Bligh Primary
A School with Heart

FIRST AID POLICY

Review Body:	Board of Trustees
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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, Local Advisory Committees and Trustees 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 Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

For primary schools spanning Nursery to Juniors (Years 3-6), first aid legislation is a blend of standard workplace law and specific "statutory frameworks" for children.

As of **April 2026**, there are significant new mandates—most notably **Benedict's Law**—which you must integrate into your policy immediately.

1. The Statutory Frameworks

Your legal obligations change depending on the age of the child:

- **Nursery & Reception (EYFS):** Governed by the **Statutory Framework for the Early Years Foundation Stage**. This is the strictest area. You **must** have at least one person with a full **Paediatric First Aid (PFA)** certificate (12-hour course) on the premises at all times when children are present, including on outings.
- **Juniors (Year 1–6):** Governed by the **Health and Safety (First-Aid) Regulations 1981** and DfE guidance. While "First Aid at Work" (FAW) is the legal baseline for staff, the DfE strongly advises that primary schools maintain paediatric-trained staff for all pupils.

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2. New for 2026: "Benedict's Law" (Allergy Safety)

The most critical legislative update for 2026 is the implementation of **Benedict's Law**. Allergy safety is no longer "best practice"—it is a statutory requirement.

- **Mandatory AAIs:** Schools must now stock spare **Adrenaline Auto-Injectors (AAIs)**, such as EpiPens, for emergency use on any child (including those without a prior diagnosis).
- **Whole-School Training:** It is no longer enough for just the First Aider to know how to use an EpiPen. **All staff** must now receive allergy awareness training, including symptom recognition and emergency response.
- **Standalone Policy:** Your school must have a dedicated **Allergy Policy** separate from your general medical conditions policy.

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3. Staffing Requirements (The "Who")

To remain compliant in a Nursery-to-Junior setting, your rota must ensure:

Setting Phase	Legal Minimum Requirement	Recommended Practice
Nursery/Reception	1x Full PFA (12hr) on-site & on trips.	All EYFS staff trained in PFA.
Years 1–6	1x EFAW(Emergency First Aid at Work) or FAW (for staff safety).	PFA-trained staff for pupil safety.

Whole School	**ALL STAFF** (Allergy/AAI trained).	Annual first aid refreshers.

4. Updated 2026 Clinical Protocols

The **Resuscitation Council UK (2025/26)** guidelines have changed how first aid must be delivered on school grounds:

- **15:2 Ratio:** For infants and children, the ratio remains 15 chest compressions to 2 rescue breaths, but there is a reinforced emphasis on **5 initial rescue breaths** before starting compressions.
- **Jaw Thrust Technique:** First aiders are now expected to use the "jaw thrust" (rather than head-tilt-chin-lift) if a spinal injury is suspected (e.g., a fall from playground equipment).
- **AED Access:** Defibrillators should be accessible within **3 minutes**. If your school spans a large site (Nursery to Juniors), you may need multiple units to meet this time-to-shock target.
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This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least three person who have a current pediatric first aid certificate must be on the premises at all times.

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 location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 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. If you don’t have an appointed person you will need to re-assign the responsibilities listed below accordingly.

All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

3.1 Appointed person(s) and first aiders
The school’s appointed First Aiders 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 (see section 7) 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 Medical Tracker the same day, 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 First Aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.4 The head teacher

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

- Ensuring that an appropriate number of 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 **fully**
- 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)

3.5 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 2) 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. First aid procedures

4.1 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 office manager will contact parents immediately
- The first aider will complete an accident report on Medical Tracker on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

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

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the Year Group Lead prior to any educational visit that necessitates taking pupils off school premises.

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

5. 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
- Sterile Finger dressing
- Adhesive tape
- Safety pins
- Disposable gloves
- Sterile Cleaning wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

- Sterile water
- Yellow medical waste bags
- Low adherent dressing pads of 5cm X 5cm and 10cm X 10cm
- Medium and large sterile dressings
- Conforming bandages
- Crepe bandages
- Safety Pins
- Resuscitation Face Shield
- Foil blanket
- White apron
- Disposable Ice Pack
- Pen torch
- Green plastic forceps
- Eyepads Sterile dressing
- Adhesive tape

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Classrooms
- The school kitchens

6.0 Record-keeping and reporting (In addition Medical Tracker records all the incidents that are kept as a record)

6.1 First aid and Medical Tracker record incidents

- An accident form on Medical Tracker will be completed by the first aider the same day or as soon as possible after an incident resulting in an injury
- As much detail (specific to area on body to say exactly where the injury is and how it happened), as possible should be supplied when reporting an accident, including all of the information included on Medical Tracker at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record on Medical Tracker.
- Records held on Medical Tracker 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.

6.2 Reporting to the HSE
The Head Teacher or delegated responsible adult 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 Head Teacher, Estate Manager or Lead First Aider will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 14 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

6.3 Notifying parents
The parents/ guardians will be notified from a Medical Tracker notification email, in person, phone or call to 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.

6.4 Reporting to Ofsted and child protection agencies
The Head Teacher or Deputy 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.
The Head of School or Deputy will also notify LADO if necessary of any serious accident or injury to, or the death of, a pupil while in the school's care.

6. 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).
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 pediatric 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.

7. Monitoring arrangements

This policy will be reviewed by the Head of School every 2 years.
At every review, the policy will be approved by the LAC.