



Lydd Primary School

First Aid Policy

Our Community Multi Academy Trust

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Approved by: LMC

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Lydd Primary School First Aid Policy

Lydd Primary School is part of Our Community Multi Academy Trust (the Trust). This policy sets out first aid arrangements for staff, pupils, including Bluebells Nursery and Reception, and visitors on site and during school activities. Provision is determined by a documented first aid needs assessment, reviewed after significant changes or incidents. First aid can save lives and prevent minor injuries becoming more serious.

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, trustees and local governors understand their health and safety responsibilities.
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy follows the EYFS statutory framework for group and school-based providers (effective September 2026), DfE First aid in schools, early years and further education, and the legislation and official guidance listed below. The DfE first aid guidance is non-statutory; the EYFS welfare requirements and applicable legislation are mandatory.

- Health and Safety (First-Aid) Regulations 1981: adequate workplace first aid equipment, facilities and personnel based on assessed need.
- Health and Safety at Work etc. Act 1974: the Trust's duties to employees and others affected by its activities.
- Management of Health and Safety at Work Regulations 1999: risk assessment and appropriate preventive measures. These replaced the 1992 Regulations.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR): reporting and recording specified work-related incidents.
- Social Security (Claims and Payments) Regulations 1979: relevant accident-book requirements; retention must also follow the Trust's records retention schedule.
- Education (Independent School Standards) Regulations 2014: a written, implemented first aid policy and suitable medical accommodation, including a washbasin and proximity to a toilet.
- Children and Families Act 2014, section 100, and Supporting pupils at school with medical conditions: arrangements for pupils' medical needs.
- Equality Act 2010: reasonable adjustments and fair access to provision.
- Data Protection Act 2018 and UK GDPR: secure, lawful handling of health information.
- Keeping children safe in education 2026: safeguarding concerns arising from injury or illness.

3. Roles and responsibilities

At least one person with a current full paediatric first aid (PFA) certificate meeting EYFS Annex A must be on the premises and available whenever EYFS children are present, and accompany them on outings. The needs assessment must ensure prompt cover across the site, including breaks, absences, lunchtime and extended provision. An appointed person does not replace the qualified first aiders required by that assessment or by the EYFS.



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3.1 First aid provision and training

The table below records the school's local planning requirements. These are not statutory staffing ratios or evidence of current trained staff numbers. The school office maintains the current named register and certificate expiry dates (Appendix 1). Leaders must verify sufficient cover before provision or visits take place.

Type of Training	Purpose	Local planning provision	Local planning provision		
First Aid at work (3 day)	Workplace first aid appropriate to the assessed risks.	At least 1 certificate holder, with absence cover based on assessed need.	Workplace first aid appropriate to the assessed risks.	At least 1 certificate holder, with absence cover based on assessed need.	
Paediatric First Aid (2 day)	Full PFA course meeting current EYFS Annex A criteria.	Local target: at least 3 trained staff; at least 1 available whenever EYFS children are present and on outings.	Full PFA course meeting current EYFS Annex A criteria.	Local target: at least 3 trained staff; at least 1 available whenever EYFS children are present and on outings.	
Emergency Paediatric First Aid (1 day)	Emergency PFA; does not replace required full PFA cover.	Staff subject to the current EYFS qualification and ratio requirements (see section 7).	Emergency PFA; does not replace required full PFA cover.	Staff subject to the current EYFS qualification and ratio requirements (see section 7).	
Emergency First Aid at Work (1 day)	Recognised emergency first aid at work qualification.	Local target: at least 2; verify against the needs assessment.	Recognised emergency first aid at work qualification.	Local target: at least 2; verify against the needs assessment.	
Emergency First Aid Training (3 hours)	Awareness only; not a substitute for a recognised certificate.	Additional awareness training as needed.	Awareness only; not a substitute for a recognised certificate.	Additional awareness training as needed.	

Relevant staff receive additional training to support pupils' conditions, including asthma, anaphylaxis (adrenaline auto-injectors) and epilepsy, in accordance with individual healthcare plans and the school's medical conditions and medicines arrangements.

The school office keeps training records and arranges renewal before certificates expire. Staff with expired certificates must not be counted as qualified first aid cover.



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3.2 Appointed person and first aiders

The school's appointed person is Jo Flanagan. The Head of School ensures this designation and the named deputy are kept current in the office register. The appointed person is responsible for:

- Taking charge when someone is injured or becomes ill.
- Checking first aid kits regularly, replenishing after use and removing expired items.
- Ensuring that an ambulance or other professional medical help is summoned where needed. Any staff member must call 999 immediately in an emergency without waiting for the appointed person.

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Assessing injury or illness and giving appropriate first aid within their training and competence.
- Advising senior leaders when a pupil needs collection or medical assessment; pupils must remain supervised until safe handover to a parent or authorised carer.
- Completing an accident/first aid record on the same day, or as soon as reasonably practicable, using the approved school or Trust form (see Appendix 2).
- Keeping their contact details up to date

The current first aider register is kept in the school office, with names and how to summon help displayed prominently. Appendix 1 provides the register template; staff must use the current office record.

3.3 Trust Board and local governors

Our Community Multi Academy Trust, as employer, retains overall responsibility for health and safety and adequate first aid provision. Trustees oversee compliance, resources and risk. Local governors monitor implementation within the Trust's Scheme of Delegation; operational tasks are delegated to school leaders.

3.4 School leaders

The Executive Headteacher and Head of School are responsible for implementation within their delegated roles, including:

- Ensuring sufficient competent, qualified first aid cover throughout school provision and activities, including absence cover.
- Ensuring qualifications remain current and relevant to assessed risks and pupils' ages.
- Ensuring all staff are aware of first aid procedures
- Ensuring the first aid needs assessment and activity risk assessments are documented, current and acted upon.
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Ensuring reportable incidents are escalated promptly to the Trust's designated RIDDOR responsible person and reported within the correct deadlines.

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures



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- Ensuring they know who the first aiders in school are
- Recording incidents they attend, and promptly informing the first aider or school leader where further assessment is needed.
- Informing school leaders of relevant first aid needs and reporting safeguarding concerns immediately to the designated safeguarding lead (DSL). Health information will be handled confidentially.

4. First aid procedures

4.1 In-school procedures

In the event of an accident causing minor injuries:

- Make the area safe and summon a qualified first aider where needed. Staff should give assistance within their competence; emergency care must not be delayed while locating a particular person.
- An accident form will be completed.
- Follow section 4.2 for all head injuries. Record first aid, parent contact and monitoring arrangements; a sticker or slip does not replace assessment or direct communication where required.

In the event of an accident resulting in more serious injury:

- Call a qualified first aider promptly. For a life-threatening emergency, call 999 immediately and follow the call handler's instructions; alert the school office and a senior leader.
- The first aider will assess the casualty, provide care and stay until responsibility is handed to emergency professionals or another suitable adult.
- Avoid unnecessary movement, particularly where a neck or spinal injury is suspected. Follow first aid training and emergency-service instructions, including positioning to protect breathing.
- Where collection is appropriate, explain the concern and advice to parents and carers and arrange safe handover. Do not send a seriously injured child home in place of emergency assessment.
- The office or senior leader will contact parents and carers, or an adult's emergency contact, immediately when emergency services are called. Contact attempts must not delay treatment. A suitable staff member will accompany a pupil to hospital if a parent is unavailable, with relevant medical and contact information.
- Complete the accident/first aid record on the same day or as soon as reasonably practicable, including treatment, outcome and handover.

4.2 Head injuries

Every head injury requires assessment and ongoing observation by staff, with qualified first aid support. A child who appears well initially may deteriorate later. Follow current NHS advice and seek medical help according to symptoms.

- For a minor bump, a cold pack wrapped in cloth may be applied briefly to swelling; never apply ice directly to skin. Monitor the child and hand over observations to the class or nursery team.



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- Notify parents and carers of every head injury on the same day. Telephone promptly where there is a noticeable bump or graze, symptoms, uncertainty, or a change in appearance or behaviour, as well as sending the usual written or text notification. Record contact attempts and escalate unsuccessful calls to a senior leader.
- Call 999 for unconsciousness, difficulty staying awake, a seizure, new weakness, problems walking or speaking, fluid or bleeding from ears, a suspected skull injury, a high-speed impact or other emergency signs in NHS guidance. Seek urgent NHS 111 advice for vomiting, dizziness or other concerning symptoms. Do not wait for a parent to collect a deteriorating child.
- Give parents written head-injury advice and relevant observations at handover. An adult should remain with the child for the first 24 hours; follow medical advice on return to school and physical activity. A sticker or bumped-head slip is an additional reminder only.



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4.3 Off-site procedures

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

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

The visit leader must assess first aid cover, medical needs, emergency access and equipment before each visit and obtain senior leader approval. A full PFA certificate holder must accompany EYFS children. For other visits, qualified cover must match assessed needs; paediatric first aid is not a universal statutory requirement for every non-EYFS trip. Take prescribed emergency medicines and healthcare plans, with suitable trained staff and secure, prompt access.

5. First aid equipment

First aid kit contents are determined by the needs assessment and checked regularly by the appointed person. Typical supplies include:

- A leaflet with general first aid advice
- Sterile adhesive dressings and individually wrapped sterile wound dressings
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Scissors
- Cold compresses
- Burns dressings

Medication is stored separately from first aid kits under the school's medicines procedures. Emergency medicines must remain promptly accessible to authorised staff. Staff must know the location of the automated external defibrillator (AED), how to access it, and the arrangements for checking it; the office maintains this information.

First aid kits locations:

Small kits for midday supervisors are in the stationery cupboard opposite the school office. The appointed person must verify all listed locations and maintain clear signage.

Full first aid kits are kept in the following locations:

- The school office
- KS2 corridor outside the office identified in the school's current first aid location register
- Y2 Classroom
- Reception Classroom
- Bluebells Nursery



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6. Record-keeping and reporting

6.1 First aid and accident record book

- All injuries, illness requiring first aid and treatment must be recorded centrally using the approved forms held in the school office. Staff must not retain separate class logs. Records must include date, time, place, casualty, circumstances, injury or illness, treatment, first aider, outcome and parent contact.
- Serious incidents must be escalated promptly to the Head of School and recorded on the detailed Trust accident form. School leaders will complete the management review and send it securely to the Trust Business Manager or designated health and safety lead.
- Relevant information will be added to the pupil's secure record where necessary; access is restricted to authorised staff. Staff must use approved systems and avoid unnecessary duplication of sensitive health information.
- The Executive Headteacher and Head of School will review incidents and near misses to identify patterns and implement preventive action.
- Records will be retained under the Trust's approved retention schedule. RIDDOR records must be kept for at least three years from the date made. This is not an automatic deletion period for children's accident records, which may require longer retention. The Trust's data protection lead will determine applicable periods and lawful processing under the Data Protection Act 2018 and UK GDPR, including health-data safeguards and secure disposal.

6.2 Reporting to the HSE

The Head of School must notify the Trust's designated responsible person promptly of potentially reportable incidents. That person is responsible for deciding and submitting RIDDOR reports, retaining evidence and confirming completion to school leaders. School staff must not assume that all hospital visits or all near misses are reportable.

- Work-related deaths, specified injuries to workers and listed dangerous occurrences: notify without delay and submit the report within 10 days.
- Worker injuries causing more than seven consecutive days' inability to perform normal duties: report within 15 days. Exclude the accident day but include weekends and rest days. Over-three-day incapacity must be recorded, even if not reportable.
- Pupils and other non-workers: report work-related accidents causing death or injury requiring direct transport from the scene to hospital for treatment. Precautionary attendance, examinations and diagnostic tests alone are not treatment. Consider links to the school's work, such as defective equipment or inadequate supervision; ordinary playground or sporting accidents are not automatically reportable.
- Report diagnosed occupational diseases when the reporting criteria are met. Only dangerous occurrences listed in RIDDOR are externally reportable; record and investigate other near misses internally.

The responsible person must use the current HSE reporting guidance and criteria, including the detailed definitions of specified injuries.



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6.3 Notifying parents

Parents and carers will be informed about pupil accidents, injuries and first aid on the same day or as soon as reasonably practicable. Contact must be proportionate to severity; telephone promptly for significant injury, illness requiring collection or any concern about deterioration. Follow section 4.2 for head injuries. Staff must record what was communicated, by whom, when, and any unsuccessful attempts. Provide relevant written advice at handover.

6.4 Reporting to Ofsted and child protection agencies

The Head of School will promptly inform the Trust and DSL of serious incidents. Where provision is registered on the Early Years Register, the registered provider must notify Ofsted of serious accident, illness, injury or death and the action taken, as soon as reasonably practicable and within 14 days. This registered-provider duty must not be presented as applying automatically to every school pupil. School-based early years provision may be exempt from registration; school leaders must confirm the provision's status and follow any applicable notification duties.

For serious accident or injury to, or death of, a child in EYFS care, school leaders must notify the appropriate local child protection agency and act on advice. Any safeguarding concern affecting any pupil must be referred immediately to the DSL under the Safeguarding and Child Protection Policy and Keeping children safe in education 2026. The DSL will use current Kent children's social care and, where relevant, local authority designated officer procedures; emergency action must not be delayed.

7. Training

School leaders will identify staff needing first aid and condition-specific training through the needs assessment. All staff, including temporary staff and midday supervisors, receive induction on summoning help, equipment locations, recording and emergency procedures.

The office maintains a current register of qualifications and expiry dates. Renewal must be arranged before expiry; annual refresher training is recommended. Short awareness courses do not replace recognised first aid at work, emergency first aid at work or full PFA qualifications.

PFA certificates must be renewed every three years. The school will apply the current EYFS qualification and ratio rules: staff obtaining level 2 or level 3 qualifications since 30 June 2016 need PFA within three months of starting work to count at those levels; the experience-based route requires PFA before counting at level 3. Apply the permitted disability exception where relevant. The full PFA cover requirement continues regardless of individual ratio eligibility.

8. Monitoring arrangements

The Executive Headteacher and Head of School will review this policy at least every two years, and sooner following legislation or guidance changes, serious incidents or changes in need. Approval follows the Trust's Scheme of Delegation. The needs assessment, named staff register and emergency arrangements must be kept current between policy reviews.



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9. Links with other policies

This policy should be read alongside:

- Health and safety policy
- Risk Management policy
- Nut and Sesame Aware Policy
- Supporting pupils with medical conditions and administering medicines arrangements
- Allergy and Anaphylaxis Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Data Protection Policy and records retention schedule

Official sources

[DfE first aid guidance](#)

[EYFS statutory framework](#)

[Supporting pupils at school with medical conditions](#)

[Keeping children safe in education](#)

[HSE incident reporting in schools](#)

[HSE reporting deadlines](#)

[HSE reporting forms](#)

[NHS head injury and concussion](#)

Sources checked October 2026. Use the current versions at these official links.



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Appendix 1 First aider register

Complete from verified certificates before approval. The office maintains the current operational register and cover arrangements. Do not use this blank template as evidence of cover.

Name and role	Qualification	Expiry date	Usual location and contact

Appointed person confirmed: _____ Deputy: _____

Register verified by: _____ Date: _____

First aid needs assessment reviewed: _____

AED location and access: _____



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Appendix 2 Accident and first aid record

Use the approved Trust accident form for serious incidents. This template records the minimum information for routine first aid and does not replace statutory reporting or management review.

Casualty name and class or role: _____

Incident date and time: _____

Location and witnesses: _____

Circumstances and injury or illness:

Treatment given and time:

First aider name and signature: _____

Monitoring and outcome (class, collection, NHS advice or hospital):

Parent or emergency contact notified (name, method, date and time):

Unsuccessful contact attempts and escalation: _____

Written advice and handover to: _____

Senior leader informed and follow-up action: _____

Record completed by and date: _____