

Templefield Lower School

First Aid Policy



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Aims

This policy aims to:

- Ensure the health and safety of all staff, pupils and visitors.
- Ensure that staff and governors 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.

Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

Roles and responsibilities

Appointed persons and first aiders

The school's appointed persons are Kimberley Pater, April Stokes and Caroline Suddaby. 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.

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 accident report on the same day as, or as soon as is reasonably practicable, after an incident (see the template in Appendix 2)
- Keeping their contact details up to date.

Our school's appointed persons and first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school.

Local authority

Central Bedfordshire Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.

Governing body

The governing body delegates operational matters and day-to-day tasks to the headteacher and staff members.

Headteacher

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

- Ensuring that an appropriate number of appointed persons and trained first aiders 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.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Ensuring that specified incidents are reported to the HSE when necessary.

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the appointed persons and first aiders in school are.
- Informing the headteacher or their line manager of any specific health conditions or first aid needs.

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 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/carers will be contacted and asked to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them.
- If the emergency services are called, the headteacher or deputy headteacher will contact parents/carers 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.

There will be at least one person who has a current paediatric first aid (PFA) certificate on the premises at all times.

Off-site procedures

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

- A mobile phone
- A portable first aid kit containing at a minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents/carers' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at a minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- 2 sterile eye pads, with attachments
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the group leader and reviewed by the Educational Visits Co-ordinator (EVC) prior to any educational visit that necessitates taking pupils off the school premises.

The procedure set out above will be followed as closely as possible for any off-site accidents, though whether the parents/carers can collect their child will depend on the location and duration of the trip.

There will always be at least one first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

First aid equipment

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

- A leaflet giving general advice on first aid
- 10 antiseptic wipes, foil packed
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 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.

First aid kits are stored in the following areas:

- Medical room
- School kitchen
- Pre-school kitchen
- Reception kitchen
- Classrooms (primary only)

Reporting accidents and record keeping

Parents/carers will receive an email notification via Medical Tracker informing them of any treatment administered by a first aider. Following a serious incident or injury, parents/carers will be contacted by telephone as soon as possible. In the event of an injury to the head, whether major or minor, parents/carers will be contacted by telephone and given guidance on the action to take if symptoms develop.

A list of emergency contacts will be kept in the school office.

The appointed persons will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given. This will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards e.g. whether they were sent home or went back to class.
- The name of the first aider or person who dealt with the incident.

The headteacher will ensure that any injury or accident that must be reported to the Health and Safety Executive (HSE) or local authority under RIDDOR, is reported in a timely and detailed manner.

Storage of medication

Medicines will be stored securely and appropriately in accordance with individual product instructions. 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 expiry date of the medicine.

Medicines brought in for pupils will be returned to their parents/carers for safe disposal when they are no longer required or have expired. An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment e.g. an EpiPen.

Parents/carers will advise the school when a child has a chronic medical condition or severe allergy so that an individual health plan (IHP) 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.

Pupils will have any medication stored and, where appropriate administered, in accordance with their Education Health and Care (EHC) plans.

Illnesses

When a pupil becomes ill during the school day, their parent/carer will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for pupils to rest while they wait for their parent/carer to pick them up. Pupils will be monitored during this time.

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 contact numbers and details of allergies and chronic conditions.

Staff will 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 pupil in mind.

Training

All school staff are able to undertake first aid training if they would like to. 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 3).

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.

Automated external defibrillators (AEDs)

The school has an AED which is located in the medical room. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

Early years

The school will ensure that it meets the paediatric first aid requirements set out in the [Statutory Framework for the Early Years Foundation Stage](#), which also includes arrangements for off-site activities.

In doing so the school will ensure the following:

- At least one person who has a current paediatric first aid (PFA) certificate is always on the premises and available when children are present and accompanies them on any outings. The certificate must be for a full course consistent with the criteria set out in Annex A of the [Statutory Framework for the Early Years Foundation Stage](#).
- Paediatric first aid (PFA) training is renewed every three years and is relevant for people caring for young children.
- All staff who have obtained a level 2 and/or level 3 qualification since 30 June 2016 obtain a paediatric first aid (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.
- It makes available to parents/carers a list of staff who have a current paediatric first aid (PFA) certificate.

Monitoring and review

This policy will be reviewed annually and any changes will be communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction. They will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

Links with other policies

This policy should be read in conjunction with the following school policies:

- Educational Visits and Journeys Policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy

Approved by governors: March 2026

Last reviewed: February 2026

Next review: February 2027

Appendix 1

List of trained first aiders

Staff member's name	Role	Contact details
Scarlett Amos	First aider	samos@templefield-lower.co.uk
Sarah Anderson	First aider	sanderson@templefield-lower.co.uk
Joanne Barrett	First aider	jbarrett@templefield-lower.co.uk
Lisa Bevans	First aider	lbevans@templefield-lower.co.uk
Hannah Bollom	First aider	hbollom@templefield-lower.co.uk
Ruth Bright	First aider	rbright@templefield-lower.co.uk
Joanna Doherty	First aider	jdoherty@templefield-lower.co.uk
Lorraine Guerrero	First aider	lguerrero@templefield-lower.co.uk
Melanie Hannam	First aider	mhannam@templefield-lower.co.uk
Rebecca Olney-Ogden	First aider	rolney-ogden@templefield-lower.co.uk
Kimberley Pater	Appointed person/first aider	kpater@templefield-lower.co.uk
Jade Reid	First aider	jreid@templefield-lower.co.uk
Rebecca Rushby	First aider	rrushby@templefield-lower.co.uk
Natalia Savage	First aider	nsavage@templefield-lower.co.uk
Dawn Sheehan	First aider	dsheehan@templefield-lower.co.uk
April Stokes	Appointed person/first aider	astokes@templefield-lower.co.uk
Caroline Suddaby	Appointed person/first aider	csuddaby@templefield-lower.co.uk

Appendix 2

Incident Report Form

Name of injured person	Role / Class of injured person	Location of incident	Date and time of incident
Incident details <i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Actions taken <i>Describe the steps taken in response to the incident, including any first aid treatment and what happened to the injured person immediately afterwards</i>			
Follow-up action required <i>Outline what steps the school will take to check on the injured person and what it will do to reduce the risk of the incident happening again</i>			

Name of person attending the incident:

Signed:

Date:

Appendix 3

First aid training log

Name / type of training	Staff who attended	Date attended	Date for training to be renewed (where applicable)
Level 3 Award in Paediatric First Aid	Lorraine Guerrero	05/10/2023	04/10/2026
Level 3 Award in Paediatric First Aid	Scarlett Amos	03/09/2024	02/09/2027
Level 3 Award in Paediatric First Aid	Joanne Barrett	03/09/2024	02/09/2027
Level 3 Award in Paediatric First Aid	Lisa Bevans	03/09/2024	02/09/2027
Level 3 Award in Paediatric First Aid	Joanna Doherty	03/09/2024	02/09/2027
Level 3 Award in Paediatric First Aid	Melanie Hannam	03/09/2024	02/09/2027
Level 3 Award in Paediatric First Aid	Rebecca Olney-Ogden	03/09/2024	02/09/2027
Level 3 Award in Paediatric First Aid	Kimberley Pater	03/09/2024	02/09/2027
Level 3 Award in Paediatric First Aid	Rebecca Rushby	03/09/2024	02/09/2027
Level 3 Award in Paediatric First Aid	Natalia Savage	03/09/2024	02/09/2027
Level 3 Award in Paediatric First Aid	Dawn Sheehan	03/09/2024	02/09/2027
Level 3 Award in Paediatric First Aid	April Stokes	03/09/2024	02/09/2027
Level 3 Award in Paediatric First Aid	Caroline Suddaby	03/09/2024	02/09/2027
Level 3 Award in Paediatric First Aid	Sarah Anderson	15/09/2025	14/09/2028
Level 3 Award in Paediatric First Aid	Hannah Bollom	15/09/2025	14/09/2028
Level 3 Award in Paediatric First Aid	Jade Reid	12/02/2026	11/02/2029
Level 3 Award in Emergency First Aid at Work	Ruth Bright	20/11/2023	19/11/2026
Level 3 Award in Emergency First Aid at Work	Kimberley Pater	20/11/2023	19/11/2026