



## First Aid Policy

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<b>Reviewed annually, last reviewed:</b>	November 2025
<b>Next review Date:</b>	Nov 2026

This policy must be read in conjunction with:

- Safeguarding Policy
- Health and safety policy
- Supporting Pupils with Medical Conditions, DfE
- DfE First Aid in Schools guidance
- DfE AED in schools Guidance 2025
- Guidance on the use of emergency salbutamol inhalers in schools
- Guidance on the use of adrenaline auto-injectors in schools

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## **1. Introduction**

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. New staff to the school are made aware of this policy when they are appointed or begin supply work.

This policy;

- Gives clear structures and guidelines to all staff regarding all areas of first aid
- Clearly defines the responsibilities of the staff
- Enables staff to see where their responsibilities end
- Ensures good first aid cover is available in the school and on visits.
- Is regularly reviewed and updated.
- Has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and Proprietors 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
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.

## **2. Legislation and guidance**

This policy is based on 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 Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

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

### **3. Roles and Responsibilities**

3.1 Appointed person(s) and first aiders 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
- Keeping their contact details up to date

Appointed person(s) are:

C Harper (Headteacher & Proprietor)

L Yafai

C Lockhart

First Aiders are:

C Harper

C Lockhart

S Baker

J Kaur

M Poyner

L Yafai

L Brooker

E Jenkins

### 3.2 The Headteacher

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

- Ensuring that an appropriate number of appointed persons and/or 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)

### 3.3 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 in the Accident Report book for all incidents they attend 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, a member of senior management will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form 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
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by class teacher prior to any educational visit that necessitates taking pupils off school premises. These are checked by a member of the Senior Leadership Team and signed by Headteacher.

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

## **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
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins (kept in designated burns first-aid kit in kitchen)
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors (kept in designated burns first-aid kit in kitchen)
- Cold compresses
- Burns dressings (kept in designated burns first-aid kit in kitchen)

No medication is kept in first aid kits.

We have 3 First Aid Kits available on school premises at all times:

**Medical Room**

**Main School Office**

**Kitchen (burns first-aid kit)**

**(We also have three additional first-aid kits which are taken offsite for activities and outings)**

We also have an Emergency Anaphylaxis Kit (this is kept in the office).

## **Automated External Defibrillator (AED)**

Bow Street School has two Automated External Defibrillator (AED)s, one of which can be located in the main school office. We have one AED which is taken offsite for activities, this is then kept in the medical room when onsite. Both are accompanied by an AED first aid kit, equipped with instruments needed to successfully use the AED.

An AED machine is used to give an electric shock when a person is in cardiac arrest i.e., when the heart stops beating normally. Cardiac arrest can affect people of any age and without warning. If this happens, swift action in the form of cardiopulmonary resuscitation (CPR) and prompt defibrillation can help save a person's life.

An AED is designed for use by all members of the school and public should they need too. People with no previous training can use AEDs safely and effectively. Whilst it is highly desirable that those who may be called upon to use an AED should be trained in their use, and keep their skills up to date, circumstances can dictate that no trained operator (or a trained operator whose certificate of training has expired) can safely use the equipment.

The regular maintenance of the equipment is the responsibility of the school.

This section of the policy should be read in conjunction with the DFE AED in schools' guidance (2025) available [here](#)

All staff are trained to use the AED as part of our mandatory first-aid training.

Appointed Maintenance Person(s):

C Harper (Headteacher & Proprietor)

C Felton (Proprietor)

Layla Yafai

## **Epi Pen & Anaphylaxis Awareness**

Anaphylaxis is a severe and often sudden allergic reaction. It can occur when a susceptible person is exposed to an allergen (such as food or an insect sting). Reactions usually begin within minutes of exposure and progress rapidly but can occur up to 2-3 hours later. **It is potentially life threatening and always requires an immediate emergency response.**

Bow Street School has a 'spare' Epi Pen adrenaline auto-injector (AAI) which can be located in the main school office. This pen is for use in emergencies, if available, but only to a pupil at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare and written parental consent for use of the spare AAI has been provided.

The school's AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

AAI's can be used through clothes and should be injected into the upper outer thigh in line with the instructions provided by the manufacturer and training received.

If someone appears to be having a severe allergic reaction (anaphylaxis), you **MUST** call 999 without delay, even if they have already used their own device or a spare AAI.

In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, emergency services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate.

This section of the policy should be read in conjunction with the [DFE Guidance on the use of adrenaline auto-injectors in schools](#).

Staff are trained in Epi-pen and anaphylaxis awareness.

Appointed maintenance Person:  
C Harper (Headteacher & Proprietor)

## **Emergency Inhalers (Asthma)**

Asthma is the most common chronic condition, affecting one in eleven children, on average there are two children with asthma in every classroom in the UK.

Bow Street School has emergency salbutamol inhalers that are located in the main office. The emergency salbutamol inhaler should only be used by pupils, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can be used if the pupil's prescribed inhaler is not available (for example is if it is broken, or empty).

This section should be read in conjunction with the [DFE guidance on the use of emergency salbutamol inhalers in schools](#).

Staff are trained in Asthma Awareness and are able to recognize the signs of an asthma attack.

Appointed maintenance of the Inhalers:

C Harper (Headteacher & Proprietor)

## **Catastrophic bleed kit**

As of 2025, it is considered good practice to keep a catastrophic bleed kit, also known as an advanced bleed kit, as a precaution in most settings. Legislation such as Martyn's Law (the Counter-Terrorism legislation in the UK) is influencing emergency preparedness in public venues. The kit is located in the office and can be accessed when needed.

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- An accident form will be completed by the relevant member of staff 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
- A copy of the accident report form will also be added to the pupil's educational record by the relevant member of staff
- 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 First Aider 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 Headteacher will report these to the school Proprietor(s) who will then report this 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:
- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- 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 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:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - 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>

### 6.3 Notifying parents

The first aider who has administered the first aid check will inform parents of any accident or injury sustained by the pupil, and any first aid treatment given, on the same day.

### 6.4 Reporting to Ofsted and child protection agencies

The Headteacher/Proprietors 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 Proprietor(s) will also notify the relevant 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 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. Staff also receive training on Asthma Awareness, Epi-pen use and anaphylaxis awareness. All staff at Bow Street School are also trained in Mental Health First Aid.

## **8. Monitoring and review**

The implementation of this policy will be monitored by the Headteacher and Proprietors.

The Policy should be read in conjunction with the DFE First aid in Schools Guidance:

<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>