



# North London Grammar School

## First Aid Policy

<b>Date last reviewed</b>	July 2025
<b>Reviewed by</b>	Mr Akbas, Business Manager
<b>Approved by</b>	Mr. Adak, Headteacher
<b>Next review due by</b>	September 2026



## 1. Aims

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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
- Provide age-appropriate first aid care for younger children, particularly those in EYFS and KS1, with sensitivity to their developmental needs.

## 2. Legislation and guidance

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This policy is based on 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
- Health and Safety at Work Act 1974, which sets out the general duties of employers to ensure the health, safety, and welfare of all employees and others affected by their work
- 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
- *Statutory Framework for the Early Years Foundation Stage (EYFS)*
- *The Childcare Act 2006*
- *DfE Guidance: First Aid in Schools, Early Years and Further Education* (latest version)
- HSE's guidance: First aid needs assessment
- Independent Schools Inspectorate (ISI) commentary on welfare, health and safety
- Public Health England guidance on infection control in schools and other childcare settings



### 3. Roles and Responsibilities

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#### 3.1. Appointed person(s) and First Aiders

The school's appointed trained 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
- At least one *paediatric first aider* must be on-site at all times when children in EYFS are present, in accordance with EYFS statutory requirements.
- First aiders providing care to children in EYFS must hold a valid paediatric first aid (PFA) certificate.

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 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 delegate's 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 appointed 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
- Ensure that first aid provision and staffing levels are sufficient to meet the needs of older students (Key Stage 5 and University Foundation Programme), including during study sessions, breaks, and off-site activities.



- Ensuring that staff working with EYFS pupils meet the EYFS requirement for paediatric first aid training.
- Ensuring that paediatric first aid certificates are renewed every three years.
- Displaying paediatric first aid trained staff names clearly in EYFS and KS1 areas.
- 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 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**

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### **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 School Administrator, will contact parents 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



- For pupils in EYFS and KS1, minor accidents and any first aid given must be communicated to parents on the same day via written report or verbal communication.
- For EYFS pupils, all accidents requiring first aid must be recorded on a dedicated form and signed by parents or carers.

#### 4.1.1 Supporting Pupils with Special Educational Needs and Disabilities (SEND) or Medical Conditions

- The school is committed to ensuring pupils with SEND or medical conditions receive appropriate first aid care. First aiders are made aware of individual healthcare plans and trained, where necessary, in managing specific medical conditions, such as epilepsy, asthma, or severe allergies. Pupils with complex needs will have a personalised emergency plan, and staff responsible for them are briefed accordingly.

### 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 relevant individual prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits.

If EYFS pupils are attending an off-site visit, a staff member with a current paediatric first aid certificate must accompany the group.

Risk assessments for trips involving EYFS/KS1 pupils must consider toileting, medical needs, and emotional wellbeing.

### 4.3. First Aid During Out-of-Hours Activities and Lone Working

First aid provision is maintained during before/after-school clubs, lettings, or other out-of-hours activities. Staff supervising these sessions must have access to a first aid kit and emergency contact procedures. Lone working staff (e.g., cleaners, site staff) must have access to a telephone and a designated first aid contact available on call.

### 4.4. First Aid for Older Students (Key Stage 5 and Foundation Programme)

The school recognises that University Foundation students may have differing needs in terms of independence and maturity. These students are encouraged to report injuries or illness immediately to staff, and provision is made for their age-appropriate care. Where suitable, students may consent to or decline treatment, with staff ensuring safeguarding responsibilities remain paramount.



For students aged 16 and over, the school respects their legal right to consent to or refuse first aid treatment. Where possible, the student will be encouraged to involve parents or carers, but their consent and confidentiality will be respected in line with safeguarding policies.

#### **4.4. Managing Specific Medical Conditions**

The school maintains individual healthcare plans (IHPs) for pupils with specific medical conditions (e.g. asthma, diabetes, epilepsy, severe allergies). These are prepared in consultation with parents and relevant health professionals. All relevant staff are made aware of IHPs and trained where necessary (e.g. administering adrenaline auto-injectors or insulin).

### **5. First Aid Equipment**

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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 used in EYFS settings must include age-appropriate items (e.g. smaller plasters, child-size dressings) and be easily accessible to staff but out of reach of children.

Additional paediatric kits should be maintained in reception and playground areas.

First aid kits are stored in:

- The medical room
- All science labs
- The school kitchens
- School vehicles



### 5.1. Storage and Administration of Medication

Although medication is not stored in first aid kits, pupils requiring regular medication (e.g., inhalers, adrenaline auto-injectors) must have clearly labelled medication stored in designated areas (e.g., medical room or classrooms for EYFS). Staff authorised to administer medication are trained in the use of such items and follow the school's policy on supporting pupils with medical conditions.

## 6. Record-keeping and Reporting

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### 6.1. First Aid and Accident Record Book

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the School Administrator,
- Records held in the first aid and accident book 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
- For children in EYFS, all accidents requiring first aid must be documented using the EYFS accident report form and signed by the parent/carer.
- A duplicate copy of the signed form must be retained securely in the pupil's personal record.

### 6.2. Reporting to The HSE

The School Administrator, 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 as soon as is reasonably practicable and in any event 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:
  - 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:
  - 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)

<http://www.hse.gov.uk/riddor/report.htm>

### **6.3. Notifying Parents**

The School 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.

Parents of EYFS pupils must be informed of any head injury, accident, or first aid intervention as soon as reasonably practicable and on the same day.

A standard EYFS-specific accident form must be used and signed by the parent upon collection where applicable.

Parental notification of first aid incidents involving students aged 16 and over will be undertaken with regard to the student's consent and best interests, recognising their increasing autonomy.

### **6.4. Reporting to Ofsted and Child Protection Agencies**

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.

The Headteacher will also notify Multi Agency Safeguarding Hub (MASH) of any serious accident or injury to, or the death of, a pupil while in the school's care.





## 7. Training

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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.

All staff working directly with EYFS pupils must undertake paediatric first aid training meeting EYFS criteria.

The school will ensure that at least one person with current paediatric first aid training is always available on site and on any EYFS-related outing.

### 7.1. Mental Health First Aid Training

In recognition of the importance of emotional wellbeing, the school supports the training of staff in mental health first aid. Trained staff can recognise early signs of mental distress and respond appropriately, signposting pupils or colleagues to professional support where necessary.

## 8. Monitoring Arrangements

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This policy will be reviewed by the Headteacher every 3 years.

At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

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This first aid policy is linked to the

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

## 10. Additional First Aid Requirements for EYFS and KS1

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- In line with EYFS statutory requirements, the school ensures that paediatric first aid provision is always in place during EYFS provision hours.
- At least one member of staff with current paediatric first aid certification is present at all times when EYFS children are on the premises.



- All accidents involving EYFS pupils are reported to parents the same day using a dedicated EYFS form and require a parent's signature.
- Risk assessments for EYFS and KS1 outings include additional controls for young children's needs and always include a qualified paediatric first aider.

## 11. Appendix 1: List of Appointed Person(s) For First Aid

Staff member's name	Role	Contact details
Mr. Ibis	School Administrator	<a href="mailto:info@northlondongrammar.com">info@northlondongrammar.com</a>
???	??? (Paediatric First Aid Trained)	???

## 12. Appendix 2: Accident Report Form

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<b>Action taken</b>			
<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>			
<b>Follow-up action required</b>			
<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>			



<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

### 13. Appendix 3: First Aid Training Log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>E.g. first aid</i>			
<i>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			
<i>E.g Paediatric First Aid – EYFS staff only</i>			

The paediatric first aid training must be renewed every 3 years.