



Townlands C of E Primary Academy

First Aid Policy

Approved by: Rachael Johnson (Chair of Governors)

Date: February 2026

The next review is due by: February 2027

1. Purpose

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils, and visitors
- Ensure that staff are aware of their responsibilities with regards to first aid
- Provide a framework for responding to an incident and recording and reporting the outcomes

Townlands C of E Primary Academy is committed to creating a safe and secure environment for all.

2. Scope

This policy applies to all persons on our School premises and to staff who have a duty placed upon them to actively monitor the implementation of this policy.

We provide first aid for staff, pupils, and visitors. First aid is always available when people are on site, and to groups who are undertaking off site activities.

3. Legal Framework

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, 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, which require employers to assess the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations, 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), 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.
- The Education (School Premises) Regulations require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours

4. Roles & Responsibilities

The Governing Board

The Governing Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

Appointed person(s) and first aiders

The school's appointed person is Mr M Rowley. He is 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
- Oversight of staff training, including keeping training up to date and booking appropriate courses
- Ensuring all staff are aware of first aid procedures

First aiders are trained and qualified to carry out the role 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 online accident report on the same day, or as soon as is reasonably practicable, after an incident
- Our school's appointed person(s) and first aiders names are displayed around the school.

The Headteacher

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

- Ensuring that an appropriate number of appointed persons and trained first aid personnel are always present in the school
- Ensuring that first aiders have an appropriate qualification, and remain competent to perform their role
- Ensuring appropriate risk assessments are completed and 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

All Staff

All School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are. There is a list of first aiders in the staffroom.
- Completing accident reports on our online system 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.

5. First aid procedures

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 headteacher/office staff 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 (before the end of the school day).

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- Access to a mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parent/carer contact details

Risk assessments will be signed by the headteacher prior to any educational visit that necessitates taking pupils off school premises.

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

6. First aid equipment

A typical first aid kit at our school will include:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

No medication is kept in first aid kits.

7. First aid accommodation

The Medical Room provides suitable and sufficient accommodation for first aid.

8. Record-keeping and reporting

First aid and accident records

- 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
- Medi-tracker records all pupils accidents
- A copy of the accident report form (adults only) will be added to online system for record keeping purposes
- Records held in the first aid and accident folder and 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.

9. Reporting to the Health and Safety Executive (HSE)

Mr Rowley will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR legislation.

Mr Rowley will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident.

Information on how to make a RIDDOR report is available here:
<http://www.hse.gov.uk/riddor/report.htm>

10. Training

All first aiders must have completed a training course and must hold a valid certificate of competence to show this.

Mr Rowley will keep a register of all trained first aiders, what training they have received and when this is valid until on.

Staff are encouraged to renew their first aid training when it is no longer valid.

11. Support, Advice and Communication

Further guidance on First Aid can be found here [First aid in schools, early years and further education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)