

Forest Glade Primary School

November 2026

First Aid Policy

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Document History – Version Control

Version No.	Date	Author/s	Summary of Changes

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Section 1 - Introduction

First aid has three aims:-

- to **preserve** life
- to **prevent** injuries worsening and
- to **promote** the individual's recovery

The Health and Safety (First-Aid) Regulations 1981 requires employers to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

https://www.hse.gov.uk/firstaid/legislation.htm

The policy should be used as a starting point and customised to reflect management, training, and accident recording procedures of the business.

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Section 2 - First Aid and Accident Reporting Policy Statement

The Headteacher will :-

- formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible and practical steps are taken to meet the needs of all site users.

- ensure that appropriate training is provided and that correct procedures are followed, so that staff have sufficient understanding, confidence and expertise.

- establish a procedure to ensure that all accident trends are monitored by the Board of Directors and actions taken where necessary.

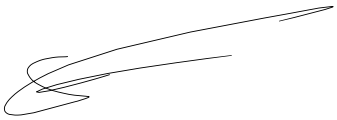
- establish suitable investigation methods for significant accidents/incidents/near misses.

- ensure that appropriate authorities are notified of significant accidents/incidents.

- ensure that all reasonably practicable steps are taken to maintain the health and welfare of all persons using the premises.

- establish and maintain safe working procedures amongst employees.

- ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

Signed  **Date 23.11.2026**

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Section 3 - First Aid Arrangements

The Headteacher has accountability and responsibility for health and safety matters within the company. Responsibilities are delegated to the Senior Leadership Team and staff.

The Headteacher is responsible for putting the company's policy into practice and for developing detailed procedures.The Headteacher must ensure that the first aid provision does not fall below the required standard. The Headteacher must ensure that provision for staff and others complies with other relevant legislation and guidance**.** The Headteacher should also make sure that staff are aware of the health and safety policy, including arrangements for first aid.

STAFF

General conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks.

The Headteacher must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The Headteacher/Senior Leader Team must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site

ASSESSMENT OF NEED

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks. The Headteacher will consider all users of the business to include staff, volunteers, visitors and contractors.

The Headteacher and Senior Leader Team should regularly review the first-aid needs (at least annually), and particularly after any staff changes, to ensure that the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

TRAINING

A first aider must hold a valid certificate of competence, issued by an organisation who can demonstrate how they satisfy certain criteria set by the Health and Safety Executive (HSE). These criteria include:

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- the qualifications required for trainers and assessors
- monitoring and quality assurance systems
- teaching and standards of first-aid practice
- syllabus content
- certification

Level 3 First Aid training courses cover a range of first aid competences:-

- First Aid at Work (18 hour course)
- Emergency First Aid at Work (6-hour course)
- Paediatric First Aid (12-hour course)
- Emergency Paediatric First Aid (6-hour course)

The HSE produce guidance on the standards and requirements of the above courses.

The Headteacher will arrange for their staff to undertake an appropriate first aid course, based on their risk assessment, to ensure adequate cover for both pupils and adults for all on-site, and off-site activities.

All staff who has obtained a level 2 /level 3 childcare qualification since June 30, 2016, must obtain a full Paediatric first aid certificate within three months of starting their job, to be included in the staff to child ratios. This certificate must be renewed every three years. The Headteacher must ensure that at least one person, holding a current Paediatric first aid certificate is always on the premises and available when there are children present and when on outings. The Headteacher must ensure that while children are eating there is always at least one member of staff with a current full Paediatric first aid certificate in the room.

First aid certificates issued by an Ofqual Awarding Body are valid for three years. The School Business Manager will adhere to best practice and arrange refresher training and retesting of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employers can arrange for first aiders to attend a requalification course up to three months before the expiry date of their certificate. The Headteacher and Senior Leader Team should consider whether first aiders need to undertake annual refresher training, during any three-year certification period to help maintain skills and to keep up to date with any changes to first aid protocols. The School Business Manager should keep a record of first aiders and certification dates.

LIABILITY AND INDEMNITY

In the event of a claim alleging negligence by an employee, action is likely to be taken against the company rather than the employee. The Headteacher will make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their training, and employment.

STAFF WITH SPECIAL HEALTH NEEDS

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The Headteacher will ensure that it considers the specific health needs of any employee. A specific risk assessment for staff will be documented to reflect any special measures that the company must take. This information will be shared with all first aiders, where appropriate, to ensure that they are aware of any special health needs. First aiders are not permitted to administer specific medication for specific health needs.

ADMINSTERING MEDICATIONS/INJECTIONS/OINTMENTS/CREAMS

First aiders are permitted to administer prescribed medication (that has a visible label detailing child's name and dosage) when signed into school by a parent/carer. Medication is always administered by 2 members of staff.

FIRST AID KITS

The Headteacher and Senior Leader Team will provide the proper materials, equipment and facilities at all times. First-aid equipment will be clearly labelled and easily accessible. The HSE recommends that first aid kits conform to British Standard (BS) 8599.

First aid kits will be kept fully stocked and all sterile products will be in-date. The number of kits, and their locations will be determined when assessing needs. The kits should be checked periodically and documented by an appointed person. All staff will be aware of the whereabouts of first aid kits on the site.

FIRST AID ACCOMMODATION

The Headteacher will provide suitable and sufficient accommodation for first aid according to the assessment of first-aid needs identified. This should contain a washbasin and be reasonably near to a WC. The area need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

HYGIENE/INFECTION CONTROL

The Headteacher will ensure that all staff take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

REPORTING ACCIDENTS / RECORD KEEPING

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All first aid accident records should be securely stored. For the purposes of an accident investigation, The Headteacher should seek permission from the employee involved, before sharing any medical information with any other party.

STATUTORY REQUIREMENTS

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE.

The Headteacher and Senior Leader Team must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records

For definitions of major injuries, dangerous occurrences and reportable diseases see HSE guidance on RIDDOR

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - HSE

The Headteacher will ensure that all accident records are stored securely at all times.

Accident reports for all injuries will be kept securely for 3 years from the date of the injury.

MENTAL HEALTH FIRST AID (MHFA)

It is important for employers to recognise the effects of mental health issues in the same way as physical first aid needs.

The Headteacher will ensure that an adequate number of Mental Health First Aiders are trained, to be able to identify, understand and help a person who may be developing a mental health issue. Mental Health First Aid certification is valid for 3 years and the School Business Manager will ensure that renewal of qualifications is maintained, to provide adequate MHFA cover.

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Section 4 - Guidance

Additional guidance can be found below:

https://www.hse.gov.uk/riddor/

https://www.hse.gov.uk/simple-health-safety/firstaid/what-to-put-in-your-first-aid-kit.htm

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