Harbour Schools Partnership

A guiding light for education

First Aid Policy

Date Adopted: December 2025

Reviewed on:

Author/owner: Board of Trustees

Anticipated Review: December 2026

NB. 'Trustees' means the Directors referred to in the Trust's Articles of Association.
Introduction

History of most recent policy changes

Version	Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
1	December 2025		New Harbour Schools Partnership Policy based on previous Ventrus and Tarka Policies. New guidance for Paediatric First Aid trained staff in early years settings incorporated.	Early Years Foundation Stage Statutory Framework

Links to other Trust Policies

List any other policies or guidance that is referenced within this policy document
Health and Saftey Policy; Supporting Pupils with Medical Conditions and Administration of Medicines Policy; First Aid in Schools, Early Years and Further Education DFE Guidance (First aid in schools, early years and further education - GOV.UK); Early Years Foundation Stage Statutory Framework (EYFS statutory framework for group and school-based providers)

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1.0 Rationale

For the Harbour Support Services, where the term "Headteacher" is used, it should be read as Line Manager.

This First Aid Policy for schools within The Harbour Schools Partnership ensures that every pupil, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

The term "first aider" refers to those members of the school community who are in possession of a valid First Aid Certificate.

It is emphasised that this is a team approach consisting of qualified first aiders with the following qualifications:

- First Aid at Work
- Paediatric Emergency First Aid
- Emergency First Aid
- Moving & Handling of Pupils and Pupils who have Physical Difficulties

Details of the First Aid Team with details of their qualifications can be obtained from the relevant school office and should be displayed prominently around the school site.

Teachers and other staff in charge of pupils are expected to always use their best endeavours, particularly in emergencies, to secure the welfare of the pupils in school in the same way that parents might be expected to act towards their pupils. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency' taken from DfE Guidance on First Aid in Schools.

2.0 Legislation and Guidance

This policy is based on advice from the Department for Education on First aid in schools , Health and safety in schools, Supporting pupils with medical conditions in schools, the Statutory Framework for the Early Years Foundation Stage and the following legislation and guidance:

https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2The 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 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.

3.0 Purpose

The purpose of the policy is therefore to:

- Ensure the health and safety of all pupils, staff and visitors.
- Provide effective, safe first aid for pupils, staff and visitors.
- Ensure that all staff and pupils are aware of the systems in place.
- Provide awareness of health and safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.
- Provide a framework for responding to an incident and recording and reporting the outcomes.
- Ensure that staff and trustees are aware of their responsibilities with regards to health and safety

4.0 Roles and Responsibilities

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times and available at all times when children are present and accompany the children on trips and visits off site. 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.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the layout and location of the school. The appointed person does not need to be a trained first aider.

Section 4.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

4.1 Appointed Person

The school's appointed person(s) is/are Names here.

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.

4.2 First Aiders

First aiders are trained and qualified to carry out their role and responsible for:

- Act as first responders to any incidents, assess the situation where there is an injured or ill person and provide immediate and appropriate treatment in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident and calling for help from other first aiders or emergency services. First aiders will remain on scene until help arrives. They will help fellow first aiders at an incident and provide support during the aftermath.
- Fill in an accident report on the same day, or as soon as is reasonably practicable after an incident.
- Keep their contact details up to date.
- Advise that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a pupil to take them

to hospital and ensure that school procedures are followed to inform parents promptly of all head injuries.

- With the agreement of the Headteacher, send pupils home to recover where necessary.
- Ensure that a pupil who is sent to hospital by ambulance is either:
  - Accompanied in the ambulance at the request of paramedics.
  - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
  - Met at hospital by a relative
- Advise the school's senior management of a serious incident requiring REPORTING ON OSHENS (Password Controlled) under INCIDENT MANAGEMENT.
- Liaise with the person in charge of arranging cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each pupil attended to, the nature of the injury and any treatment given. In the case of an accident, the accident book, or equivalent school recording system, must be completed by the person or persons administering the first aid.
- Ensure that they have a current medical consent form for every pupil that they take out on a school trip, which indicates any specific conditions or medications of which they should be aware.
- Have regard for personal safety and ensure that everything is cleared away using gloves after an incident. All dressings etc. to be put in a yellow contaminated/used items bag and sealed tightly before disposing of the bag in an appropriate bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.
- For the Harbour Support Services, and in line with the HSE Guidance on First Aid at Work, a need for an appointed person/first aider has been identified.
- Other than sending pupils home, the responsibilities for the Harbour Support Services team are the same as those listed above for school-based staff.

Our school's appointed person(s) and first aider(s) are listed in appendix 1. Their names will also be displayed prominently around the school site.

4.3 The Board of Trustees

The Board of Trustees has ultimate responsibility for health and safety matters across the Trust but has delegated operational matters and day-to-day tasks to the Headteacher of each school, school staff and the appointed person/first aider at the Harbour Support Services central offices.

4.4 The Headteacher

The Headteacher is responsible for local implementation of the policy and will:

- Ensure that all first aider's qualifications and insurance are always up to date, and they remain competent to perform their role.
- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensure all staff are aware of first aid procedures, including but not limited to the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the school's first aid needs.
- Undertake, or ensure that managers undertake, risk assessments e.g., when on residentials, trips, sporting events, swimming and that appropriate measures are put in place.
- Ensure that adequate space is available for catering to the medical needs of pupils.
- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell.
- Ensure that if an injury has caused a problem, the pupil must be referred to a first aider for examination.
- Ensure that the serious incident is reported on OSHENS (Password Controlled) under INCIDENT MANAGEMENT and completed by all relevant parties, in line with Trust and government guidance and legislation.

- At the start of each academic year, provide the first aid team with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness or allergy which may be relevant.
- Have a record of up-to-date medical consent forms (this may be electronic) for every pupil in each year and ensure that these are readily available for staff responsible for school trips/outings.
- Monitor and respond to matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school, as part of their induction.

4.5 Teachers

Teachers will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current Appointed Person/s and first aiders are.
- Be aware of specific medical details of individual pupils which should be made accessible to all staff.
- Ensure that their pupils are aware of the procedures in operation.
- Never move a casualty until a qualified first aiders has assessed the casualty – unless the casualty is in immediate danger.
- Send for help, either by person or by telephone, to the school office, as soon as possible, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received will be obtained.
- Reassure, but never treat, a casualty unless staff are in possession of a valid and appropriate First Aid certificate or know the correct procedures; such staff can obviously start emergency aid until a first aider arrives at the scene or instigate simple airway measures if clearly needed.
- Ensure that they have access to current medical consent form/information for every pupil that they take out on a school trip, which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

4.6 School Staff

School staff will:

- Ensure they follow first aid procedures.
- Ensure they know who the first aiders are.
- Complete accident reports for all incidents they attend to where a first aider/appointed person is not called.
- Inform the Headteacher or their manager of any specific health conditions or first aid needs.

4.7 Lunchtime staff

Lunchtime staff will:

- Ensure that the first aid kits, accompanying recording books and ice packs are always available.

4.8 Local Governing Body

The Local Governing Body will:

- Assure themselves, through their monitoring, that adequate first aid cover, as outlined in the Health & Safety (First Aid) Regulations 1981, is in place.

4.9 Office Staff

Office staff will:

- Call for a qualified first aider, unless they are one themselves, to treat any injured pupil, parent, member of staff, or other adult – giving the specific location of the casualty.
- Support the first aiders in calling for an ambulance or contacting relatives in an emergency.

- Support first aiders in reporting serious incidents on OSHENS (Password Controlled) under INCIDENT MANAGEMENT and completed by all relevant parties, in line with Trust and government guidance and legislation.
- 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). Information on how to make a RIDDOR report is available here.

4.10 Parents

Parents will:

- Assume in the event of an accident, basic first aid treatment will be given to their pupil by a first aider.
- Be informed of any head injury/serious incident and the treatment given.
- Inform the school of any specific medical needs, asthma, allergies or any specific requirements.
- Ensure any medication is in date and given to a member of staff e.g., epi-pens/asthma inhaler.
- Complete the 'Parental Agreement to Administer Prescription and Non-Prescription of Medicine' form before medicine can be administered by school staff.

5.0 First Aid Procedures

5.1 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 the 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 /appointed person will contact parents immediately
- The first aider/appointed person will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times and the school will follow the guidance set out in section 4.0.

5.2 First Aid Equipment

Equipment will be kept in designated areas across the school.

First aid kits are stored in:

- The staffroom and in individual classrooms
- The school hall
- The school kitchen

- It is essential that a pupil with asthma has immediate access to their reliever inhalers when they need them e.g., carried by the pupil. If the parents wish this, it should be specifically mentioned on the child's Asthma Care Plan. If the pupil is too young or immature to take personal responsibility for their inhaler, staff should make sure that it is stored in a safe asthma box but in a readily accessible place and clearly marked with the individual's name and log forms will be securely kept for each pupil.
- Asthma boxes will be available to pupils during PE lessons/trips etc.
- First aid boxes will be stocked by a nominated first aider.
- Resources will be ordered by a nominated first aider.

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid

- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

Most medical equipment should be locked away. However, a risk assessment needs to be undertaken for individuals as to their ability to manage their condition and carry or access equipment themselves. For example, in the case of a diabetic pupil, where blood and urine testing equipment may be needed urgently. This must be recorded on their IHCP.

5.3 Early Years Provision

- In schools with Early Years Foundation Stage provision, at least one person who has a current Paediatric First Aid Certificate must be always on the school premises.
- There is a legal requirement for a first aider trained in paediatric first aid to be present for all visits, trips and activities. Where there are pupils 5 years and under not on the school trip and remaining on the school site, then a paediatric first aider will also be available on the school site. As set out in section 4.0, to be included in ratios, staff must hold an up to date PFA certificate.

6.0 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 (see Appendix 2).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

In each school with an EYFS provision, at least 1 staff member at all times must have a current Paediatric First Aid Certificate (PFA), which meets the requirements set out in the Early Years Foundation Stage Statutory Framework updated at least every 3 years. 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.

As the vast majority of medicines are given by mouth in liquid form, or as tablets, little or no training is required. However, in some circumstances, medicine may be given by other routes. If a member of staff volunteers to assist a service user with invasive medical needs, the Headteacher should arrange appropriate training through the Public Health Nursing Service.

First aid arrangements in the school should cover aspects of risk which the administration of medicines could present, e.g., what to do if the individual has an asthma attack, epileptic fit or a severe allergic reaction. If there are pupils with disabilities, long standing medical conditions or allergies which require special attention, individual advice and appropriate training should be sought.

7.0 Record Keeping and Reporting

7.1 First aid and accident record book

- An accident form will be completed by the first aider/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 book.
- 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.

7.2 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). Information on how to make a RIDDOR report is available here.
- The headteacher/appointed person will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below.
- Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

7.3 School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
  - Covers more than 10% of the whole body's total surface area; or
  - Causes significant damage to the eyes, respiratory system or other vital organs
- 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

Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the headteacher/ appointed person will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- 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

7.4 Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment
- *An accident "arises out of" or is "connected with a work activity" if it was caused by:
  - A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
  - The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
  - The condition of the premises (e.g. poorly maintained or slippery floors)

7.5 Notifying Parents

The school will inform parents of any accident or injury sustained by a pupil, where first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

7.6 Reporting to Ofsted and child protection agencies – settings with early years provision

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 Trust's Executive Team immediately.

Clear records will be maintained of all medicines brought into the school by following the Supporting Pupils with Medical Conditions and Administration of Medicines Policy.

8.0 Epi-Pens and Inhalers

These are considered to be part of our first aid provision. They must all be entered into **'Parental Agreement to Administer Prescription or non-prescription Medicine'.**

All staff are expected to familiarise themselves with the pupils in school who need epi-pens.

Details of all serious medical conditions and allergies should be accessible to all staff.

All staff are expected to familiarise themselves with those pupils who may need an inhaler.

Pupils with inhalers are expected to have been educated in their use by parents or carers.

9.0 Employee Health & Safety Issues

This guidance should also be read in conjunction with DfE guidance Supporting Pupils with Medical Conditions and Administration of Medicine policy.

10.0 Employee Health & Safety Issues

The Harbour Schools Partnership, the relevant individual school or its employees cannot be held responsible for side effects that occur when medication is taken correctly.

11.0 Monitoring Arrangements

This policy will be reviewed annually by headteacher representatives of The Harbour Schools Partnership. At every review, the policy will be approved by the Trustees of The Harbour Schools Partnership.

12.0 Links with other policies

This First Aid Policy is linked to the:

- Child Protection Policy
- SEND Policy
- Health and safety policy (Section 3.10: Training records, First aid equipment, EVC requirements)
- Outdoor Education, Visits and Off-Site Activities Policy (Section 8: Risk assessments & SOP)
- Supporting Pupils with Medical Conditions and Administration of Medicines Policy.

Appendix 1: List of Appointed Person(s) for First Aid and/or trained First Aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
	Appointed Person	
	Paediatric First Aid Trained	
	Emergency First Aid Trained	

Appendix 2: First Aid Training Log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
Paediatric first aid:			
Emergency first aid:			

Additional Training:			
E.g. anaphylaxis			