Bridgemere CE Primary School

First Aid Policy

‘I can do all things through Christ who strengthens me’

Philippians 4 v 13

Confirmation that the First Aid Policy has been discussed and approved by the Staff and Governing Body: October 2026

To be reviewed September 2027

1. Aims

The aims of our first aid policy are 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

2. 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, 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

1. Statement of Intent

Bridgemere CE is committed to providing emergency first aid to all pupils, staff, and visitors. We aim to:

- Ensure that first aid provision is always available while people are on school premises and during off-site visits.
- Manage medical conditions and allergies proactively to minimize the risk of emergency situations.
- Ensure all staff are aware of their responsibilities and are trained to recognise and respond to medical emergencies.

2. Legal Framework

This policy is based on statutory guidance and legislation:

- **The Health and Safety (First Aid) Regulations 1981:** Requires employers to provide adequate equipment and facilities.
- **DfE First aid in schools, early years and further education (2022)**
- **DFE Statutory Guidance (due to be Updated 2026):** *Supporting Pupils with Medical Conditions and Allergies*.
- **The Children and Families Act 2014 (Section 100):** Duty to support pupils with medical conditions.

- **The Human Medicines (Amendment) Regulations 2017:** Allowing schools to hold "spare" adrenaline auto-injectors (AAIs) and salbutamol inhalers.
- **DfE Automated external defibrillators (AEDs) in schools (2023/24)**
- **DfE Statutory framework for the Early Years Foundation Stage.(2024)**

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders
The school has 2 fully trained first aiders and 11 trained paediatric first aiders
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

The 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, or as soon as is reasonably practicable, after an incident (see the template in Appendix 1)
- Keeping their contact details up to date

Our school's full, paediatric and first aider's names are displayed prominently around the school (at First Aid box stations and in the offices)

3.2 The local authority and governing board
Cheshire East Local Authority 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 board.
The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

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

- Ensuring that an appropriate number of trained first aid personnel 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
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix) for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

4. Allergy Management (2026 Statutory Requirements)

Following the 2026 DfE update, this school adheres to the following:

- **Dedicated Allergy Policy:** Allergy management is no longer a subset of general first aid but a standalone priority.
- **Spare AAIs:** The school stocks spare Adrenaline Auto-Injectors (e.g., EpiPens) for use in emergencies for pupils at risk of anaphylaxis whose own device is unavailable or fails.
- **Mandatory Training:** All staff receive annual training on recognising anaphylaxis and administering AAIs.
- **Allergy Lead:** A named Senior Leader and Governor are appointed to oversee allergy safety and incident drills.

5. Automated External Defibrillators (AEDs)

- **Provision:** In line with DfE requirements, the school has at least one AED located on external school car park fence.
- **Maintenance:** A designated Responsible Person performs weekly visual checks to ensure the AED is ready.
- **Pads:** The AED is equipped with both adult and paediatric pads.
- **Access:** The device is kept in visible in the main corridor accessible to all staff and emergency services.

6**. First aid procedures**

6.1 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 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 or, if not available, one of the School Administration team will contact parents immediately
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

6.2 Off-site procedures

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

- Risk Assessment: Every offsite trip requires a specific medical risk assessment.
- First Aid Kit: A portable, fully stocked kit must be carried on all trips.
- Staffing: At least one qualified First Aider must accompany every trip. For EYFS, this must be a Paediatric First Aider.
- Medication: Individual medication (AAIs, Inhalers, Insulin) for specific pupils must be checked and carried by the trip leader.
- A mobile phone
- Access to parents' contact details

7. First aid equipment

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

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

No medication is kept in first aid kits.

First aid kits are stored in:

- First aid boxes at 6 First Aid station points around school building

8. Storage of Medication

- **Accessibility:** Medication is stored in a cool, dry place. Emergency medication (Inhalers/AAIs) is never locked away and must be accessible to the pupil/staff immediately.
- **Controlled Drugs:** Non-emergency-controlled drugs are kept in a locked non-portable container with only authorised staff having access.
- **Records:** A Medication Administration Log is kept recording the date, time, and dosage of any medicine given to a pupil.
- **Expiries:** An Appointed Person checks expiry dates on all stored medication at the start of every term.

9. Consent

The school will ensure that clear protocols for consent are established and documented annually.

- **Individual Healthcare Plans (IHCPs):** For pupils with complex medical needs, asthma, or allergies, a written IHCP will be developed in collaboration with parents and healthcare professionals. This document constitutes formal consent for specific treatments.
- **Emergency Consent:** Upon admission, parents/carers are required to sign a consent form allowing the school to seek emergency medical treatment or give spare emergency medication (AAIs/Inhalers) if the pupil's own supply is unavailable.
- **Administration of Routine Medication:** Staff will only administer prescription or non-prescription medication (e.g., paracetamol) if a specific, time-dated consent form has been completed by the parent for that instance.
- **Right to Refuse:** If a pupil refuses to take medication or carry out a medical procedure, staff will not force them. Parents will be contacted immediately, and the refusal will be documented.

10. Record-keeping and reporting

10.1 First aid and accident record file

- A minor accident form is completed if the injury needs only very minor first aid- a wipe, cold compress, plaster or ice pack for a short time.
- All head bump injuries are reported home with signs to look for.
- All nosebleeds will be recorded using the nosebleed recording sheet, see appendix. This logs when the nosebleed starts and finishes. A phone call to home will be made after first aid has been administered to inform parents of how long the nosebleed has lasted for.
- As much detail as possible should be supplied when reporting an accident.

10.2 Reporting to the HSE

The Headteacher 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).
The Headteacher will report these to the Health and Safety Executive without delay and send a report within 10 days of the incident.
Reportable injuries, diseases or dangerous occurrences 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)
    - 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

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- 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

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

10.3 Notifying parents
The class teacher, support staff or office administrator will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable and an injury form will be sent home. A letter will be sent if the child has received a head bump and is being monitored in school. Appendix 2.

10.4 Allergic Reaction and Near-Miss Reporting (2026 Update)
Following the 2026 statutory changes, the school must specifically record:

- **Adrenaline Administration:** Any use of a pupil's own AAI or the school's "spare" AAI must be reported to the DfE and the local health authority within 24 hours.
- **Near Misses:** Any instance where a pupil was accidentally exposed to a known allergen—even if no reaction occurred—must be recorded and investigated to prevent future incidents.
- **AED Activation:** If an AED is deployed (pads attached), the school must download the data from the device for medical review and notify the local ambulance service.

10.5 Retention of Records

- **Pupils:** First aid and accident records will be kept until the pupil reaches the **age of 25** (as per the Limitation Act 1980).
- **Staff:** Records will be kept for a minimum of **3 years** from the date of the incident or according to current GDPR/Data Protection policies

10.6 Reporting to Ofsted - EYFS
The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

11. 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.
Staff are encouraged to renew their first aid training when it is no longer valid.
At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.
All staff will receive annual Allergy training on recognising anaphylaxis and administering AAIs.

12. Monitoring arrangements

Monitoring and Review

This policy is a 'live' document and is subject to rigorous oversight to ensure it reflects current best practices and the statutory updates.

- Annual Review: The Governing Body will review this policy at least annually, or sooner if there are significant changes in DfE/HSE guidance or school personnel.
- Incident Analysis: All first aid records and near miss reports (particularly regarding allergy or AED use) are reviewed termly by the Headteacher to identify trends or necessary adjustments to risk assessments.
- Training Audit: The administrative staff maintains a central register of staff training dates.

At every review, the full governing board will approve the policy.

13. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Allergy policy
- Risk assessment policy
- Nosebleed plan
- Policy on supporting pupils with medical conditions

Appendix 1:

Accident/Incident Report Form

This form must be completed for all accidents, near misses (reportable diseases, dangerous occurrences) and physical/verbal assault at all premises under Council control or arising as a result of any operation undertaken by the Council as follows:

1. Details of injured person **Mandatory sections are marked ***

Title	Surname*:	Forename*:	Age/DOB*:	M ☐ F ☐
Address:			Postcode:	

Contact Telephone Number					
Employees only: Status*: Please select person type and complete relevant boxes					
Council Employee:	☐	Job title:		Employee number:	
Division:		Service:		Team:	
Do you agree to a copy of this form being released to your Trade Union Representative? Y ☐ N ☐					
Nonemployees only : Status*: Please select person type and complete relevant boxes					
Contractor / Consultant	☐	Agency Worker:	☐	Member of the Public:	☐
Pupil /Young Person:	☐	Service User/Client:	☐	**PARIS ref number:**	
Other (Please State):					

2 Accident/incident detail

Date*:		Time*:	
Location*: Inside ☐ Outside☐		Sub location*: e.g. car park, sports hall, kitchen	
Weather Conditions		Light	Artificial ☐ Bright ☐ Dark ☐ Good ☐ Poor ☐ **Not known** ☐
Briefly describe incident and apparent cause, including events leading up to the incident, any equipment and PPE being used, assailant details etc. please continue on additional sheet if necessary: * (if other people involved, please list names and ages) Injury type and body area affected: If injury was caused by a fall from a height please specify height of fall in meters*:			
What immediate action was taken to make the area safe/remove hazard (for example spillage cleared up and warning signs displayed)? If no action was taken at the time please state none *			

3. Assailant detail – if a violent or aggressive incident:

Surname*:		Forename*:		Age/DOB*:	M ☐ F ☐
Address:				Postcode:	
Description;					
Status*: Please select person type and complete relevant boxes					
Council Employee:	☐	Job title:		Team:	
Contractor / Consultant	☐	Agency Worker:	☐	Member of the Public:	☐
Pupil /Young Person:	☐	Service User/Client:	☐	**PARIS ref number:**	

4. Additional information

Did the Injured Person become unconscious * Yes ☐ No ☐ or Need resuscitation * Yes ☐ No ☐
Was any First Aid treatment given? * Yes ☐ No ☐
If yes above, what treatment? *

Was treatment carried out by a person competent to give first aid treatment? * Yes ☐ No ☐ Not Known ☐
If Yes By Whom?
Did Emergency Services attend? * Yes ☐ No ☐ If yes, which one(s) attended? *

Did the injured person go to hospital following the incident? * Y ☐ N ☐
If yes which one*:
Was the injured person detained in hospital for more than 24 hours? Y ☐ N ☐ Not Known ☐

If the injured person is an **employee**, did they return to work following the incident? * Y ☐ N ☐ If no, are they likely to be off work for more than 3 days? * Y ☐ N ☐	Total absence if known:

Were there any witnesses? * Yes ☐ No ☐ (please give names of witnesses and attach witness statements if available)
1. Contact number.
2. Contact number.

What action has been taken to prevent re-occurrence? * E.G. Refresher training, staff briefing, procedural review.

Additional / follow up information: Please give details of guarding systems or other safety features/ hazard controls in place before the incident and any obvious deficiencies. (Including what if any personal protective equipment was provided / worn, what training had been given).

Form completed by

Signed: **Date:**

Inputted by:		Job Title	Date:
PRIME REF:		Documents scanned & attached? Yes ☐ No ☐ N/A ☐	

Appendix 2:

Bridgemere CE (Aided) Primary School

Bridgemere Lane, Bridgemere,
Nantwich, Cheshire CW5 7PX

Head Teacher – Mrs Lyndsey Westron
01270 520271
Admin@bridgemerece.cheshire.sch.uk
www.bridgemereschool.co.uk

Dear Parent/Guardian,

Your child _____ received a bump to his/her head today. Your child was seen by a first aider and has not displayed any adverse effects. However, as a precautionary measures you may wish to observe your child for any of the following and seek medical attention if necessary.

- Confusion/Memory Loss
- Nausea /Vomiting
- Vision changes
- Excessive Sleepiness
- Severe headache
- Slurred speech

- Restlessness/Irritability
- Dizziness

.
Signed

Date

Nosebleed Recording Sheet

Bridgemere CE Primary School

Name of pupil:

Class:

Date:	Time of start:	Time of finishing:

Notes to be added: