



First Aid Policy

Kingsway Primary School | Autumn Term 2025 | Statutory Policy | Annual Review

Inspired to make a difference together — each child thrives from the moment they arrive.

Term

Autumn 2025

Status

Statutory

Review Cycle

Annual

Policy Control Information

Field	Detail
Policy Title	First Aid Policy
Headteacher	Kate Baskeyfield
Deputy Headteacher	Claire Lowe
Chair of Governors	Helen Johnson
Site Manager	Nazim Dervish
Date Adopted	[To be completed at Full Governing Body meeting]
Review Date	Annual — by end of Summer Term each year
Status	Statutory
Published on Website	Yes
Statutory Basis	Health and Safety at Work etc. Act 1974; Health and Safety (First Aid) Regulations 1981 (as amended); Management of Health and Safety at Work Regulations 1999; Children Act 1989; Equality Act 2010; UK GDPR and Data Protection Act 2018; Keeping Children Safe in Education (current edition); Supporting Pupils with Medical Conditions at School (DfE, 2015); SEND Code of Practice 2015
Related Policies	Supporting Pupils with Medical Needs Policy; Intimate Care Policy; Safeguarding and Child Protection Policy; SEND Policy; Health and Safety Policy; EYFS Policy; Behaviour Policy; Complaints Policy; Educational Visits Policy
Written by	Kate Baskeyfield (Headteacher), based on current DfE and HSE statutory guidance

Our Vision and Values

At Kingsway Primary School, our first aid provision is not simply a legal obligation — it is a living expression of who we are. We believe that every child deserves to feel safe, cared for, and valued from the moment they arrive. Our approach to first aid is rooted in the same four values that shape everything we do.

Togetherness

We respond to injury and illness as a whole-school community. No child faces a difficult moment alone.

Difference

We recognise that every child's medical and physical needs are unique. Our first aid provision is adapted accordingly.

Passionate About Learning

We invest in high-quality, up-to-date first aid training so that every member of staff is confident and competent.

Inspired to Grow

We learn from every incident, reviewing our practice to continuously improve the safety and wellbeing of our school community.

Introduction and Scope

First aid is the immediate help given to a person who is injured or taken ill before the arrival of professional medical assistance. At Kingsway Primary School, we are committed to ensuring that every pupil, member of staff, volunteer, and visitor receives prompt, appropriate, and compassionate first aid care whenever it is needed.

This policy sets out how Kingsway Primary School meets its duty of care in relation to first aid. It applies to:

- All pupils on roll, including those in the Early Years Foundation Stage (EYFS)
- All teaching and non-teaching staff, including supply and agency staff
- Volunteers, governors, and parent helpers
- Visitors to the school site
- Pupils and staff on educational visits and off-site activities

This policy should be read alongside the school's Supporting Pupils with Medical Needs Policy, Intimate Care Policy, Safeguarding and Child Protection Policy, Health and Safety Policy, EYFS Policy, and Educational Visits Policy. Together, these documents form a coherent whole-school policy suite designed to keep every member of our community safe and well.

This policy is reviewed annually and approved by the Full Governing Body no later than the end of the Summer Term. It is published on the school website and is available to all parents, carers, staff, and governors on request.

Legal Framework and Statutory Duties

Kingsway Primary School's first aid provision is underpinned by a robust statutory framework. The school, as an employer, has clear legal duties that cannot be delegated away. The following legislation and guidance forms the basis of this policy:

- **Health and Safety at Work etc. Act 1974** — places a general duty on employers to ensure, so far as is reasonably practicable, the health, safety, and welfare of all employees and others on the premises.
- **Health and Safety (First Aid) Regulations 1981 (as amended)** — require employers to provide adequate and appropriate equipment, facilities, and personnel to enable first aid to be given to employees if they are injured or become ill at work. The HSE's guidance extends this duty of care to pupils.
- **Management of Health and Safety at Work Regulations 1999** — require employers to carry out suitable and sufficient risk assessments, implement necessary preventive and protective measures, and arrange for appropriate information and training.
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013** — require certain accidents, injuries, and dangerous occurrences to be reported to the Health and Safety Executive (HSE). See Section 9 for full detail.
- **Children Act 1989** — establishes the school's duty of care to children in its charge.
- **Equality Act 2010** — requires the school to make reasonable adjustments to ensure pupils with disabilities or medical needs are not disadvantaged in accessing first aid provision.
- **UK GDPR and Data Protection Act 2018** — governs the recording, storage, and sharing of health and first aid data. See Section 13.
- **Keeping Children Safe in Education (current edition)** — sets out safeguarding duties relevant to first aid situations, including the identification of unexplained injuries.
- **Supporting Pupils with Medical Conditions at School (DfE, 2015)** — provides statutory guidance on supporting pupils with medical needs, including the administration of medicines and Individual Healthcare Plans.
- **Statutory Framework for the Early Years Foundation Stage (current edition)** — **requires that at least one person with a current Paediatric First Aid (PFA) certificate is on the premises and available at all times when children are present in the EYFS**, and that a PFA-qualified person accompanies EYFS children on outings. This requirement is non-negotiable and is treated as an absolute obligation by this school.
- **SEND Code of Practice 2015** — requires the school to make appropriate provision for pupils with special educational needs and disabilities, including in relation to first aid and medical care.
- **School Premises (England) Regulations 2012** — require that suitable space is provided to cater for the medical and therapy needs of pupils.

❏ Trafford Local Authority holds ultimate responsibility for health and safety matters. Strategic management is delegated to the Governing Body, which delegates operational matters to the Headteacher and staff. The school works within Trafford LA's health and safety framework and reports serious incidents to the LA's Health and Safety Team as required. Ofsted inspectors will expect evidence of adequate provision, trained staff, proper records, and consistent implementation.

SECTION 2

First Aid Provision and Staffing

Kingsway Primary School is committed to maintaining first aid provision that exceeds the minimum statutory requirements. The school's first aid staffing structure is as follows:

First Aid Coordinator

Louise Morgan

Overall responsibility for first aid organisation, training records, and equipment. Reports to the Headteacher on all first aid provision matters.

Lead Paediatric First Aider

[Paediatric First Aider Name]

Statutory PFA cover for EYFS at all times. Holds a current Paediatric First Aid certificate renewed every 3 years.

Appointed First Aider

[First Aider Name]

First responder for incidents across the school. Holds a current FAW or EFAW qualification.

Site Manager

Nazim Dervish

Responsible for first aid equipment, AED maintenance, and site safety. Ensures all kits are stocked and the defibrillator is operational.

Minimum Staffing Requirements and Training Renewal

Minimum Staffing Requirements

- At least one person holding a current **Paediatric First Aid (PFA)** certificate must be on the premises and available at all times when EYFS children are present. This is a **statutory requirement** under the EYFS Statutory Framework and is non-negotiable.
- At least one person holding a current **First Aid at Work (FAW)** or **Emergency First Aid at Work (EFAW)** certificate must be available on the school premises at all times during the school day.
- The school maintains a minimum of six Paediatric First Aid-trained staff members to ensure robust cover across all phases and at all times of the school day, including lunchtime.
- Cover arrangements are in place for planned and unplanned absences. The First Aid Coordinator is responsible for ensuring that cover is arranged before any first aider is absent from site.

Training Renewal Cycles

- **First Aid at Work (FAW)**: HSE-approved 3-year qualification. Renewal training must be completed before the certificate expires.
- **Emergency First Aid at Work (EFAW)**: HSE-approved 1-day qualification, renewed every 3 years.
- **Paediatric First Aid (PFA)**: 2-day qualification, renewed every 3 years. An annual refresher is strongly recommended and is school practice.
- **Specialist training** (EpiPen, buccal midazolam, asthma inhaler): renewed in line with clinical guidance and individual pupil need, and at least annually.

A full register of trained first aid staff, including qualification type, date of qualification, and renewal date, is maintained by the First Aid Coordinator and is available for inspection. See Appendix 1.

First Aid Facilities and Equipment

First Aid Kit Locations

- Key Stage corridor first aid boxes (one per Key Stage area)
- School office (main first aid kit)
- School kitchen
- EYFS area (dedicated paediatric kit)
- Portable kits for off-site visits and educational trips

Standard First Aid Kit Contents

- Guidance leaflet on first aid
- Individually wrapped sterile plasters (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Large and medium sterile wound dressings
- Disposable gloves (nitrile, multiple pairs)
- Antiseptic wipes
- Adhesive tape
- Scissors
- Burns dressings
- Foil emergency blanket
- Face shield / pocket mask for CPR



No medication is stored in first aid kits. Medicines are stored separately in accordance with Section 6 of this policy.

Automated External Defibrillator (AED)

The school's AED is located in the entrance area, outside the school office, accessible at all times during the school day. **Nazim Dervish** (Site Manager) is responsible for ensuring the AED is maintained, checked regularly, and that pads and batteries are within date. The AED location is clearly signposted.

Emergency Inhalers

Emergency salbutamol inhalers are stored in the school office. Their use is governed by the school's Supporting Pupils with Medical Needs Policy and DfE guidance on emergency inhalers in schools.

Restocking and Maintenance

Louise Morgan (First Aid Coordinator) is responsible for the regular inspection and restocking of all first aid kits. Any member of staff who uses items from a first aid kit must inform Louise Morgan immediately so that stocks can be replenished. Kits are formally inspected at least termly. Expired items are disposed of and replaced promptly.

Procedures for Dealing with Accidents and Injuries

Standard In-School Procedure

1. The nearest member of staff assesses the situation and, if appropriate, calls for a qualified first aider. **No child is left unattended following an injury — this is an absolute rule.**
2. The first aider attends, assesses the casualty, and provides appropriate first aid treatment.
3. The first aider decides whether the casualty requires: (a) first aid treatment only; (b) parental collection; or (c) emergency services.
4. If emergency services are required, any member of staff may call 999. The first aider remains with the casualty until help arrives. The school office is notified immediately.
5. If a pupil is too unwell to remain in school but does not require emergency assistance, parents/carers are contacted by the school office and asked to collect their child.
6. The first aider completes an accident record on Medical Tracker on the same day, or as soon as reasonably practicable after the incident. Medical Tracker will automatically notify parents and carers of the incident and any treatment given.
7. In the event of a serious incident, the Headteacher (Kate Baskeyfield) or Deputy Headteacher (Claire Lowe) is informed immediately. A welfare check and debrief for all staff involved is arranged as soon as possible.

When to Call 999

Always call 999 immediately if a person is seriously ill or injured and their life may be at risk. Examples include:

- Difficulty breathing or stopped breathing
- Unconsciousness or unresponsiveness
- Suspected cardiac arrest
- Severe allergic reaction (anaphylaxis)
- Severe bleeding that cannot be controlled
- Suspected spinal or serious head injury
- Choking where the obstruction cannot be cleared
- Severe burns or scalds
- Suspected stroke (FAST: Face, Arms, Speech, Time)
- Seizure lasting more than 5 minutes, or a second seizure
- Sudden severe pain anywhere in the body

Suspected Spinal Injury

If a spinal injury is suspected, the casualty must **not be moved** unless they are in immediate danger. The first aider will stabilise the head and neck, call 999, and remain with the casualty until emergency services arrive.

Serious or Life-Threatening Incidents

In the event of a serious or life-threatening incident, the Headteacher will notify Ofsted as soon as reasonably practicable and no later than **14 days** after the incident. The Trust will also be notified. Local child protection agencies will be informed where appropriate. See also Section 9 (RIDDOR) and Section 12 (Safeguarding).

Head Injury Protocol

Head injuries require particular care. All head injuries, however minor, are assessed by a qualified first aider. The following protocol applies without exception:

1. The first aider assesses the child and provides appropriate treatment. Ice packs are applied where appropriate.
2. The child is given a **bumped head wristband** to alert all staff and adults that the child has sustained a head injury that day.
3. The first aider notifies the class teacher and all staff working with the child verbally.
4. The first aider calls the school office to report the incident.

Managing Medical Emergencies

The following protocols apply to the most common medical emergencies in a primary school setting. All first aiders are trained in these procedures. Specific protocols for named pupils are set out in their Individual Healthcare Plans (IHCPs).

Anaphylaxis (Severe Allergic Reaction)

1. Recognise the signs: swelling of the face/throat, difficulty breathing, rapid pulse, pale/clammy skin, collapse.
2. Call 999 immediately — anaphylaxis is always a medical emergency.
3. Administer the pupil's prescribed adrenaline auto-injector (EpiPen) in accordance with their IHCP and the school's training. Only trained staff should administer it.
4. Lay the pupil flat with legs raised (unless breathing is difficult — then sit upright). Do not allow them to stand.
5. A second EpiPen may be administered after 5 minutes if there is no improvement.
6. Remain with the pupil until emergency services arrive. Inform parents immediately. Record the incident and report to the Headteacher.

Asthma Attack

1. Keep the pupil calm and encourage them to sit upright.
2. Assist the pupil to use their own reliever inhaler (blue/salbutamol). If unavailable, use the school's emergency inhaler in accordance with DfE guidance.
3. One puff every 30–60 seconds, up to 10 puffs.
4. If there is no improvement after 10 puffs, or if the pupil is deteriorating, call 999.
5. Inform parents. Record the incident.

Epilepsy / Seizure

1. Stay calm. Note the time the seizure starts.
2. Protect the pupil from injury — clear the area, cushion the head. Do not restrain.
3. Do not put anything in the pupil's mouth.
4. Place in the recovery position once convulsions stop.
5. Call 999 if: the seizure lasts more than 5 minutes; a second seizure follows; the pupil does not regain consciousness; or this is the pupil's first known seizure.
6. Administer buccal midazolam if prescribed in the pupil's IHCP and staff are trained to do so. Inform parents. Record the incident.

Diabetic Emergency

1. Recognise hypoglycaemia (low blood sugar): shakiness, sweating, confusion, pale skin, rapid heartbeat.
2. If the pupil is conscious and able to swallow, give a fast-acting sugar (glucose tablets, fruit juice, or sugary drink) in accordance with their IHCP.
3. Follow with a longer-acting carbohydrate snack.
4. If the pupil is unconscious or unable to swallow, call 999 immediately. Do not give anything by mouth. Inform parents. Record the incident.

Choking

1. Encourage the pupil to cough.
2. If coughing is ineffective, give up to 5 back blows between the shoulder blades.
3. If back blows are ineffective, give up to 5 abdominal thrusts (Heimlich manoeuvre) — for children over 1 year. For infants, use back blows and chest thrusts only.
4. Alternate back blows and abdominal thrusts. Call 999 if the obstruction is not cleared. Even if the obstruction clears, seek medical advice. Record the incident.

Cardiac Arrest and AED Use

1. Check for responsiveness and normal breathing. If absent, call 999 immediately.
2. Begin CPR: 30 chest compressions followed by 2 rescue breaths. Continue until the AED arrives or emergency services take over.
3. Send a second person to retrieve the AED from the entrance area of the school.
4. Switch on the AED and follow its voice prompts. Apply pads as directed. Deliver a shock if advised.
5. Continue CPR between AED analyses until emergency services arrive. Inform parents. Record the incident. Notify Headteacher immediately.

Meningitis Awareness

Signs of meningitis include: severe headache, stiff neck, sensitivity to light, high fever, vomiting, and a non-blanching rash (the glass test). If meningitis is suspected, call 999 immediately. Do not wait for a rash to appear. Inform parents and the Headteacher. Public Health England / UKHSA guidance will be followed for any confirmed case.

Administration of Medicines

The administration of medicines at Kingsway Primary School is governed by the school's **Supporting Pupils with Medical Needs Policy**, which should be read alongside this section. The following principles apply.

General Principles

- The school will only administer medicines where it is **not reasonably practicable** for parents/carers to administer them at home.
- **No member of staff is obliged to administer medication** without appropriate training and written parental consent. Staff who agree to administer medicines do so voluntarily.
- Written parental consent must be obtained before any medicine is administered. Consent forms are held in the school office.
- Only **prescription medicines** will normally be administered by school staff. Non-prescription medicines will only be administered in exceptional circumstances and with explicit written parental consent.

Storage

- All medicines are stored securely in the school office, in a locked cabinet where required.
- Medicines requiring refrigeration are stored in a designated fridge in the school office.
- Emergency medicines (EpiPens, inhalers, buccal midazolam) are stored in accessible, clearly labelled locations known to all relevant staff, and are **never locked away** where access could be delayed in an emergency.

Record-Keeping

- A record is kept of every instance of medicine administration, including: the name of the pupil; the medicine administered; the dose; the time; and the name of the member of staff who administered it.
- Records are held in the school office and are available for inspection.

Emergency Medication

- **Adrenaline auto-injectors (EpiPens):** Administered by trained staff in accordance with the pupil's IHCP. The school holds spare emergency EpiPens in accordance with DfE guidance.
- **Salbutamol inhalers:** The school holds emergency inhalers for use in accordance with DfE guidance on emergency inhalers in schools (2014).
- **Buccal midazolam:** Administered only by staff who have received specific training for the individual pupil. This is a prescription-only medicine and is administered strictly in accordance with the pupil's IHCP.

Further detail on the administration of medicines, including Individual Healthcare Plans, is set out in the school's Supporting Pupils with Medical Needs Policy.

First Aid for Pupils with SEND and Medical Needs

Kingsway Primary School is committed to ensuring that all pupils, including those with special educational needs and disabilities (SEND) and complex medical needs, receive first aid provision that is tailored to their individual requirements. This commitment is underpinned by the **Equality Act 2010**, the **SEND Code of Practice 2015**, and the school's own inclusive ethos.

Individual Healthcare Plans (IHCPs)

- Every pupil with a significant medical condition has an Individual Healthcare Plan (IHCP), developed in partnership with parents/carers, the pupil (where appropriate), and relevant healthcare professionals.
- IHCPs set out the pupil's condition, the triggers and warning signs, the first aid response required, any medicines to be administered, and the contact details of parents and healthcare professionals.
- IHCPs are reviewed at least annually, or sooner if the pupil's needs change.
- **Paul Walker** (AHT for Inclusion) oversees the development and review of IHCPs and ensures that relevant staff are trained and briefed.
- **Elizabeth Dunstan** (Pastoral Lead / SEND Family Liaison) works with families to ensure that IHCPs reflect the pupil's needs accurately and that parents feel informed and supported.

EYFS-Specific Considerations

Children in the Early Years Foundation Stage may have particular vulnerabilities and communication needs. All EYFS first aid provision is delivered by staff holding a current Paediatric First Aid (PFA) certificate. EYFS staff are trained to recognise the signs of illness and injury in very young children and to respond with sensitivity and skill.

Reasonable Adjustments

Under the Equality Act 2010, the school makes reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accessing first aid provision. This may include:

- Ensuring that first aid staff are trained in the specific needs of individual pupils
- Adapting first aid procedures to account for a pupil's communication needs
- Ensuring that first aid equipment is accessible and appropriate for pupils with physical disabilities
- Providing additional support during medical emergencies for pupils with sensory or cognitive needs

Intimate Care and First Aid

Where first aid involves intimate care (for example, assisting a pupil with continence needs following an accident), the school's **Intimate Care Policy** applies. First aid staff are aware of the principles of dignity, consent, and safeguarding that underpin intimate care. No pupil will be subjected to intimate care without appropriate consent and in accordance with their IHCP.

First Aid on Educational Visits and Off-Site Activities

The school's duty of care extends to all off-site activities, including educational visits, sports fixtures, and residential trips. The following requirements apply to all off-site activities.

Risk Assessment

- A written risk assessment must be completed by the lead teacher before any off-site activity. The risk assessment must consider the first aid needs of all pupils attending, including those with IHCPs.
- Risk assessments are approved by the Headteacher (Kate Baskeyfield) or Deputy Headteacher (Claire Lowe) before the visit takes place.

First Aider Ratios Off-Site

- At least **one qualified first aider** must accompany every off-site group.
- For EYFS groups, at least one person with a current **Paediatric First Aid (PFA)** certificate must accompany the group. This is a **statutory requirement** under the EYFS Statutory Framework.
- For larger groups or higher-risk activities, additional first aiders will be deployed as determined by the risk assessment.

First Aid Kit Requirements Off-Site

- A portable first aid kit must be taken on all off-site activities.
- The kit must be checked before departure and restocked after use.
- Staff must also carry: a school mobile phone; up-to-date parental contact details for all pupils; and copies of relevant IHCPs and emergency medication for pupils with medical needs.

Parental Consent and Medical Information

- Parental consent for off-site activities includes consent for emergency first aid and medical treatment where parents cannot be contacted.
- Medical information for all pupils attending is reviewed before the visit and relevant information is shared with accompanying staff on a need-to-know basis.

Residential Trips and Adventure Activities

- For residential trips, the risk assessment must address overnight first aid cover and the proximity of medical facilities.
- For adventure activities, the activity provider's first aid arrangements are verified before the visit. The school's own first aider accompanies the group in addition to any provider-supplied first aid.

Lunchtime Incidents

Gareth Dale (Relational Behaviour Lead / Lunchtime Lead) is responsible for ensuring that adequate first aid cover is in place during the lunchtime period, including on the playground. Lunchtime supervisors know who the first aiders on duty are and how to summon help quickly. All lunchtime incidents are recorded in accordance with Section 9 of this policy.

Recording, Reporting, and RIDDOR

What Must Be Recorded

Every first aid incident must be recorded, regardless of severity. Records are completed on Medical Tracker on the same day as the incident, or as soon as reasonably practicable. Medical Tracker automatically emails parents and carers following an incident. Each record must include:

- Date, time, and location of the incident
- Name and year group of the casualty
- Nature of the injury or illness
- Treatment given
- Name of the first aider who attended
- Whether parents were informed, and how and when
- Whether emergency services were called
- Whether the incident is RIDDOR-reportable

Parental Notification Records

A record is kept of all parental notifications, including the date and time of contact, the name of the person spoken to, and the outcome. Where contact cannot be made immediately, a log of all attempts is maintained until contact is established.

Retention of Records

- Accident records relating to **adults** are retained for a minimum of **3 years** in accordance with the Social Security (Claims and Payments) Regulations 1979.
- Accident records relating to **children** are retained until the child's **25th birthday** (i.e. for a minimum of 21 years from the date of the incident, or longer if the child was under 4 at the time). This reflects the limitation period for personal injury claims by children.
- Records are stored securely in accordance with UK GDPR and the school's Data Protection Policy.

RIDDOR 2013 — Reporting to the HSE

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require certain incidents to be reported to the Health and Safety Executive (HSE). The Headteacher (Kate Baskeyfield) is responsible for ensuring RIDDOR reports are made.

The following must be reported to the HSE:

- **Deaths** — any death of a worker or non-worker (including a pupil) arising from a work-related accident must be reported immediately by telephone and then in writing within **10 days**.
- **Specified injuries to workers**, including: fractures (other than fingers, thumbs, and toes); amputations; injuries likely to lead to permanent loss of sight; crush injuries to the head or torso; serious burns; loss of consciousness caused by head injury or asphyxia; and any injury requiring resuscitation or hospital admission for more than 24 hours.
- **Over-7-day injuries to workers** — where an employee is unable to perform their normal duties for more than 7 consecutive days (not including the day of the incident). Must be reported within **15 days**.
- **Injuries to non-workers (including pupils)** — where a pupil or visitor is injured and is taken directly from the scene to hospital for treatment (not merely for precautionary examination).
- **Dangerous occurrences** — near-miss events that did not result in injury but could have done, including: collapse of load-bearing equipment; accidental release of a biological agent; accidental release of a substance likely to cause serious injury; electrical short circuit causing fire or explosion.

RIDDOR reports are made online at www.hse.gov.uk/riddor/report.htm. A copy of every RIDDOR report is retained in school. Serious incidents are also reported to the Trust.

Reporting to Ofsted

Roles and Responsibilities

Governing Body — Helen Johnson (Chair / DSG)

- Holds strategic responsibility for health and safety, including first aid provision
- Approves this policy annually and ensures review no later than end of Summer Term
- Receives reports from the Headteacher on first aid incidents, training, and compliance
- Acts as the final escalation point in the school's complaints procedure

First Aid Coordinator — Louise Morgan

- Maintains the register of trained first aid staff (Appendix 1)
- Monitors training renewal dates and arranges refresher training in good time
- Ensures first aid kits are stocked and equipment is maintained
- Liaises with the Site Manager regarding AED maintenance; reports to the Headteacher

Parents and Carers

- Provide the school with up-to-date emergency contact details and medical information
- Inform the school of any changes to their child's medical needs
- Respond promptly to school contact following a first aid incident
- Collect their child when requested following an injury or illness

Headteacher — Kate Baskeyfield

- Overall operational responsibility for the implementation of this policy
- Ensures adequate numbers of trained first aiders are present at all times
- Ensures all staff are aware of first aid procedures and risk assessments are completed
- Reports RIDDOR-reportable incidents to the HSE and notifies Ofsted of serious incidents

All Staff

- Know who the first aiders are and how to summon help
- Follow first aid procedures as set out in this policy
- Complete accident records for all incidents they attend to
- **Never leave an injured or unwell child unattended**

Deputy Headteacher — Claire Lowe

- Supports the Headteacher in the implementation of this policy
- Acts as the Headteacher's deputy in all first aid matters in her absence
- Approves risk assessments for educational visits
- Second escalation point in the complaints procedure

Site Manager — Nazim Dervish

- Responsible for the maintenance and regular checking of the AED
- Ensures the first aid facilities are clean, safe, and fit for purpose
- Reports any deficiencies in first aid equipment to the First Aid Coordinator and Headteacher

Staff Training and Competency

Kingsway Primary School is committed to ensuring that all staff who may be called upon to provide first aid are appropriately trained, competent, and confident. Training is not a one-off event — it is an ongoing commitment to the safety of our school community.

Mandatory Training Matrix

Paediatric First Aid (PFA)

- All EYFS staff (statutory); minimum 6 staff across school
- Duration: 2 days
- Renewed every 3 years (annual refresher recommended)
- Provider: HSE-approved / Ofsted-recognised provider

Emergency First Aid at Work (EFAW)

- All other designated first aiders
- Duration: 1 day
- Renewed every 3 years
- Provider: HSE-approved provider

Buccal Midazolam

- Named staff for specific pupils only
- Duration: Half day
- Renewed annually or on change of pupil need
- Provider: Clinical trainer / NHS

First Aid at Work (FAW)

- First Aid Coordinator and designated first aiders
- Duration: 3 days
- Renewed every 3 years
- Provider: HSE-approved provider

EpiPen / Adrenaline Auto-Injector

- All staff — in line with Benedict's Law
- Duration: Half day
- Renewed annually or on change of pupil need
- Provider: Allergy UK / clinical trainer

Asthma Inhaler

- All staff
- Duration: 1 hour
- Renewed annually
- Provider: Asthma UK / school nurse

Training Records, Supply Staff, and Induction

Training Records

The First Aid Coordinator maintains a full training record for all first aid-trained staff, including the qualification held, the date of qualification, the renewal date, and whether the member of staff holds a Paediatric First Aid certificate. This register is reviewed termly and is available for inspection by Ofsted, the LA, and the Governing Body. See Appendix 1.

Supply and Agency Staff

Supply and agency staff are informed of the school's first aid procedures on arrival. They are not expected to act as first aiders unless they hold a current, valid first aid qualification and have been briefed on the school's procedures. The school ensures that at least one qualified first aider employed directly by the school is always present on site.

New Staff Induction

All new staff receive first aid induction as part of their onboarding, including:

- The location of first aid kits and the AED
- The names and locations of first aiders
- The procedure for summoning help
- The school's accident recording system (Medical Tracker)

❑ Training is not a one-off event. It is an ongoing commitment. The First Aid Coordinator monitors all renewal dates proactively and arranges refresher training well in advance of expiry to ensure continuous statutory compliance.

Safeguarding and First Aid

First aid situations can sometimes reveal safeguarding concerns. All staff at Kingsway Primary School understand that their safeguarding responsibilities do not pause during a first aid incident. This section should be read alongside the school's **Safeguarding and Child Protection Policy**.

When First Aid May Reveal a Safeguarding Concern

Staff should be alert to the possibility of a safeguarding concern when:

- A child presents with unexplained injuries, bruising, or marks that are inconsistent with the explanation given
- A child presents with injuries in unusual locations (e.g. torso, back, buttocks, face) or of an unusual pattern
- A child makes a disclosure during a first aid interaction
- A child presents repeatedly with injuries or complaints of illness that do not have a clear explanation
- A child appears fearful, withdrawn, or distressed in a way that is disproportionate to the injury

Procedure for Reporting a Safeguarding Concern

1. The first aider provides appropriate first aid treatment. The child's immediate welfare always comes first.
2. The first aider makes a factual, contemporaneous note of what they observed and what the child said (using the child's own words).
3. The first aider reports their concern to the **Designated Safeguarding Lead (DSL)** — Kate Baskeyfield (Headteacher) — as soon as possible and without delay.
4. If the DSL is unavailable, the concern is reported to the Deputy DSL — Bethany Jones (DDSL).
5. The DSL will decide on the appropriate course of action in accordance with the school's Safeguarding and Child Protection Policy and Keeping Children Safe in Education.
6. First aiders do not investigate safeguarding concerns themselves, and do not promise confidentiality to a child who makes a disclosure.

Allegations Against Staff

If a first aid incident gives rise to an allegation against a member of staff, the Headteacher will follow the school's allegations management procedure and refer to the Local Authority Designated Officer (LADO) in accordance with Keeping Children Safe in Education. If the allegation is against the Headteacher, the Chair of Governors (Helen Johnson) is informed immediately.

Confidentiality and Data Protection

First aid records contain sensitive personal data, including health information, which is classified as **special category data** under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The school processes this data lawfully, fairly, and transparently, and only for the purposes for which it was collected.

Who May Access First Aid Records

- The pupil's parents or carers (in relation to their own child's records)
- The first aider who completed the record
- Office administrators, for the purposes of administration and managing Medical Tracker records
- The Headteacher and Deputy Headteacher
- The school's SEND and inclusion team, where relevant to a pupil's IHCP
- Ofsted inspectors and LA officers, in the exercise of their statutory functions
- Healthcare professionals involved in the pupil's care, where appropriate consent has been obtained
- The HSE, in relation to RIDDOR-reportable incidents

First aid records are not shared with third parties without appropriate legal basis or parental consent, except where there is a safeguarding concern or a legal obligation to disclose.

Parental Rights and Subject Access Requests

Parents and carers have the right to access records relating to their child's first aid treatment. Requests should be made in writing to the school office. The school will respond within the statutory timeframe of **one calendar month**.

Any individual (or parent/carer acting on behalf of a child) may make a Subject Access Request (SAR) to access personal data held by the school. SARs should be directed to the school office. The school will respond within one calendar month in accordance with UK GDPR.

Data Protection Officer

The school's Data Protection Officer (DPO) can be contacted via the school office. The DPO provides advice and guidance on data protection matters, including the handling of first aid records.

Complaints

Kingsway Primary School is committed to resolving any concerns about first aid provision promptly and fairly. Our full complaints procedure is set out in the Inspiring Learners Multi Academy Trust Complaints Policy, available on the school website and from the school office.

How to Raise a Concern (Informal Stage)

We encourage families to raise concerns informally in the first instance. Please speak to:

1. Your child's Class Teacher
2. The relevant Key Stage Lead
3. Deputy Headteacher — Claire Lowe
4. Headteacher — Kate Baskeyfield

Elizabeth Dunstan (Pastoral Lead / SEND Family Liaison) is available to support families at any stage of the informal process.

Formal Complaints

If your concern remains unresolved after the informal stages, you may submit a formal complaint in writing to the Headteacher (Kate Baskeyfield) using the Complaint Form within the Inspiring Learners Multi Academy Trust Complaints Policy. This is available on the school website and from the school office, and should be marked '*Private and Confidential*'.

Complaints about the Headteacher should be addressed to the Chair of Governors (Helen Johnson) via the school office, also marked '*Private and Confidential*'.

Safeguarding Concerns

Complaints relating to the safety or welfare of a child are not handled under the complaints procedure. Safeguarding concerns are referred to the Designated Safeguarding Lead and, where appropriate, to the Local Authority Designated Officer (LADO) without delay, in accordance with the school's Safeguarding and Child Protection Policy. The complaints procedure does not apply to safeguarding referrals.

Unacceptable Practice

The following practices are **never acceptable** at Kingsway Primary School. Any member of staff found to have engaged in unacceptable practice in relation to first aid may be subject to disciplinary action.

1. Refusing to Summon Help

Failing to call for a first aider or emergency services when a pupil or adult is injured or unwell is never acceptable under any circumstances.

2. Leaving a Casualty Unattended

No injured or unwell child or adult should ever be left alone. This is an absolute rule of this school and applies to all staff at all times.

3. Administering Medication Without Consent or Training

Medicines must never be given without written parental consent and appropriate training. No staff member is obliged to administer medication.

4. Failing to Record

Every first aid incident must be recorded on Medical Tracker on the same day. Failure to record is a serious breach of this policy.

5. Moving a Casualty with Suspected Spinal Injury

A casualty must not be moved if a spinal injury is suspected, unless they are in immediate danger. Moving such a casualty can cause permanent injury.

6. Using Expired or Missing Equipment

First aid kits must be checked regularly. Using out-of-date equipment or failing to restock kits after use is unacceptable and must be reported to the Site Manager immediately.

7. Failing to Report a RIDDOR Incident

All RIDDOR-reportable incidents must be reported to the HSE within the required timeframe. Failure to report is a criminal offence.

8. Breaching Confidentiality

First aid records and health information must be handled in accordance with UK GDPR and shared only on a strict need-to-know basis.

Quick Reference Summary

This summary is intended as a quick reminder for staff. It is not a substitute for reading and understanding the full policy.

Practice	Required / Prohibited
Call a first aider for every injury or illness	Required
Call 999 for life-threatening emergencies	Required
Complete an accident record on the same day	Required
Notify parents of head injuries by telephone on the same day	Required
Record head injury on Medical Tracker on the same day (system notifies parents automatically)	Required
Ensure a PFA-qualified person is present in EYFS at all times	Required (Statutory)
Obtain written parental consent before administering medicines	Required
Report RIDDOR-reportable incidents to the HSE	Required
Maintain a register of trained first aid staff	Required
Report safeguarding concerns to the DSL without delay	Required
Leave an injured child unattended	Prohibited
Administer medication without training and written consent	Prohibited
Move a casualty with a suspected spinal injury	Prohibited
Use expired or missing first aid equipment	Prohibited
Fail to record a first aid incident	Prohibited
Breach the confidentiality of first aid records	Prohibited
Fail to report a RIDDOR-reportable incident	Prohibited

First Aid Trained Staff Register

This register is maintained by the First Aid Coordinator and is reviewed termly. It is available for inspection by Ofsted, the Trust, and the Local Governing Body. Staff are responsible for informing the First Aid Coordinator of any changes to their qualifications.

Louise Morgan

- **Role:** First Aid Coordinator
- **Qualification:** [FAW / EFAW / PFA]
- **Date Qualified:** [Date]
- **Renewal Due:** [Date]
- **Paediatric First Aider:** [Y/N]

[Paediatric First Aider Name]

- **Role:** [Role]
- **Qualification:** Paediatric First Aid (PFA)
- **Date Qualified:** [Date]
- **Renewal Due:** [Date]
- **Paediatric First Aider:** Y

[First Aider Name]

- **Role:** [Role]
- **Qualification:** [FAW / EFAW / PFA]
- **Date Qualified:** [Date]
- **Renewal Due:** [Date]
- **Paediatric First Aider:** [Y/N]

[Staff Name]

- **Role:** [Role]
- **Qualification:** [Qualification]
- **Date Qualified:** [Date]
- **Renewal Due:** [Date]
- **Paediatric First Aider:** [Y/N]

[Staff Name]

- **Role:** [Role]
- **Qualification:** [Qualification]
- **Date Qualified:** [Date]
- **Renewal Due:** [Date]
- **Paediatric First Aider:** [Y/N]

[Staff Name]

- **Role:** [Role]
- **Qualification:** [Qualification]
- **Date Qualified:** [Date]
- **Renewal Due:** [Date]
- **Paediatric First Aider:** [Y/N]

This register must be updated whenever a member of staff completes, renews, or loses a first aid qualification. Names of qualified first aiders are also displayed prominently around the school so that all staff and visitors know who to contact in an emergency.

Sources and References

- **Health and Safety at Work etc. Act 1974** — [legislation.gov.uk](https://www.legislation.gov.uk)
- **Health and Safety (First Aid) Regulations 1981 (as amended)** — [legislation.gov.uk](https://www.legislation.gov.uk)
- **Management of Health and Safety at Work Regulations 1999** — [legislation.gov.uk](https://www.legislation.gov.uk)
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013** — [legislation.gov.uk](https://www.legislation.gov.uk); [hse.gov.uk/riddor](https://www.hse.gov.uk/riddor)
- **Social Security (Claims and Payments) Regulations 1979** — [legislation.gov.uk](https://www.legislation.gov.uk)
- **School Premises (England) Regulations 2012** — [legislation.gov.uk](https://www.legislation.gov.uk)
- **Children Act 1989** — [legislation.gov.uk](https://www.legislation.gov.uk)
- **Equality Act 2010** — [legislation.gov.uk](https://www.legislation.gov.uk)
- **UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018** — [legislation.gov.uk](https://www.legislation.gov.uk); ico.org.uk
- **Keeping Children Safe in Education (current edition)** — DfE, [gov.uk](https://www.gov.uk)
- **Supporting Pupils with Medical Conditions at School (DfE, 2015)** — [gov.uk](https://www.gov.uk)
- **Statutory Framework for the Early Years Foundation Stage (current edition)** — DfE, [gov.uk](https://www.gov.uk)
- **SEND Code of Practice 2015** — DfE / DoH, [gov.uk](https://www.gov.uk)
- **First Aid in Schools, Early Years and Further Education (DfE, 2014, updated)** — [gov.uk](https://www.gov.uk)
- **Emergency Asthma Inhalers for Use in Schools (DfE, 2014)** — [gov.uk](https://www.gov.uk)
- **Guidance on the Use of Adrenaline Auto-Injectors in Schools (DfE, 2017)** — [gov.uk](https://www.gov.uk)
- **Trafford Local Authority Health and Safety Framework** — [trafford.gov.uk](https://www.trafford.gov.uk)
- **HSE First Aid Guidance for Schools** — [hse.gov.uk](https://www.hse.gov.uk)

Document Sign-Off and Review Record

This policy is reviewed annually by the Full Governing Body, no later than the end of the Summer Term. The review considers any changes in legislation, DfE guidance, Trust requirements, or school practice. Any significant changes are communicated to all staff and published on the school website.

Review Date	Reviewed By	Summary of Changes	Approved By
December 2024	Kate Baskeyfield (Headteacher)	Annual review. Minor updates to staffing and practice. Based on The Key for School Leaders model policy.	William Moore (Chair of Governors)
September 2026	Kate Baskeyfield (Headteacher)	Full bespoke redraft replacing model policy. New sections added covering medical emergencies, SEND/IHCPs, safeguarding, data protection, and unacceptable practice. First Aid Coordinator role updated to Louise Morgan. EpiPen training extended to all staff (Benedict's Law). Paper accident forms replaced by Medical Tracker (auto-notifies parents). Complaints procedure aligned to Inspiring Learners Multi Academy Trust. Governance updated to reflect academy status — Trafford LA removed throughout.	Helen Johnson (Chair of Governors) — pending FGB ratification
September 2027	[Name]	[Summary of changes]	[Name]

Headteacher Sign-Off

Headteacher

Kate Baskeyfield

Signed: _____ Date: _____

Chair of Governors

Helen Johnson

Signed: _____ Date: _____

Date Adopted

[To be completed at Full Governing Body meeting]

Next Review Due

End of Summer Term 2026

This policy was written by Kate Baskeyfield, Headteacher, based on Trafford LA model policy and current statutory guidance. It is approved by the Full Governing Body and is a statutory document. Signed copies are held in the school office.

Policy Distribution and Availability

This policy is a statutory document and must be made available to all members of the school community. The following distribution arrangements apply:

School Website

Published on the school website and accessible to all parents, carers, and members of the public.

School Office

Hard copies available from the school office on request at any time.

Staff Induction

Provided to all new staff as part of their induction package.
Discussed at the start of each academic year.

Governing Body

Circulated to all governors prior to the Full Governing Body meeting at which it is reviewed and approved.



Any queries about this policy should be directed to the school office in the first instance. For data protection queries, please contact the school office to be connected with the school's Data Protection Officer (DPO).

Version Control

Field	Detail
Document Title	First Aid Policy
Version	2025–2026 (Autumn Term 2025 redraft)
Author	Kate Baskeyfield, Headteacher
Based On	Current DfE and HSE statutory guidance
Status	Statutory
Date Adopted	[To be completed at Full Governing Body meeting]
Review Cycle	Annual — no later than end of Summer Term
Next Review	End of Summer Term 2027
Published on Website	Yes
Replaces	First Aid Policy 2024

Inspired to make a difference together — each child thrives from the moment they arrive.