



Little Aston Primary Academy

First Aid Policy

Date: September 2025 – July 2026

Review Date: September 2026

Responsible: Headteacher / SLT

1. Introduction

Little Aston Primary Academy is committed to ensuring the health, safety, and welfare of all pupils, staff, visitors, and others on the school premises or involved in school activities. This First Aid Policy is developed in line with the Health and Safety (First Aid) Regulations 1981, the Early Years Foundation Stage statutory framework (July 2025), and relevant government guidance for schools and early years providers.

2. Purpose

This policy aims to:

- Provide clear guidance on first aid arrangements within the school.
 - Ensure compliance with statutory requirements and best practice.
 - Promote a safe environment where first aid is available promptly and effectively.
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3. Scope

This policy applies to all pupils, staff, visitors and contractors at Little Aston Primary Academy, including during off-site activities and educational visits.

4. Legal Framework and Guidance

- Health and Safety (First Aid) Regulations 1981
 - Health and Safety at Work etc. Act 1974
 - Early Years Foundation Stage statutory framework (July 2025) – Sections 3.22 to 3.63
 - Education (Independent School Standards) Regulations 2014
 - School Premises (England) Regulations 2012
 - HSE First Aid at Work Guidance
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5. First Aid Provision

- **Needs Assessment:** The school will conduct regular First Aid Needs Assessments to determine the required number and qualifications of first aiders, equipment and facilities. A Brough organizes suitable training for staff.
 - **First Aiders:** At least one appointed person or designated first aider with a valid certificate will always be present. For early years settings, at least one paediatric first aider will be available as required by EYFS (3.36).
 - **Equipment:** First aid containers will be stocked according to the assessment needs, kept accessible and clearly labelled in each classroom and area of school. Travelling first aid kits are provided for off-site activities. First aid boxes are monitored by T Holland. Replacement equipment for first aid boxes is stored under the sink in the First Aid Room. Ice packs are stored in the fridge in that location and in the main staff room.
 - **Facilities:** A suitable first aid room or area is available for treatment and rest when appropriate, compliant with School Premises Regulations.
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6. Roles and Responsibilities

- **Headteacher:** Overall responsibility for ensuring first aid arrangements meet statutory and school requirements.
 - **First Aiders (PFA / EFA):** Provide immediate first aid, maintain equipment and summon emergency services as needed.
 - **All Staff:** All staff have a duty of care to our pupils and are expected to use their best endeavors to support pupils and colleagues in emergencies or when a pupil is injured.
 - **Parents/Carers:** Responsible for providing accurate medical information, up to date contact details and consent for treatment.
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7. First Aid Procedures

- All incidents requiring first aid will be recorded in the school's First Aid Log – one page per pupil, including date, time, location, injury details, treatment and follow-up actions.
 - Parents/carers will be informed of injuries including any bumps to the head or injuries requiring further medical attention or significant treatment. Parents/carers will be contacted by phone as soon as possible and provided with an injury slip when they get to school. Parents may be informed of a less serious injury at the end of the school day.
 - Emergency services will be called immediately in serious cases.
 - First aiders will follow hygiene protocols, including the use of disposable gloves, approved first aid equipment and safe disposal of waste.
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8. Training and Competency

- First aid training will be delivered by competent providers and certificates renewed every three years. Annual refresher training is encouraged.



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- Paediatric first aid training will be provided for staff working with early-years pupils, renewed every three years as per EYFS (3.36).
 - The Designated Safeguarding Lead (DSL) will support staff in maintaining skills and confidence in first aid and safeguarding procedures.
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9. Record Keeping and Reporting

- The school will maintain detailed records of all first aid incidents.
 - Reportable incidents under RIDDOR will be notified to the Health and Safety Executive in accordance with legal requirements.
 - Records will be reviewed regularly to identify trends and inform updates to first aid provision.
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10. Medicines and Health

- The school implements procedures for the safe administration of medicines in line with EYFS (3.60-3.61) and school policy.
 - Staff must not be under the influence of any substances that impair their ability to care for children (EYFS 3.27).
 - Smoking and vaping are prohibited on the school premises (EYFS 3.28).
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11. Link to Health and Safety Policy

This First Aid Policy is an integral part of Little Aston Primary Academy's Health and Safety Policy 2025. All first aid arrangements are coordinated to ensure comprehensive risk management and wellbeing for all members of the school community.

12. Review and Monitoring

This policy will be reviewed annually or following any significant changes to staffing, premises, or legislation to ensure ongoing compliance and effectiveness.

Appendices

- Appendix A: First Aid Needs Assessment Template
 - Appendix B: First Aid Record Form
 - Appendix C: List of Qualified Emergency First Aiders and Paediatric First Aiders
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This policy has been approved by Little Aston Primary Academy Local Academy Council on 20/10/25

Headteacher: Elizabeth Pearce Date: 20/10/25



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Chair of Governors: Myles Pearson Date: 20/10/25

Appendix A: Assessment of First Aid Provision

Name of Assessors: Elizabeth Pearce, Andrea Brough and Noreen Brain

Assessment Factor		Apply?		Impact on First Aid Provision
		Ye s	N o	
1	Have your risk assessments identified significant risks of injury and/or ill health?		✓	If the risks are significant you may need to employ first aiders.
2	Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals?		✓	You will need to consider: <ul style="list-style-type: none"> - specific training for first aiders - extra first-aid equipment - precise siting of first-aid equipment.
3	Are there parts of the establishment with different levels of risk?	✓		You may need to make different levels of provision in different parts of the establishment. EYFS - updated July 2025 PFA at lunchtime needed. BSC/ASC Forest School Outdoor play equipment Attendance at sporting tournaments (Staff)
4	Have you had any accidents or cases of ill-health in the past 12 months?	✓		You will need to check your record of accidents and cases of ill health – what type they are and where they happened. You may need to: <ul style="list-style-type: none"> - locate your provision in certain areas - review and update the contents of the first aid box
5	Are there inexperienced workers on site or students/employees with disabilities or special health problems?	✓		You will need to consider: <ul style="list-style-type: none"> - special equipment - local siting of equipment - local siting of medication not kept on the person



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				<p>Any placements/untrained staff are under supervision.</p> <p>2025/26 Two ECTs and new caretaker. Care plans / IEPs in place</p>
6	Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	✓		<p>You will need to consider provision in each building or on several floors. 2 main first aid points in each building.</p> <p>Y5/6 Upstairs</p>
7	Is there shift work or out-of-hours working?	✓		<p>Remember that there needs to be first aid provision at all times when people are at work.</p> <p>BSC/ASC/ Residential visits or day visits beyond school day. PTA/LAC Meetings or events.</p>
8	Is your workplace remote from emergency medical services?		✓	<p>You will need to:</p> <ul style="list-style-type: none"> inform local medical services of your location consider special arrangements with the emergency services.
9	Do you have employees who travel a lot or work alone?	✓		<p>You will need to consider:</p> <ul style="list-style-type: none"> - issuing personal first aid kits and training staff in their use. <p>Some additional travel to Staffordshire University / Stafford.</p>
10	Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?	✓		<p>You will need to make joint arrangements with the other site occupiers.</p> <p>Cleaning / Catering / Grounds Aspire Clubs Occasional lettings Mr Rae - Music</p>
11	Do you have any work experience or other trainees?	✓		<p>Your first aid provision must cover them.</p> <p>Work experience students Volunteer readers Teacher Training Students High school work experience pupils June / July annually.</p>
12	Do members of the public visit your premises?	✓		<p>There is no legal responsibility for non-employees however you are strongly recommended to consider them i.e. schools would consider and include their pupils and libraries their customers.</p>



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				School and PTA events.
13	How many people are employed on site: <ul style="list-style-type: none"> less than 5? 5 to 49? 50 to 100? - more than 100? 			You may need to employ first aiders – see table 2 below. 5 to 49 2024/25 8 PFA Trained 6 Emergency FA
14	Is a first aid room required?	✓		

The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover for absences. The table does not take into consideration any non-employees who may be affected so an allowance will need to be made in such circumstances.

Table 2

	Type of Workplace	Numbers of First Aid Personnel Required
Lower Risk	Shops, offices, libraries, schools and similar workplaces	<p>Fewer than 50 employed at any location: at least one appointed person. (It may be appropriate to provide an Emergency First Aider (EFAW) if large numbers of the public visit the workplace.)</p> <p>50-100: at least one first aider.</p> <p>More than 100: one additional first aider for every 100 employed.</p>
Higher Risk	Light engineering and assembly work, food processing, warehousing extensive work with dangerous machinery or sharp instruments construction, chemical manufacture, work involving special hazards* such as hydrofluoric acid or confined spaces.	<p>Fewer than 5: at least one appointed person.</p> <p>5-100: At least one first aider (FAW) per 50 employees or part thereof.</p> <p>*Additional training may be needed to deal with injuries resulting from special hazards.</p>

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements, at all times whilst people are at work

Assessment of First Aid Requirements

Having regard to the factors identified in table 1 and advice contained in table 2 above, the following first aid equipment/facilities/personnel are required to be provided (includes sufficient personnel necessary to cover for absences).

_____ No. _____ No.



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Paediatric First Aid	3
Adult First Aid	1
First Aid Room	1
Travelling First Aid Kits	2

First Aid Boxes	12
Eye Wash Bottles	

Have arrangements been made to appoint/train the necessary appointed persons/first aid personnel and for the required amount of first aid equipment to be supplied? **Yes**

Informing Employees

Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aid personnel or appointed persons are and where the first aid box is? **Yes**

Signature of Assessor(s): ... *Elearce*
 Date:3 / 09/25.....Review Date...September 2026.....

Appendix B: First Aid Pupil Accident Record

Where a detailed accident investigation is required an Accident Investigation Form must be completed in addition to this record.

Name <<firstname>> <<lastname>>	DOB <<DateOfBirth>>	Year Group <<YearGroup>>	
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Incident No	Date	Time	Location	Pupil treated by (name)
	Injury			
Parent informed? Yes / No	What happened?			
	Treatment given			

Incident No	Date	Time	Location	Pupil treated by (name)
	Injury			
Parent informed? Yes / No	What happened?			
	Treatment given			

Incident No	Date	Time	Location	Pupil treated by (name)
	Injury			



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Parent informed? Yes / No	What happened?
	Treatment given

Incident No	Date	Time	Location	Pupil treated by (name)
Injury				
Parent informed? Yes / No	What happened?			
	Treatment given			

Appendix C: First Aid Trained Staff List



Staff in RED have Paediatric First Aid Training
 Staff in BLACK have Emergency First Aid training

- Mrs A Brough March 2028
- Mrs A Bamber March 2026
- Mrs F Baxhija Jan 2027
- Miss K Bedward - March 2026
- Miss L Collins - January 2026
- Mrs A Morgan - October 2028
- Mr O Quinton - October 2028
- Mrs T Clark
- Mrs D Franks- March 2026
- Mrs L Guisa-Lloyd- March 2028
- Miss T Holland- March 2026
- Mrs C Kirk- February 2026
- Mrs M Pincombe-February 2026
- Mrs N Variapharaj- March 2026