

Trinity St Mary's First Aid Policy 2026-2027



'For I will restore health unto thee, and I will heal thee of thy wounds.'

Jeremiah 30:17



The Diocese of
Southwark



Policy Lead: Lynn Anderson (Headteacher)

Designated Allergy Safety Lead: Lynn Anderson (Headteacher)

Designated Safeguarding Lead: Lynn Anderson (Headteacher)

Reviewed: September 2026

Next Review Date: September 2027 (or earlier if statutory guidance changes)

Governors responsible for oversight: Hayley Van Den Bergh & Diane Holmes

Approved by: Governing Body

This Policy applies to: All pupils, staff, volunteers, and visitors, contractors with pupil-facing responsibilities, wraparound provision and school activities.

Purpose and principles

Trinity St Mary's CE Primary will provide timely, appropriate first aid for pupils, staff, visitors and others on school premises and during school activities. Provision is based on a documented first aid needs assessment and is designed so that first aid can be given without avoidable delay.

First aid is immediate assistance following injury or sudden illness. It is distinct from routine administration of medicines. Medicines are managed under the separate Administration of Medicines Policy and, where relevant, a pupil's Individual Healthcare Plan (IHP), Allergy Action Plan or Asthma Action Plan.

Legal and guidance framework

- ✚ DfE, First aid in schools, early years and further education (non-statutory guidance, current in 2026);
- ✚ Health and Safety (First-Aid) Regulations 1981 and Health and Safety at Work etc. Act 1974;
- ✚ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- ✚ School Premises (England) Regulations 2012;
- ✚ DfE Early Years Foundation Stage statutory framework for group and school-based providers applying from 1 September 2026;
- ✚ DfE Supporting pupils at school with medical conditions statutory guidance, which remains in force in 2026 pending further revision;
- ✚ DfE Allergy safety in schools statutory guidance, published 6 July 2026; and
- ✚ current HSE first-aid and incident-reporting guidance.

Trinity St Mary's Primary School will review this policy and its first aid needs assessment after significant changes, serious incidents, identified trends, or changes in statutory requirements or guidance.

First aid needs assessment

Lynn Anderson, Headteacher, will ensure a first aid needs assessment is maintained and that it will consider: the size and layout of the site, pupil age and needs, EYFS provision, staff numbers, known medical conditions, higher-risk curriculum activities, playgrounds, PE, kitchens, wraparound care, lone working, visitors, educational visits, distance from emergency medical help and foreseeable absences of trained staff.

The assessment will determine the number and type of trained first aiders, locations and contents of first aid kits, emergency equipment, cover arrangements and any additional training required.

Roles and responsibilities

Governing Body and Headteacher will:

- ✚ ensure adequate and appropriate first aid equipment, facilities and personnel;
- ✚ ensure first aid arrangements cover the school day, wraparound provision and school-organised off-site activities;
- ✚ ensure staff know how to obtain first aid and emergency help;

- ✚ ensure suitable training is maintained and certificates are renewed before expiry;
- ✚ ensure incidents are recorded, reviewed and reported to external bodies where legally required; and
- ✚ ensure medical emergencies that may also raise safeguarding concerns are referred to the DSL.

First aiders and appointed persons will:

- ✚ give immediate help within the scope of their training;
- ✚ call an ambulance or other professional help when appropriate;
- ✚ protect the casualty from further harm and maintain appropriate supervision;
- ✚ record the incident and treatment accurately; and
- ✚ maintain confidentiality while sharing information necessary for safety.

At Trinity St Mary's no first aider will exceed their training or attempt diagnosis. **In an emergency, staff should act in the child's best interests and summon appropriate professional assistance.**

All staff

At Trinity St Mary's all staff must know how to summon first aid and emergency assistance. Staff should use their best endeavours to secure pupils' welfare in an emergency. A member of staff who becomes aware that a pupil with a medical condition needs help must respond in accordance with the pupil's plan and school procedures.

EYFS Pediatric first aid

For Nursery, Reception, Trinity St Mary's will meet the paediatric first aid requirements of the statutory EYFS framework.

- ✚ At least one person with a current full-course paediatric first aid (PFA) certificate meeting EYFS requirements will be on the premises and available at all times when EYFS children are present.
- ✚ At least one suitably qualified PFA holder will accompany EYFS children on outings.
- ✚ While EYFS children are eating, a member of staff holding a valid full-course PFA certificate will be in the room, consistent with the school's Dietary, Food Hygiene & Safer Eating Policy.
- ✚ Relevant qualification/ratio requirements for staff holding full or emergency PFA will be met.
- ✚ PFA training will be renewed within the required period and certificates made available as required.

First aid equipment and facilities

- ✚ First aid containers will be readily accessible, one place in each room used by pupils, appropriately stocked following the needs assessment, clearly identified and checked regularly.
- ✚ Portable first aid kits will be available for playgrounds, PE, trips and other activities where required.
- ✚ Medication will not be stored in first aid boxes, but is stored in the Medical Room.
- ✚ The Medical Room, is a suitable, maintained space for treatment of sick or injured pupils and for first aid/medical examination, with access to appropriate washing and toilet facilities as required.
- ✚ Automated external defibrillator (AED) arrangements, where applicable, are communicated to staff and included in emergency planning. The AED is located in the Medical Room.

Responding to illness or injury

1. Make the area safe and assess the casualty without unnecessary movement.
2. Obtain a trained first aider and relevant emergency equipment immediately.
3. Call 999 without delay where the condition is serious, life-threatening or beyond school first-aid provision.
4. Follow any known IHP, Allergy Action Plan, Asthma Action Plan or emergency protocol.
5. Do not leave a seriously unwell or injured child alone.
6. Contact parents/carers as soon as practicable, but do not delay emergency treatment while waiting for them.
7. Record the incident and any treatment given.

Where there is uncertainty about the seriousness of a head injury, breathing difficulty, loss of consciousness, seizure, severe bleeding, suspected fracture, severe allergic reaction, choking or other significant deterioration, staff will err on the side of obtaining urgent medical assistance.

Anaphylaxis and allergy emergencies

All suspected anaphylaxis is managed under the Allergy Safety Policy (Including Anaphylaxis). Adrenaline must be given promptly in accordance with the pupil's plan/emergency arrangements and 999 called. **Treatment must not be delayed while waiting for a parent/carer or senior leader.**

The school's Allergy Safety Policy requires rapid access to prescribed adrenaline devices and school spare AAI's and sets out storage, training, incident and near-miss procedures. The first aid record must not replace the allergy incident/near-miss recording required by that policy.

Asthma, seizures, diabetes and other medical emergencies

Where a pupil has a medical condition, staff will follow the 'Supporting Pupils with Medical Conditions Policy' and the pupil's IHP or emergency plan. Emergency medicines are administered only in accordance with the 'Administration of Medicines Policy', relevant legislation and staff training.

Where the school keeps an emergency salbutamol inhaler, it will be managed in accordance with current government guidance and used only under the school's agreed protocol.

Choking and safer eating

A choking incident is a medical emergency requiring immediate first-aid action. The school's 'Dietary, Food Hygiene & Safer Eating Policy' contains preventative supervision and food-preparation controls. In EYFS, any choking incident requiring intervention will be recorded, parents/carers informed and records periodically reviewed for patterns or learning.

Head injuries

All head injuries will be assessed by an appropriately trained person. Parents/carers will be informed of a head injury in accordance with school procedures and given relevant advice about symptoms requiring medical attention. **Emergency assistance will be sought where symptoms or the mechanism of injury indicate significant risk.**

A child with concerning symptoms will not be sent home unaccompanied.

Educational visits, PE and off-site activities

First aid provision must be available on school-organised off-site activities. Visit risk assessments will consider first aid competence, kits, communication, emergency access, known medical conditions and required medicines. EYFS outings will include a current PFA holder.

Pupils with medical conditions or allergies should participate wherever reasonably possible. Their IHP, medicines and emergency arrangements must accompany them as appropriate; parents are not routinely required to attend solely because of a child's medical condition or allergy.

Recording accidents and first aid

All incidents requiring first-aid attendance will be recorded on the school's agreed system/accident record. The record will include, as a minimum:

- ✚ date, time and place;
- ✚ name of the injured or ill person;
- ✚ details of injury or illness and circumstances;
- ✚ first aid/treatment given;
- ✚ what happened afterwards, including return to class, collection, hospital or ambulance transfer; and
- ✚ name and signature or identifiable record of the person dealing with the incident.

Records will be factual, proportionate, confidential and retained in accordance with legal and school record-retention requirements. Incident information will be reviewed to identify patterns, hazards and improvements.

Informing parents and carers

Parents/carers will be informed of significant all head related head injury, accidents, injuries or illness and of first aid treatment in accordance with the Trinity St Mary's Primary School's procedures.

For EYFS children, parents/carers will be informed of any head injury, accident or injury sustained by the child and any first aid treatment given on the same day, or as soon as reasonably practicable.

Statutory and external reporting

Lynn Anderson, Headteacher, or a delegated responsible person will determine whether an incident is reportable under RIDDOR. Most ordinary pupil accidents are not reportable. A pupil injury may be reportable where it arose out of or in connection with the school's work activity and the pupil is taken directly from the scene to hospital for treatment, or where a work-related accident causes death.

For registered EYFS provision, the school will make required notifications to Ofsted (or other relevant registration body) of serious accident, illness, injury or death within the statutory timescale and will make any required safeguarding notification. Serious incidents will also be considered under the 'Safeguarding Policy & Procedures'.

Safeguarding and intimate care

First aid must be provided in a way that protects dignity while maintaining safe safeguarding practice. Where treatment involves intimate areas or personal care, the 'Intimate Care Policy' also applies. The 'Intimate Care Policy' requires medical procedures involving intimate care to follow the school's medicines/medical procedures, with trained staff and appropriate records.

Unexplained injuries, concerning explanations, repeated injury patterns, disclosures, signs of neglect, fabricated or induced illness, or concerns about an adult's conduct must be reported promptly to the DSL in accordance with the 'Safeguarding Policy'. First-aid staff must record facts and must not investigate safeguarding concerns themselves.

Infection prevention and PPE

Staff will follow infection-control procedures, use appropriate PPE where contact with blood or bodily fluids is foreseeable, wash hands before and after treatment, dispose of contaminated materials safely and arrange cleaning of contaminated surfaces/equipment.

Behaviour, SEND and reasonable adjustments

First aid will never be withheld as a sanction. Behaviour that occurs during illness, pain, distress, dysregulation or a medical episode will be considered in context. The Behaviour Policy's approach to reasonable adjustments, co-regulation and underlying need will be applied where relevant, without compromising immediate safety.

Training and review

First aid training will be provided by a competent provider and matched to the school's needs assessment. Certificates will be monitored and renewed before expiry. Annual refresher training is encouraged where appropriate. Additional condition-specific training will be provided where identified through an IHP or risk assessment.

The Headteacher will review first aid provision following any serious incidents, changes in staffing/site/activity, identified trends or changes to guidance.

Related policies

-  Supporting Pupils with Medical Conditions Policy 2026–2027
-  Administration of Medicines Policy 2026–2027
-  Allergy Safety Policy (Including Anaphylaxis) 2026
-  Safeguarding Policy & Procedures 2026–2027
-  Intimate Care Policy 2026–2027
-  Dietary, Food Hygiene & Safer Eating Policy 2026–2027
-  Behaviour Policy 2026
-  Health & Safety Policy
-  Educational Visits procedures and individual IHPs/Action Plans

This policy should be read with: Supporting Pupils with Medical Conditions Policy; Administration of Medicines Policy; Allergy Safety Policy (Including Anaphylaxis); Safeguarding Policy & Procedures; Intimate Care Policy; Dietary, Food Hygiene & Safer Eating Policy; Behaviour Policy; Health & Safety Policy; and Educational Visits procedures.