significant risk associated with counterfeit or unregulated devices

Therefore, the agreed procedures for managing choking and resuscitation at **Sellindge Primary School** are to administer **Basic Life Support**, including:

- Encouraging effective coughing
- Administering back blows
- Administering abdominal thrusts (or chest thrusts for infants)
- Commencing CPR if the individual becomes unresponsive

The LifeVac device may be used **only as a last resort** if standard first-aid measures have been attempted and have not been successful.

In summary, the LifeVac **must not replace or override trained first-aid procedures**.