



St. Luke's CEVA Primary School

First Aid Policy

Adopted: By the SIC : Summer 2025

Review date: Summer 2027

**Aspiring to be just and kind
Walking humbly with God
Growing with every opportunity**

At St. Luke's we aim to:

Develop an active culture of justice and kindness, where everyone (regardless of background) is treated with dignity, respect and warmth.

Embed a positive approach to behaviour management, which has restorative justice at its core and focuses on respect, forgiveness, trust and restoration.

Inspire the pupils to make ethical choices and become agents for change both within their own context and further afield.

Provide an environment where everyone can flourish and have a life enhancing encounter with the Christian faith and Jesus Christ.

Instil hearts of compassion which lead to the service of others both within our own context and further afield.

Provide an excellent, broad-based curriculum that inspires enthusiasm, energy and dedication as pupils fully engage with learning.

Provide pupils with a variety of opportunities, including sporting, musical, artistic, technological and cultural activities that facilitate spiritual, moral, social and cultural growth.

Encourage pupils to grow in the 'fruits of the spirit' (love, joy, peace, patience, kindness, goodness, faithfulness, humility, and self-control).

Develop a growth mindset, resilience and good mental health and well-being.

Contents

1. Aims	3
2. Legislation and guidance	3
3. Roles and responsibilities	4
4. First aid procedures	5
5. First aid equipment.....	6
6. Record-keeping and reporting.....	6
7. Training	7
8. Monitoring arrangements	8
9. Links with other policies	8
10. Details of First Aiders.....	8

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 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

2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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 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's appointed person is the Headteacher assisted by Miss Phillip the Family Support Officer (FSO). The HT & FSO are responsible for:

- Overseeing the situation when someone is seriously injured or becomes ill

- Ensuring there is an adequate supply of medical materials in first aid kits, and ensuring that the contents of these kits are regularly replenished

- 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 the same day, or as soon as is reasonably practicable, after an incident

- Keeping their contact details up to date

3.2 The local authority and governing board

The London Borough of Newham has ultimate responsibility for health and safety matters in the school, but 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 trained first aid personnel are present in the school at all times

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

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 staff 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

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

During coronavirus or similar outbreaks: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are. First aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at

a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

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 trip leader and overseen by the Educational Visits lead (EVC) lead prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

5. First aid equipment

Medication for specific children is kept in named A4 wallets.

First aid kits are stored in:

- The First Aid room and in the EYFS

6. Record-keeping and reporting

6.1 First aid and accident record book

An accident form will be completed by the first aider as soon as possible after an incident resulting in an injury

In case of a serious injury as much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.

A copy of the accident report form for a serious injury will also be added to the pupil's educational record by 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.

The Headteacher & Office Manager 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) using the Safety Cloud database.

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.

6.3 Notifying parents

Between 07.30am and 4.30pm the staff in the School Office 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. Outside of these hours a member of SLT will inform the parents.

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 any relevant London Borough of Newham departments of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. 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.

Staff are encouraged to renew their first aid training when it is no longer valid and this is organized for them by the school.

At all times, at least 1 staff member will have a current paediatric 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.

During coronavirus: if PFA certificate requalification training is prevented for reasons associated with a pandemic, the validity of current PFA certificates can be extended during the emergency. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of paediatric first aid procedures while waiting for face-to-face training.

8. Monitoring arrangements

This policy will be reviewed by the PSP Committee of the Governing Board every two years.

At every review, the policy will be approved by the School Improvement Committee (SIC) on behalf of the Full Governing Board

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy

- Asthma policy

- Medical conditions Policy

- Policy on supporting pupils with medical conditions

10. Details of First Aiders

Lists of First Aiders can be found in the main office and in the HT's office. First Aid training is refreshed before expiry unless trainers are unable to meet this criteria due to backlogs.