



FIRST AID & WELFARE POLICY

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1.0 Introduction

First Aid is the attention given in the event of injury or sudden illness. Training in First Aid is designed to enable an individual to recognise whether a particular injury or illness calls for speedy, expert attention, and, in relation to more serious (or potentially serious) injuries, to keep the casualty stable and comfortable until he or she can be moved to hospital by ambulance or other means.

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate facilities and equipment to enable first aid to be administered to employees who are injured or become ill at work. The Regulations place requirements on employers only in respect of their own employees while they are at work. When making provision there is no obligation on employers to take account of persons who are not their employees, e.g. pupils, visitors or hirer of premises.

However, the general responsibility for taking reasonable care of pupils enshrined in common law under the 'in loco parentis' doctrine, places a responsibility to provide adequately for the first aid needs of pupils. In effect, this places an obligation to act as a reasonable parent would. This can be interpreted as being able to deal with minor accidents and illnesses but referring anything more serious to a doctor or hospital. Establishments should not try to recreate casualty or surgery facilities themselves but rather be aware of and recognise when such professional services are required.

2.0 Statement of intent

The Children First Academy Trust is committed to providing emergency First Aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. Individual academies will undertake a suitable and sufficient risk assessment and First Aid needs analysis to ensure compliance with this policy.

The Trust will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors in accordance with the following Trust policies:

- School Health and Safety Policy
- School Behaviour Policies
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits and Offsite Activities Policy
- Lone working risk assessments and control measures

Individual school Health and Safety Leads have overall responsibility for ensuring that their school have adequate and appropriate First Aid equipment and facilities and will liaise with the HT to ensure that First Aiders attend approved training and refresher training as necessary to maintain adequate qualified First Aid cover and that the correct First Aid procedures are followed.

School Health and Safety Leads will liaise with heads of higher-risk departments; i.e. Early Years and Physical Education to ensure any subject-specific risks are accounted for and appropriate control measures are in place.

This policy will be reviewed on a regular basis, more often if required but not less than annually, and any changes communicated to all members of staff.

3.0 Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2018) 'Automated external defibrillators (AEDs) a guide for schools
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

4.0 Aims

All staff must be made aware of this policy and know who to contact in the event of any illness, accident or injury, and to ensure that the guidance in this policy is followed.

Staff will always use their best endeavours to secure the welfare of our pupils and colleagues.

Anyone on the Trust's premises is expected to take reasonable care for their own and other's safety.

The aims of this policy are to:

- ensure that each school has adequate, safe and effective First Aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how minor or major
- ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury
- ensure that medicines are only administered at the school when express permission has been granted for this. (There may be times when inhalers need to be used in an emergency without permission)
- ensure that all medicines are appropriately stored
- promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

To achieve the aims of this policy each school, including their owned and operated vehicles, will have suitably stocked First Aid boxes in line with a site-specific assessment of needs.

Where there is no special risk identified, minimum provision of First Aid items will follow guidance in The Health and Safety (First Aid) Regulations 1981.

Each school will nominate and name a person or persons responsible for examining the contents of First Aid boxes, including any mobile First Aid boxes for offsite use. These will be frequently checked and restocked as soon as possible after use, and these checks will be recorded. Any out-of-date items will be safely disposed of after the expiry date has passed.

Each school will make a list available to all staff detailing the locations of First Aid kits and the names of on-site First Aiders.

5.0 Assessing First Aid Needs

The Health and Safety (First Aid) Regulations 1981 require schools to provide adequate and appropriate first aid equipment, facilities and people so employees can be given immediate help if they are injured or taken ill at work. What is 'adequate and appropriate' will depend on the circumstances in your school.

Each school will make an assessment of the first aid needs appropriate to the parts of the school and the different work activities/hazards that may require different levels of first aid provision.

Some areas to consider when carrying out the assessment:

- How many staff and pupils do you have?
- Are your premises spread out e.g. different buildings, floors?
- Do you have enough provision to cover for your first aiders, appointed person when they are absent?
- What types of injuries and illnesses have occurred in your workplace and where did they happen?
- Do you have under 5s in your premises?
- Are there inexperienced workers on site, or employees who are disabled or have particular physical or mental health problems?

Each school will have a Mental Health trained First aider or someone with a First Aid at Work or Emergency First Aid at Work qualification who is able to provide initial support and reassurance to a worker experiencing an acute mental health episode.

Please note: Appendix 1 provides a first aid needs assessment on how to calculate the appropriate amount of first aiders and provisions for your school.

6.0 Further Medical Attention

Should it be necessary to call an ambulance an adult will always accompany a pupil in the ambulance.

In the case of an incident which occurs at school resulting in a pupil requiring medical attention above basic first aid, but which is not immediately life threatening, the parent/guardian should be contacted and advised to collect the pupil and take them to the GP or hospital as appropriate. If the parent/guardian cannot be contacted and the condition is not life threatening and the pupil can move, a member of staff can take the pupil to hospital in their own vehicle provided they have appropriate insurance cover. However, staff that transport children in their own cars need to be aware of the regulations on child car seats.

7.0 First Aid & First Aiders

First Aiders will receive a site-specific induction, to familiarise them with the local procedures, locations of First Aid kits and equipment, how to use the telephone system to call for emergency assistance, how to reorder First Aid supplies and to meet other First Aiders.

The main duties of First Aiders will be to administer immediate First Aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.

First Aiders will ensure that their First Aid qualifications are kept up-to-date through liaison with their line manager.

First Aiders will be responsible for ensuring all First Aid kits in their allocated area of responsibility are properly stocked and maintained. The school's named responsible person will be responsible for maintaining supplies.

In Early Years Foundation Stage (EYFS) settings, there will be a minimum of two paediatric trained First Aiders on site during the school day. This will be the case other than in highly exceptional circumstances like partial closure for example.

A First Aider is someone who has completed training appropriate to the level identified in the 'needs' assessment. This may be:

- **First Aid at Work certificate** – this is a 3-day course which is valid for 3 years. This certificate is specifically for treating staff but does not prevent staff holding this certificate from treating others i.e. pupils, visitors etc. The First Aider must undergo a refresher course *before* their certificate expires. If this is not completed in time, they will be required to take the First Aid at Work Course in full. To book places on this course contact:
- **First Aid half day skills update** – The Health and Safety Executive strongly recommend that First Aiders undertake annual refresher training. A half-day session to be taken during the three-year First Aid at Work certification period. Although not mandatory, this will help qualified First Aiders maintain their basic skills and keep up to date with any changes to first aid procedures. To book places on this course contact.
- **First Aid at Work requalification certificate** – As the First Aid at Work certificate is only valid for three years, First Aiders must attend refresher training with retesting of competence *before* their certificate expires. First Aiders can attend a refresher course up to 3 months before the expiry of their certificate. The new certificate will then take effect from the date of expiry. If a certificate expires the First Aider must undertake the full course again and cannot undertake the refresher course. To book places on this course.
- **Paediatric First Aid** – this is a 2 day course and provides First Aid training for those who look after children and babies (under 5s). This is in line with the Statutory Framework for the Early Years Foundation Stage (EYFS) and is designed to meet the requirements of Ofsted and Surestart.
- **Paediatric Bolt On** – this half day course is for delegates who have completed their First Aid at Work certificate within a year of the course. On completion of this course, students will have a Paediatric First Aider qualification valid for three years under EYFS Guidelines.
- **First Aid for School Staff** – this course is designed to meet the needs of any school-based staff required to provide first aid and welfare duties to pupils. Staff with these duties are not required by law to be qualified first aiders, however, some knowledge and skills are essential to establish competency. For further details of this course please refer to the Schools Health and Safety Training Programme.

STS First Aid Training - 0208 211 2054

For details of health and safety training and available dates, refer to: Schools Health and Safety Training Programme.

Appointed Person

The role of the appointed person includes looking after the first aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover, within their role and competence, where a First Aider is absent due to unforeseen circumstances (annual leave does not count).

First Aid boxes

The contents of a First Aid box are determined by risk assessment minimum stock of first aid items would be:

ITEMS	QUANTITY Standard First Aid box (20 person box)
A leaflet with general guidance on first aid (HSE's leaflet on Basic advice on first aid at work)	1
Individually wrapped sterile adhesive dressings of assorted sizes (plasters)	Sterile eye pads3 x 20 pack
Sterile eye pads	3
Medium sized individually wrapped sterile non-medicated wound dressings (approx. 10cm x 8cm)	6
Large sterile individually wrapped non-medicated wound dressings (approx. 13cm x 9cm)	2
Finger sterile dressing	2
Burn dressing	2
Individually wrapped moist cleaning wipes	30
Triangle bandage	3
Conforming Bandage	2
Safety pins	12
Adhesive tape	1
Clinical Waste bags	2
Disposable gloves	9
Disposable Face Shields	1
Tuff – cut scissors	1

The designated First Aider must also have available the following 2 items:

Disposable (heat retaining) emergency blanket	2
Spill Kit (Bodily fluids clean-up kit)	1

The first aid 'needs' assessment would identify if additional materials and equipment are required for example scissors, adhesive tape, disposable aprons, hypoallergenic plasters, safety pins.

First Aid Kits must not contain medicines.

8.0 Automated External Defibrillators (AEDs)

First Aid qualified staff will be trained in the use of AEDS if they are on site.

Where the school has AEDs, their locations are to be communicated to all staff.

AEDs will be inspected in line with manufacturer's instructions, and these inspections will be recorded. Consumable elements such as the batteries and pads must be replaced when expired or after each use according to manufacturer's guidelines.

The Department for Education (DfE) has produced a guidance booklet entitled Automated External Defibrillators (AED's): A Guide for Schools 2025.

9.0 Hygiene/Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should 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 dressing or equipment.

It is important that all staff, teaching and non-teaching, are aware of these precautions.

- Always cover your cuts and other skin abrasions with a waterproof dressing
- First Aiders should thoroughly wash their hands in soapy water before and after treating a casualty
- Great care must be taken not to puncture yourself with hypodermic needles or other sharp instruments
- If called upon to give mouth-to-mouth resuscitation, mouth pieces should be available for use when carrying out this procedure
- Disposable gloves and aprons should be used when dealing with open wounds and body fluids

If despite all efforts, a needle stick or other inoculation injury, or bite or scratch is sustained, encourage the wound to bleed, wash area with soap and water, cover with waterproof plaster and seek medical attention.

10.0 Disposal of Clinical Waste

Small quantities of tissue paper or biodegradable paper towel contaminated with urine, faeces or blood can be flushed down the toilet if there is no danger of blocking it.

First Aid swabs can be disposed of in sanitary towel bins. Material that cannot be disposed of in this way, or larger quantities of first aid swabs, should be sealed in a yellow plastic bag. This should then be placed in a yellow plastic sack ready for collection from the school's registered waste contractor to collect any clinical waste. Sharp boxes should also be collected by a clinical waste contractor.

Please note: This waste must not be place in the normal refuse system

11.0. Spillages of Body Fluids

Spillages of blood, vomit, urine and excreta should be cleaned up as quickly as possible. Other persons should be kept away from the contamination until it is effectively dealt with.

1. Keep other persons away from the area until the spillage has been dealt with.
2. Wearing disposable plastic gloves and apron prepare a dilution of 1 part household bleach to 10 parts of water. As bleach can be damaging to skin immediately wash off any skin splashes with running water.
3. Cover spillage with disposable paper towels to limit the spread of the spillage of the bleach.
4. Pour the diluted bleach gently onto the covered spillage.
5. Carefully wipe up the spillage with more disposable paper towels soaked in the bleach. In the event of floor spillages ensure that the floor is dried thoroughly after the clean-up operation to avoid slipping accidents.
6. Place towels, gloves, apron and waste in a yellow plastic bag. Yellow bags should be used only for contaminated paper and waste.
7. Contract Environmental Services 0208 379 1000 about the collection and disposal of the sealed yellow plastic bag, or other contractors that you may have a contract with.

Should spillages occur on carpeted areas or on upholstery substitute diluted bleach with hot soapy water and leave the area to dry naturally.

12.0. First Aid/Medical Rooms

All schools should identify a suitable place to conduct First Aid .The accommodation does not have to be for the sole purpose of administering first aid or medical examinations but should contain a wash basin and be close to a toilet.

In our schools;

- The room should readily available at all times.
- The room should be large enough to take a couch with space for people to walk around it, and a chair.

- The room's entrance should be wide enough to accommodate a stretcher, wheelchair or carrying chair.
- The room should contain suitable facilities and equipment, have an impervious floor covering, and should be effectively ventilated, heated, lighted and maintained.
- All surfaces should be easy to clear. The room should be cleaned each working day and suitable arrangements for refuse disposal should be provided.
- Suitable facilities (for example one or more chairs) should be provided if person requiring treatment have to wait. These should be maintained and kept clean.
- The room should be clearly identified as a first aid room (white cross on a green background).
- A notice should be attached to the door of the first aid room clearly showing the location of the first aider/appointed person should the room be unattended at any time.
- The room should have access to toilet, hot and cold running water, drinking water (tap or bottled), paper towels and soap.
- A record book or recording incidents attended by a first aider or appointed person.

13.0 Managing medicines on school premises

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. No child under 16 should be given prescription medicines without their parent's written consent.

NO NON PRESCRIPTION MEDICINE MAY BE ADMINISTERED TO ANY CHILD WITHIN OUR TRUST SCHOOLS

A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken Parents should be informed. Where clinically possible, medicine should be prescribed in dose frequencies which enable them to be taken outside school hours.

Schools should only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container

All medicines should be sorted safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and

adrenaline pens should be always readily available to children and not locked away. This particularly important to consider when outside of school premises e.g. on school trips.

When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely sorted in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held

School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted in school

14.0 Consent

Parents/carers will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency First Aid. These forms will be updated periodically. It is the parent/carer's responsibility to ensure that they keep the school updated with any change in contact information or emergency contact details.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupils and colleagues in mind.

15.0 Illnesses

When a pupil becomes ill during the school day, the parents/carers will be contacted and asked to pick their child up as soon as possible. Wherever possible a quiet area should be set aside for withdrawal and for pupils to rest while they wait for their parents/carers to pick them up. Pupils will be monitored during this time.

16.0 Early Years

Paediatric First Aid

At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A. PFA training must be renewed every three years and be relevant for people caring for young children and babies.

Schools must take into account the number of children, staff, and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

All staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early years setting.

All staff who have completed the experience-based route must obtain a PFA qualification before they can be included in the staff: child ratios at level 3. To continue to be included in the ratio requirement the certificate must be renewed every 3 years.

17.0 Storage of medication

- Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility and permission by the school for keeping such items on their person.
- In an EYFS setting this will be in a locked cabinet/fridge.
- All medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
- All medicines will be returned to the parent for safe disposal when they are no longer required, have expired or when the pupil has left the school.
- Parents/carers are encouraged to provide an emergency supply of medication for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an Epi-Pen or inhaler.
- Parents/Carers will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Healthcare Plan can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis.

18.0 Emergency procedures

Each school will have their own procedures to deal with accidents and illnesses, which will follow these basic principles:

- If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a First Aider.
- If called, a First Aider will assess the situation and take charge of First Aid administration.

- If the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they will arrange for the casualty to access appropriate medical treatment without delay.
- Where an initial assessment by the First Aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
- Administer emergency help and First Aid to all casualties. The purpose of this is to keep the casualty alive and as comfortable as possible before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more casualties.
- Call an ambulance or a doctor, or if appropriate, after receiving a parent's clear instruction, take the casualty to a doctor or to a hospital. Moving the casualty to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the casualty(s) without making the injury worse.
- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately. Once the above action has been taken, the incident will be reported promptly to:
 - the Head teacher
 - the casualty's parents/carers
 - emergency contact

In all instances of accidents, incidents and near-misses, staff will follow the procedures as outlined in the Accident and Incident Recording and Reporting Policy.

19.0 Recording and reporting accidents/incidents

All schools should record all accidents/incidents involving staff, pupils, students and visitors.

Please refer to the Schools Health and Safety Team's Accident Reporting and Investigation Policy Arrangements – Schools (smartaa) for further information.

20.0 Reporting to parents

In the event of incident or injury to a pupil, at least one of the pupil's parents/carers will be informed as soon as practicable. Where this is a minor injury the school may provide information to be taken home at the end of the day.

In all academies, parents/carers will be informed of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

In the event of a serious injury or an incident requiring emergency medical treatment, a member of staff will contact the pupil's parents/carers as soon as possible.

A list of emergency contacts will be available on Arbor.

21.0 Educational visits and offsite activities

Before undertaking any offsite visits or activities, the teacher organising the trip or event will assess the level of First Aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

For more information about the school's educational visits requirements, please see the Educational Visits and Offsite Activities Policy.

22.0 Reportable Infectious Diseases

The diseases listed in the following gov.uk guidance [Notifiable diseases and how to report them – GOV.UK](#) should be telephoned promptly to IKHSA North East and North Central London Health Protection Team on 0300 0450 or email london.region@ukhsa.gov.uk

The Schools Health and Safety Team should also be informed as the disease may also be reportable under RIDDOR.

23.0 School Meals Staff

Any person who handles food must ensure high standards of hygiene at all times and have the appropriate skills, knowledge and training. Hands must be washed and dried thoroughly before handling food.

Any food handler must not work if suffering from diarrhoea or open septic sores. These illnesses must be reported to the Occupational Health Department and the Environmental Health Department. If a food handler has been unwell whilst on holiday or on their return, they must report this to their manager and to the occupational health department. Certain infections such as food poisoning, dysentery, typhoid etc., will require exclusion from food handling duties. This will be arranged by the Environmental Health and Occupational Health Departments.

APPENDIX 1 – First Aid Provision (Needs) – Assessment Sheet

First Aid Provision Assessment Sheet	
Premises address: Fleecefield Primary School Brettenham Road, Edmonton	Team(s) based at the premises 47

N18 2ES		
Number of floors: 2	Premises coordinator for the site: Keith Richolds	
Which of the aspects (outlined above) would imply a greater need for new or additional first aiders?		
	Y/N	COMMENTS
More than 50 employees working at the premises	Y	Varies by day.
Member of public on site (pupils, service users etc.)	Y	Visitors, Families, Education professionals
Vulnerable employees and members of public on site (young, disabled etc)	Y	Risk assessments in place for both staff and pupils
Hazardous work undertaken on site	Y	Any hazardous work is completed outside of term term so no pupils or unqualified staff onsite
Does the site feature: convoluted layout/multiple floors?	N	
Does the site feature excessive/remote travel Distances for the ambulance service	N	
Number of first aiders Required for the premises (see guidance)	R Hudson Headteacher:	
2	Signed:	
	Date: 15/09/2026	
List of current first aiders for your premises Full 3 Day First Aider at Work Course (FAW) 2 Day Paediatric Course (P) 1 Day Emergency First Aid Course (EFA)		
Karen Fletcher (FAW/P)	Akile Bektas (P)	
Shanice Brown (FAW/P)	Jackie Gudgeon (EFA/P)	
Andrea Salih (FAW/P)	Amrita Saddul (EFA/P)	
Dina Begum (P)		
Karen Marriott (EFA)	Samuel Diamond (EFA)	
Cansel Huseyin (EFA)	Sammy Jo Stringer (EFA)	
Perihan Akarsu (EFA)	Rabia Dogan (EFA)	
Syreeta Lawrence (EFA)		
Angel Kazadi EFA)		

Action			
Additional requirements		Training to be completed by:	Actual completion date of training:
New First Aider at Work training (3-day training)			
Emergency first aider training (1 day training)		Naadhira Reezan Taslima Ahmed Loukia Mavropetrou Yasmine Houssein	01/12/2026 TBC TBC TBC
Paediatric first aider training 2 day training		Sammy Jo Stringer Karen Marriott	TBC TBC
Comments:			