

First Aid Policy

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Version	Date	Notes
1.0	September 2026	New First Aid Policy Adopted

Arlesdene Nursery School and Pre-school is committed to:

- Safeguarding and promoting the welfare of children and young people, and expects all staff and vounteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were condidered in the formulation and review of this policy and will be adhered to in its implementation and application across the whole school community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any school member or visitor expressing opinions contrary to fundamental British values, including extremist views, will be actively challenged.

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1. Aims

The school is committed to providing effective first aid provision to ensure the health, safety, and welfare of all pupils, staff, and visitors.

Details of treatment of illness by the administration of medication is covered in the Supporting pupils with Medical Needs Policy.

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 regard to first aid arrangements in place at the school.
- Provide a framework for responding to incidents and for recording and reporting the outcomes.
- Ensure appropriate first aid provision is always available.

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 1999, which require employers to carry out risk assessments, decide to implement necessary measures, and arrange for appropriate information and training.

The school will undertake a First Aid Needs Assessment and review it annually, or sooner if there are significant changes to staffing, pupil needs, premises, activities or educational visits. The findings of this assessment will be used to determine the number of trained first aiders, the location of first aid equipment any additional first aid arrangements required.

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.

3. Roles and Responsibilities

3.1 Appointed Person(s) and First Aiders

The school ensures that the majority of all teaching staff are Paediatric First Aid (PFA) trained, which includes anaphylactic / asthma training ([appendix 1](#))

The Senior Leadership Team (SLT) are responsible for:

- Taking charge of first aid arrangements in the event of an injury or illness.
- Appointing the site manager to ensure 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 accidents, they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment.
- Recommending that pupils who are unwell or injured are collected by a parent/carer where appropriate.
- Filling in an accident form (appendix 2) on the same day, or as soon as is reasonably practicable, after an incident

3.2 First Aid Lead

The school's **First Aid Lead** is Claire Cobain, Headteacher.

The SLT team oversees that the following is carried out:

- Oversight and coordination of first aid provision across the school
- Maintaining the register of qualified first aiders
- Monitoring first aid qualification expiry dates and arranging refresher training
- Ensuring first aid kits, bags and medical room supplies are adequately stocked
- Monitoring completion and quality of accident forms
- Monitoring accident trends and reporting findings to the Headteacher and Governing Board as appropriate
- Ensuring AED (Automated external defibrillator) checks are completed and records maintained
- Supporting investigations into significant accidents and near misses

3.3 The Local Authority and Governing Board

Hertfordshire County Council has ultimate responsibility for health and safety matters where it is the employer and 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.

3.4 The Headteacher

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

- Ensuring that an appropriate number of Paediatric First Aid trained personnel are present in the school at all times. A First aid needs assessment see <https://thegrid.org.uk/Restricted-assets/first-aid-risk-assessment-v4-sept-2025.docx> will be undertaken and will be reviewed on an annual basis to ensure sufficient provision.
- 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 control measures are put in place.
- Ensuring that an adequate space is available for catering to the medical needs of pupils.

- Reporting specified incidents to the HSE under RIDDOR when necessary (see section 6)

3.5 Staff

All school staff are responsible for:

- Ensuring they are aware of and follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Completing accident forms for all accidents they attend
- Informing the headteacher of any specific health conditions or first aid needs that require additional support within the workplace.

4. First Aid Procedures

4.1 On Site Procedures

In the event of an accident resulting in injury:

- On application all parents are required to complete a permission for medical advice or treatment consent form (appendix 3)
- The closest members(s) of staff present will assess the seriousness of the injury and seek the assistance of a member of SLT, if appropriate, who will support with the required first aid treatment.
- SLT, if called, will assess the injury, and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives.
- They will also decide whether the injured person should be moved or placed in a recovery position.
- If they judge 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 the next steps to the parents.
- If emergency services are called, the school office will contact parents immediately.
- The first aider will complete an accident form on the same day or as soon as is reasonably practical after an incident resulting in an injury. (using the schools accident form procedure)

4.2 Off-site Procedures

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

- Mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents / carers contact details
- A PFA member of staff

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

As part of Offsite visit planning a risk assessment will determine the level of first aid provision required. Consideration will be given to the nature of the activity, any specific medical needs of

pupils and staff, the location and duration of the visit and distance from emergency medical assistance.

4.3 Incident Requiring a Pupil or Adult to Attend Hospital

- In all circumstances where it is considered necessary for a pupil or adult to attend hospital, the parent/carer (for a pupil) or the casualty's nominated emergency contact will be informed as soon as reasonably practicable.
- The school will use the script to inform parents (appendix 4)
- Where the injury is deemed to be an emergency, an ambulance will be called immediately, and the parent/carer or emergency contact will be notified as soon as possible thereafter.
- If a casualty is transported to hospital by ambulance and a parent/carer or emergency contact is unable to arrive before departure, an appropriate member of staff will accompany the casualty until responsibility can be transferred to the parent/carer, emergency contact, or medical staff.
- Where a parent/carer, emergency contact, or staff member is unable or not considered fit to drive, alternative transport arrangements, such as a taxi, may be arranged where appropriate.
- A member of the Senior Leadership Team will be informed of any serious injuries, hospital treatment or ambulance attendance as soon as reasonably practicable.
- In extreme circumstances if an ambulance or the pupil's parents are unavailable – then either the Headteacher: Claire Cobain or Deputy Headteacher: Lynda Lodge will take the injured child to hospital and inform the parents of their actions.

5. First Aid Equipment

5.1 The main **first aid kit** located in the staff room includes the following:

- Individually wrapped sterile adhesive dressings (assorted sizes) (plasters)
Low adherent sterile dressing pads
Individually wrapped triangular bandages (sterile)
Absorbent cotton gauze swabs (sterile)
Safety pins
- Small-sized individually wrapped sterile unmedicated wound dressings.
- Medium-sized individually wrapped sterile unmedicated wound dressings.
- Large sterile individually wrapped unmedicated wound dressings.
- Disposable gloves (vinyl, nitrile, or powder-free low-protein latex, CE marked).
- Blunt ended stainless steel scissors
- Additional items may be included where considered necessary following a first aid needs assessment.

No medication will be stored in, or administered from, first aid kits. Medication will only be stored and administered in accordance with the school's Supporting children with Medical Conditions and Administration of Medication Policy.

5.2 Location and Maintenance of First Aid Equipment

First aid kits are located at the following points:

- Staff room
- Nursery Classroom (children's toilet)
- Pre-school Classroom (children's toilet)
- Rainbow 1 Classroom (children's toilet)
- Rainbow 2 Classroom (kitchen area)
- The site manager is responsible for checking all first aid boxes, first aid bags and emergency medical supplies on a regular basis, and at least once each term, to ensure they remain fully stocked, in date and fit for purpose. This includes first aid kits used for educational visits and those carried in school minibuses.
- Where additional or replacement material or equipment is required, the site manager with support of the school secretary will ensure that items are stocked without delay
- Where items are out of date, the site manager, will ensure that they are discarded and replaced immediately.

5.3 The school ensures there is a suitable place in each classroom for the treatment of pupils, and the short-term care of pupils who are ill.

5.4 Automated External Defibrillators (AEDs)

The school has 1 Automated External Defibrillator(s) (AEDs) located in the school office.

Staff will be made aware of the location of AEDs and their use as part of the school's first aid arrangements.

The school's AED(s) are registered on The Circuit: The National Defibrillator Network, including details of their location and the times during which they are accessible. Registration helps emergency services identify and direct callers to the nearest available AED in the event of a cardiac arrest.

[The Circuit: The National Defibrillator Network](#)

The site manager is responsible for ensuring that:

- AEDs are maintained and regular checks are undertaken to confirm that the AED is operational and ready for use.
- Batteries and electrode pads are replaced before their expiry dates.
- Any faults, damage or use of the AED are reported immediately, and appropriate action is taken to restore the device to operational condition.
- The AED's registration details on The Circuit remain accurate and up to date.

Following any use of an AED, replacement consumables will be obtained promptly, and the device will be returned to service as soon as practicable.

6. Record-Keeping and Reporting

6.1 First Aid and Accident Records

- An accident form (appendix 2) will be completed by the attending first aider, or other appropriate member of staff on the same day or as soon as possible after an incident resulting in an injury.
- Staff must ensure that accident and first aid records are completed accurately and with as much detail as possible.
- Accident forms must contain, as a minimum, the date, time and location of the incident, details of the incident and injured person, the nature of the injury or illness, treatment provided, and the names of any witnesses.
- Accident forms will be retained by the school in accordance with the school's Records Retention Schedule and relevant statutory requirements. (Accident records must be retained for a minimum of 3 years but for those involving pupils should be retained for a longer period, reflecting the limitation period for personal injury claims, which is up to 3 years after a pupil reaches the age of 18). Records will be securely disposed of when the retention period has expired.
- Accidents will be reported to Hertfordshire County Council via Solero (AIRS) in accordance with the School Incident Reporting Procedures published on The Grid and on the schools reporting system (CPOMs). AIRS forms will be investigated and countersigned by an additional member of the SL Team.
- Accident records will be reviewed periodically to identify trends and inform any necessary improvements to health, safety and welfare arrangements.

6.2 Existing Injury Reports

- Parents/carers are asked to advise the school of any bumps or bruises that occur outside the setting. The school will complete with the parent or carer an Existing Injury Form and Body Map (appendix 5) when the pupil arrives at school and will ask for details about how the injury was concerned. This will be corroborated with the child separately, if appropriate.
- When a member of staff notices an injury that has not been notified to them by the parent/carer, an Existing Injury Form (appendix 5) will be completed, and the key worker will either ring the parent or speak to them at the end of the session to see if an explanation for the injury can be given.

6.3 Reporting to the HSE

The Head Teacher 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 ensure that reportable incidents are notified to the Health and Safety Executive (HSE) within the timescales required by RIDDOR.

6.3.1 School staff: reportable injuries, diseases or dangerous occurrences

Reportable injuries, diseases or dangerous occurrences include:

- Fatalities
- 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) e.g. 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.

- Over 7-day injuries

Work-related Injuries where an employee is absent from work, or unable to perform their normal work duties for more than 7 consecutive days (excluding the day of the incident). The headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

- **Dangerous Occurrences (Near-Miss Events)**

Near-miss events that do not result in an injury but have the potential to cause serious harm. 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.

All staff must report accidents, incidents and near misses to their line manager as soon as possible to enable an assessment of whether the incident is reportable under RIDDOR and to ensure appropriate investigation and corrective action are undertaken.

6.3.2 Pupils and other people not at work (e.g. visitors):

Reportable incidents include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised, (e.g. inadequate supervision during a practical activity)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. defects, poorly maintained, slippery floors etc.)

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

6.4 Notifying Parents/Carers.

The Key Person, or another appropriate member of staff, will inform parents/carers of any accident or injury sustained by the pupil and any first aid treatment administered on the same day as the accident, or as soon as reasonably practical.

The school will ensure that an accident form is signed at the end of a session. If the form is not signed at the end of the session, the parent will be notified by telephone, as soon as reasonably possible and then signed when the child returns.

In the event of a significant injury, illness, head injury, or any accident requiring further medical assessment or treatment, parents/carers will be contacted by telephone as soon as possible by a member of the office staff or the Senior Leadership Team, using the telephone script (appendix 4.)

Where emergency medical treatment is required, parents/carers will be informed immediately after emergency services have been contacted.

A record of the accident, treatment provided, and communication with parents/carers will be maintained in accordance with the school's accident reporting procedures.

Where a pupil is collected from school following an injury or illness, the details of the collection and the person collecting the pupil will be recorded.

6.5 Reporting to the Local Authority

The Headteacher will ensure that the Local Authority is notified of any serious accident, serious injury, dangerous occurrence, or the death of a pupil while in the school's care, in accordance with Hertfordshire County Council reporting requirements.

Reports will be submitted through the Local Authority's accident reporting system, **AIRS**, which is accessed via **Solero**.

Where an incident is reportable to both the Local Authority and the Health and Safety Executive (HSE) under RIDDOR, the school will ensure that notifications are made to both organisations as required.

7. Training

The school recognises the importance of maintaining an appropriate number of Paediatric first aid trained staff in accordance with the EYFS Statutory Guidance.

All staff are encouraged to undertake PFA training.

Staff designated as first aiders must successfully complete an approved first aid training course and hold a current certificate of competence relevant to their role.

Staff designated as Appointed Person will hold an emergency first aid at work qualification as a minimum.

The school will maintain a register of all trained first aiders, including details of courses completed, qualification dates and certificate expiry dates (see appendix 1).

The school will monitor qualification expiry dates and make arrangements for PFA to undertake refresher or requalification training before their certificates expire.

Staff working with pupils who have specific medical conditions may receive additional training where necessary to enable them to provide appropriate support in accordance with healthcare plans and risk assessments.

Training records will be reviewed regularly to ensure compliance with statutory requirements and effective first aid provision across the school.

8. Hygiene and Infection Control

The school is committed to maintaining high standards of hygiene and infection prevention. All staff are expected to follow good hygiene practices and take appropriate precautions to reduce the risk of infection and cross-contamination.

First Aiders should:

- Follow the 'Soiled Clothes Procedure' as detailed in the 'Intimate Care Policy'
- Follow standard infection prevention and control procedures at all times.
- Wear appropriate personal protective equipment (PPE), including disposable gloves and, where necessary, disposable aprons when dealing with blood, bodily fluids or other potentially infectious materials.
- Cover any cuts, abrasions or breaks in their own skin with a waterproof dressing before administering first aid.
- Dispose of used dressings, wipes, gloves and other contaminated materials safely and in accordance with the school's waste disposal procedures.
- Clean and disinfect any surfaces contaminated by blood or other bodily fluids using appropriate cleaning materials and procedures.
- Wash their hands thoroughly with soap and water, or use alcohol-based hand sanitiser where appropriate, before and after administering first aid.
- Use a resuscitation face shield, pocket mask or other suitable barrier device when undertaking cardiopulmonary resuscitation (CPR), where available.

8.1 Pupils and Infection Control

To help prevent the spread of infection:

- Pupils who are suspected of having an infectious illness may be excluded from school in accordance with current public health guidance.
- Pupils who have experienced sickness and/or diarrhoea must not return to school until at least 48 hours after the last episode of symptoms.

- Pupils will be encouraged, and where necessary assisted, to wash their hands regularly, particularly:
 - Before eating or handling food.
 - After using the toilet.
 - After coughing, sneezing or blowing their nose.
 - After contact with bodily fluids or contaminated materials.
- Pupils will be encouraged to follow good respiratory hygiene, including covering coughs and sneezes and disposing of tissues appropriately.

8.2 Management of Spillages

Any spillages of blood or bodily fluids will be treated as potentially infectious and will be cleaned promptly using appropriate protective equipment and cleaning materials. Contaminated waste will be disposed of safely and in accordance with the school's infection control procedures

8.3 Communicable Diseases

The school will follow current guidance issued by the UK Health Security Agency (UKHSA), the Department for Education and Hertfordshire County Council regarding the management of infectious diseases, outbreaks and exclusion periods. Where necessary, advice will be sought from relevant public health authorities.

9. Links With Other Policies

This First Aid Policy should be read in conjunction with the following school policies and procedures (list as appropriate e.g.):

- Health and Safety Policy
- Supporting Children with Medical Conditions and Administration of Medication
- Intimate Care Policy
- Allergy Policy

Appendix 1: List of Trained First Aiders

NAME/TYPE OF TRAINING	STAFF NAME	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED
Emergency First Aid at Work (1 day / 6 hrs)	Nicola Hawkins EY Teacher	17/6/2024	16/6/2027
Paediatric First Aid (2 days / 12 hrs)	Claire Cobain Headteacher	29/11/2024	29/11/2027
	Lynda Lodge Deputy Head	29/11/2024	29/11/2027
	Charlotte Minoli SEND Teacher	28/11/2025	28/11/2028
Paediatric First Aid (2 days / 12 hrs)	Kirsty Beck SEYP	29/11/2024	29/11/2027
	Bahar Bozkurt EYP	29/11/2024	29/11/2027
	Lesley Carter EYPPL	28/11/2025	28/11/2028
Paediatric First Aid (2 days / 12 hrs)	Ellie Clark SEYP	4/1/2024	27/11/2026
	Danielle Cork SEYP	4/1/2024	27/11/2026
	Himashi Dassanayake SEYP	4/1/2024	27/11/2026
Paediatric First Aid (2 days / 12 hrs)	Karen Evans EYP	4/1/2024	27/11/2026
	Stacey Field EYA	29/11/2024	29/11/2027
	Sally-Ann Gasson SEYP	28/11/2025	28/11/2028
Paediatric First Aid (2 days / 12 hrs)	Gemma Greenwood EYA	4/1/2024	27/11/2026
	Tammy Gurney EYP	29/11/2024	29/11/2027
	Nicola Hawkins EY Teacher	29/11/2024	29/11/2027
	Chantal Hedges SEYP	29/11/2024	29/11/2027
Paediatric First Aid (2 days / 12 hrs)	Christina Irving EYP	29/11/2024	29/11/2027
	Katie Jones EYP	29/11/2024	29/11/2027
	Nicky Lee EYA	28/11/2024	28/11/2028
	Erjola Marku SEYP	14/9/2024	14/9/2027
Paediatric First Aid (2 days / 12 hrs)	Elifnur Mazi SEYP	28/11/2025	28/11/2028
	Shalina Phillpott EYP	28/11/2025	28/11/2028
	Jodie Rands SEYP	28/11/2025	28/11/2028

NAME/TYPE OF TRAINING	STAFF NAME	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED
Paediatric First Aid (2 days / 12 hrs)	Anna Temnykova SEYP	28/11/2025	28/11/2028
	Samantha Whorlow EYP	29/11/2024	29/11/2027
	Hayleigh Wigg EYA	4/1/2024	27/11/2026

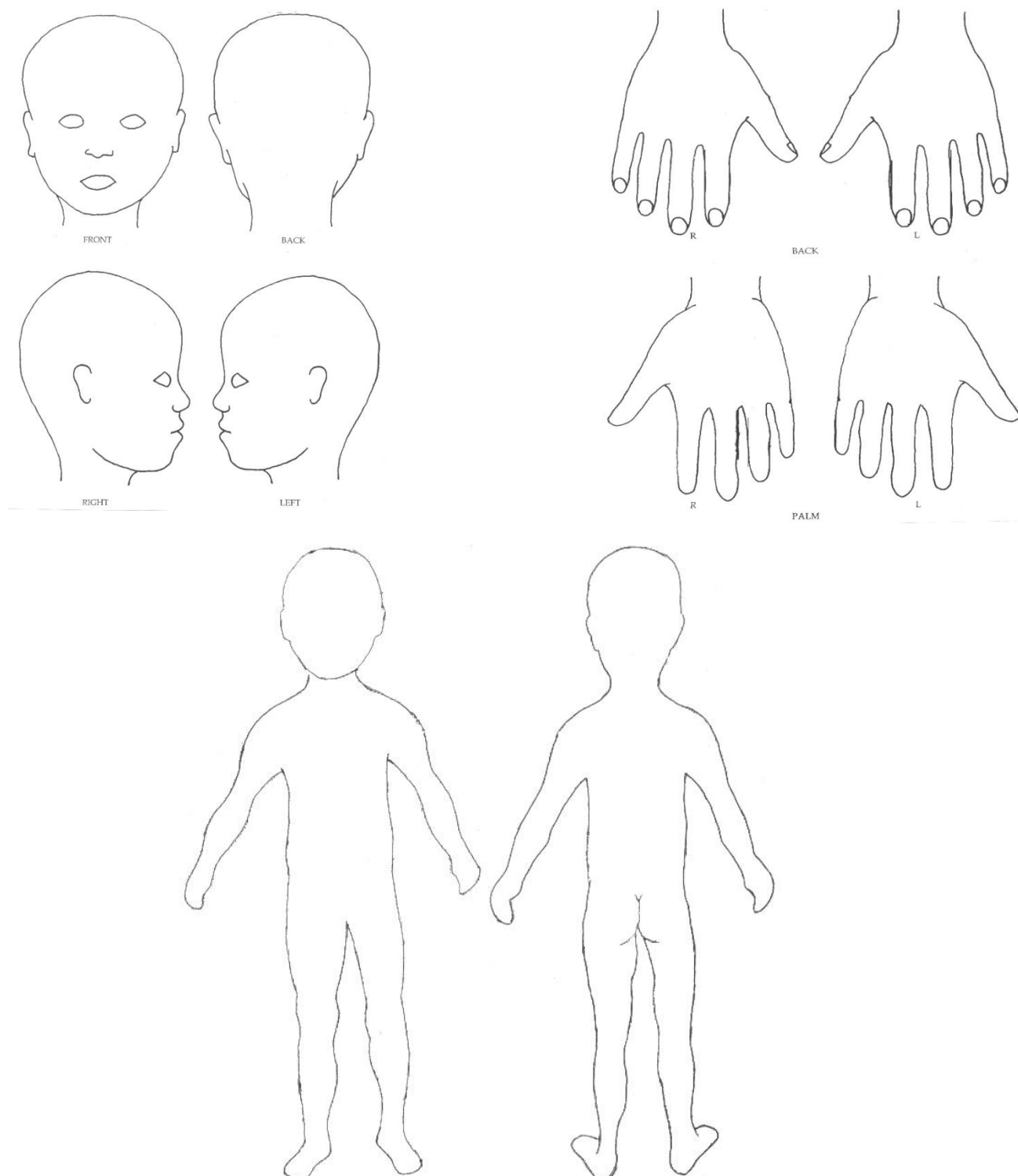
Appendix 2: Child Accident Form

Details of the child involved in the accident			
Child's full name		Group	
Details of the adult completing the form			
Adult's full name		Role	
Details of the accident			
Date	Time	Where	
What happened?		Description of injury	
Witnessed by?			
Treatment given		Medical aid used (if any)	
Further action required			
Body map completed Y / N			
Adult signature		Date & Time	
Parent/Guardian signature		Copy given Y / N	
		CPOMS Y / N (initials)	

Body Map

Please use a red pen or highlighter to indicate mark or injury

Signature of adult completing form:



Appendix 3: Permission for medical advice or treatment – consent form

If your child has an accident or is taken ill at school, we require your permission to seek further medical advice or treatment, which may include receiving life-saving treatment i.e. the use of a defibrillator, epi-pen or inhaler. In the event of an emergency, we would always do our best to contact parents or carers.

Name of child (BLOCK CAPITALS):	
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Please circle your answer

I give permission that in an emergency, staff can seek medical advice and treatment for my child and take or accompany my child to hospital if required.	YES	NO
--	-----	----

Parent/Carer name (BLOCK CAPITALS):	
Signature:	
Date:	

Please note that permission given by parents/carers can be withdrawn at any time by contacting the school office.

Appendix 4: Accident Telephone Script

Scripts to use when calling parents that they need to go to hospital

"Hello Mr/Mrs [Surname], it's [Name] from Arlesdene Nursery.

I'm calling because [child's name] has had an accident while playing today. They're being well looked after, and are settled, but we feel they need to be seen at hospital for treatment.

Could you come to the nursery as soon as possible please?

We'll explain everything when you arrive, but please be reassured that [child's name] is okay and staff are with them."

For more serious injuries

"Hello Mr/Mrs [Surname], it's [Name] from Arlesdene Nursery.

[Child's name] has had an accident [state what] and we have called an ambulance; we would like you to come straight to the nursery so they can be taken to hospital for treatment.

They are safe, being cared for by staff, and we'll explain everything when you arrive."

Appendix 5: Existing Injury Report & Body Map

Name of Child:			
Parent/ Carer BLOCK CAPITALS			
Signature of Parent / Carer			
Date:		Time:	

Informed by parent		Noticed by practitioner	
---------------------------	--	--------------------------------	--

Description of Injury			
What Happened?			
Where it happened?			
When it happened?	Date:		Time:

Staff Recording :	Name:		Time:		
	Role:				
	Date:				
	Signature:				
Name of DSP:	Name:		Time:		
	Role:				
	Date:				
	Signature:				
Body map on reverse		YES	☐	NO	☐

Body Map

Please use a red pen or highlighter to indicate mark or injury

Signature of person completing form

