

Elizabeth Woodville School	
Policy Name:	First Aid Policy
Owner:	School Business Manager
Date Ratified:	September 2026
Review date:	September 2027

1. Aims

The school is committed to ensuring the health, safety and welfare of all pupils, staff and visitors. This policy aims to:

- Ensure prompt and effective first aid is provided in the event of injury or illness
- Maintain appropriate first aid provision across the school
- Ensure staff are informed, trained and confident in first aid procedures
- Meet legal duties and follow best practice guidance

2. Legislation and Guidance

This policy is based on:

- The **Health and Safety (First-Aid) Regulations 1981**
- DfE guidance: **First aid in schools, early years and further education (2022)**
- The **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**
- Supporting pupils with medical conditions guidance

3. Roles and Responsibilities

The Governing Body / Trust

- Ensure appropriate first aid arrangements are in place
- Ensure sufficient resources and trained staff are available

The Headteacher

- Ensure the policy is implemented effectively
- Ensure a first aid needs assessment is undertaken and reviewed regularly
- Ensure staff and parents are informed of arrangements

First Aiders

- Provide immediate first aid within the scope of their training
- Summon further medical assistance when required
- Ensure incidents are recorded accurately
- Maintain first aid equipment

All Staff

- Take reasonable care of pupils and themselves
- Report accidents or illness promptly
- Be aware of first aid procedures and how to access support

4. First Aid Provision

The school will:

- Provide adequate and appropriate first aid equipment, facilities and personnel
- Ensure first aiders are available during school hours, at off-site visits, and during extracurricular activities

- Base provision on a **first aid needs assessment**
- Ensure accessibility for pupils with additional needs

5. First Aid Procedures

- First aid will be administered by a trained member of staff
- In serious cases, **emergency services will be called immediately**
- Pupils will be supervised at all times while receiving treatment
- Parents/carers will be informed of significant injuries or concerns
- Head injuries will always be communicated to parents/carers

6. Recording and Reporting

- All first aid incidents are recorded in the school's accident log
- Records include: date, time, nature of injury, treatment given, and staff involved
- Serious incidents are reported in accordance with **RIDDOR** where applicable
- Accident records are reviewed to identify patterns and improve safety

7. First Aid Equipment and Facilities

- First aid kits are located in designated areas across the school site
- Kits are checked regularly and restocked as required
- The school maintains appropriate facilities for medical treatment
- Suitable arrangements are in place for off-site activities

8. Pupils with Medical Needs

- The school supports pupils with medical conditions in line with statutory guidance
- Individual Healthcare Plans are implemented where required
- Relevant staff receive appropriate training

9. Training

- First aiders are trained to an appropriate level (e.g. Paediatric First Aid or First Aid at Work)
- Training is refreshed in line with guidance and recommendations
- Staff receive basic awareness of first aid procedures

10. Monitoring and Review

- This policy is reviewed annually or sooner if legislation or guidance changes
- The effectiveness of first aid arrangements is regularly monitored