ST. ANNE'S C.E.(VC) PRIMARY SCHOOL
FIRST AID POLICY
'Together With God, Making Learning a Life Long Friend'

Approved:	21.09.2026
Review Date:	31.12.2027

We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

Start children off on the way they should go and even when they are old they will not turn from it (Proverbs 22:6)

St Anne's C of E Primary School has high expectations of learning, behaviour and respect for each other and this underpins everything we do. Our teachers strive to create independent, articulate thinkers and learners who have the confidence to achieve their ambitions. This drives us in our pursuit to be the best that we can all be every day.

1. Introduction

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. HSE has published detailed first aid guidance to help employers comply with the regulations and offers practical advice on what they need to do.

While the regulations do not require employers to provide first aid for anyone other than their own employees, it is strongly recommended that all schools and colleges consider the needs of non-employees such as pupils, students and visitors when making provision for first aid.

In practice, most day-to-day functions in respect of health and safety and first aid are delegated to the headteacher or the principal. Employers should provide any relevant information to help them in drawing up the arrangements for their school or college.

First aid provision must be available while people are on school or college premises. It must also be available when staff, pupils and students are working elsewhere on school or college activities including any off-site activity such as educational visits. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment. This does not apply to work placements as work experience students are employed by the placement provider.

The minimum first aid provision for schools and colleges is:

- a suitable first aid container stocked in accordance with the findings of the first aid needs assessment and holding at least the minimum requirements suggested by HSE
- an appointed person or designated first aider(s) to take charge of first aid arrangements
- information for employees detailing the location of equipment, facilities and personnel

Where an employer's assessment of first aid needs identifies that a designated first aider is not required, the minimum requirement is for an employer to appoint a person to take charge of the first aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required. Arrangements should be made for the appointed person to be available to undertake these duties at all times when people are at work. HSE First aid at work guidance is available.

Any member of school or college staff may be asked to undertake first aid tasks, but they cannot be required to do so. Teachers and other staff working with pupils and students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils and students in education in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Since September 2020, all state-funded schools have been required to teach Health Education, including basic first aid and how to respond to common injuries and emergencies as part of the curriculum. Schools should ensure this remains embedded within their PSHE and Health Education provision.

The school also recognises its responsibilities under the Department for Education guidance "Supporting Pupils with Medical Conditions at School" and will ensure appropriate arrangements are in place for pupils with medical needs

2. Aims and Objectives

Our aim at St Anne's is to provide first aid and care to the children, staff and to any visitors to the school premises during the school day. This policy addresses medical issues involving children at the school, but it may also be applied to any member of staff or visitor to the school premises. The curriculum will support children's understanding of health, safety and first aid.

3. Responsibilities

At St Anne's, the Local Authority, as the employer, is primarily responsible for health and safety matters, with managers and staff also having responsibilities.

The governing body also has responsibility for health and safety matters within the school, with managers and staff also having responsibilities.

The head teacher is responsible for putting the governing body's policy into practice and for developing detailed procedures. The head teacher should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

The Headteacher will ensure suitable arrangements are in place for:

pupils with medical conditions;
the safe storage and administration of medicines;
emergency medical procedures;
staff training where medical needs have been identified;
maintaining and reviewing risk assessments relating to first aid provision.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

First Aiders

St Anne's arranges adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. St Anne's ensures that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

To qualify as a first aider an individual should undergo appropriate training delivered by a competent training provider and hold a valid first aid certificate.

In selecting a first aider, the following factors should be considered:

reliability and communication skills

aptitude and ability to absorb new knowledge and learn new skills

ability to cope with stressful and physically demanding emergency procedures

availability to respond to an emergency immediately

First aiders will be expected to:

give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or college or on educational visits

when appropriate, ensure that an ambulance or other professional medical help is called.

Staff trained in First Aid: -

- Mr A. Jones Level 2 First Aid Expires June 2027
- Miss A. Rosson Paediatric First Aid Expires Spring 2028
- Mrs J. Williams Paediatric First Aid Expires Nov 2026

- Mrs J. Bailey Forest Schools First Aid Expires Nov 2028
- Mrs M. Allen Paediatric First Aid (Kids Club) Expires Nov 2026
- Miss J. Snape Paediatric First Aid (Lunchtime Supervisor) Expires Nov 2026
- Mrs T. Brown Paediatric First Aid Expires Oct 2026
- Mr B. Hancock Paediatric First Aid Expires Oct 2026
- Miss N. Chirnside Paediatric First Aid Expires Oct 2026

First aid at work certificates are only valid for **three years.** We arrange refresher training and retesting of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, we arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. School keeps a record of first aiders and certification dates.

On the Safeguarding board in the entrance area, there is a list of First Aid trained staff.

St Anne's **Appointed Person** is Mr Anthony Jones. Duties include:-

- taking charge when someone is injured or becomes ill;
- ensuring that an ambulance or other professional medical help is summoned when appropriate.

The management of First Aid resources is led by Mrs Tracey Brown. Duties include:

- looking after the first-aid equipment e.g. restocking the first-aid container;

At St Anne's, we believe it is good practice to ensure that as many staff as possible have emergency first aid at work training. These courses do not require HSE approval. They normally last four hours and cover the following topics:

- what to do in an emergency;
- cardiopulmonary resuscitation;
- first aid for the unconscious casualty;
- first aid for the wounded or bleeding.
-

See **Appendix 1** for training requirements.

Early Years

At least one person who holds a current paediatric first aid certificate must be available at all times when children are present and must accompany children on outings. The school will ensure paediatric first aid cover reflects EYFS statutory requirements and staffing arrangements.

4. The Arrangements for Applying the Policy

4.1 First Aid Provision

St Anne's ensures adequate and appropriate provision of first aid equipment, facilities and appropriately trained staff to enable first aid to be administered to pupils, staff and visitors. The governing body and/or head teacher regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate.

The Assessment of First Aid Provision (**Appendix 2**) lists the main factors to be considered when undertaking an assessment of the establishment's first aid needs.

Where an establishment's assessment identifies a comparatively low risk to health and safety, managers may only need to provide a clearly identified and suitably stocked first aid box and an appointed person to look after first aid arrangements and take charge in emergencies. An appointed person must be on-site at all times when there are personnel on-site.

However, where the work involves particular risks, for example work with hazardous substances or with dangerous tools or machinery, first aid needs will be greater and managers may need to increase the number of first aiders so that someone is always available to give first aid immediately following an incident.

St Anne's generally falls into the lower risk category, but some areas of activity may fall into the medium risk category. We base our provision on the results of our risk assessment. If there are parts of the school where different levels of risk can be identified, we consider the need to make different levels of provision in different areas/departments. When considering how many first-aid personnel are required, the governing body/head teacher also considers:

- adequate provision for lunchtimes and breaks. It is good practice to encourage lunchtime supervisors to have first-aid training;
- adequate provision for leave and in case of absences;
- first-aid provision for off-site activities i.e. school trips. If a first-aider accompanies pupils off-site, will there be adequate first-aid provision in the school?
- adequate provision for practical departments, such as science, technology, home economics, physical education;
- adequate provision for out of hours' activities e.g. sports activities, clubs;
- any agreements with contractors (e.g. school meals) on joint provision for first aid for their employees;
- adequate provision for trainees working on site. They have the same status as staff for the purposes of health and safety legislation.
-

At St Anne's, we ensure that first aid provision is adequate and appropriate during all working hours, so planned annual leave, maternity leave of first aiders and appointed persons are covered. If first-aiders are absent, an appointed person is available. Managers consider what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement.

4.2 First-Aid Materials and Equipment

Once the assessment of first aid provision has been undertaken, the necessary materials, equipment and facilities are provided and maintained in accordance with the determined need. This involves ensuring that first-aid equipment is suitably marked, easily accessible and available in all places identified by the assessment.
Each building has at least one first aid box supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances, and a body spills kit. Large sites will require more than one first-aid box, and suitable quantities of body spills kits. All first aid boxes are identified by a white cross on a green background.
Location of First Aid stock and equipment: -

 Photocopying Room

The Appointed Persons regularly inspects the contents of first-aid containers and the contents are restocked as soon as possible after use. Sufficient supplies are held in a back-up stock on site. Care is taken to discard items safely after the expiry date has passed.
Although there is no mandatory list of items from HSE, all the First Aid boxes within school contain the following: -

- Disposable gloves
- Hypo-allergenic plasters (assorted sizes)
- Individually wrapped sterile unmedicated wound dressings.
- Triangular bandage
- Small bandage roll
- Large bandage roll
- Resuscitation aid (There is a defibrillator on the Village Hall car-park and in our reception area outside of the office)
- sterile dressings
- sterile eye wash pods where required
- resuscitation face shield
- foil blanket
- burn dressing (for Forest School and practical activities)
- scissors
- body fluid spill kit

4.2a Automated External Defibrillator (AED)

St Anne's CE Primary School maintains access to an Automated External Defibrillator (AED). The school recognises that early CPR and rapid access to an AED significantly improve survival rates following cardiac arrest.

Emergency services should always be contacted immediately in the event of a suspected cardiac arrest.

Staff receive awareness training regarding the location and use of the AED. A first aid incident involving use of the AED will be recorded and reported in accordance with the school's reporting procedures.

Defibrillator locations are signposted and accessible during school opening hours. Staff are informed of their location through induction and refresher training

4.3 First Aid Arrangements
The headteacher and Appointed Person are responsible for undertaking first aid assessments, ensuring adequate first aid arrangement. These include ensuring that: -

- there are sufficient numbers of first aid trained personnel to meet the need identified in the assessment throughout the times that the premises are in use;
- there is adequate provision of first aid equipment which is stored in suitable containers;
- sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned. These

should be reviewed and amended regularly. An example of a suitable first aid notice that is coloured green/white is attached as (**Appendix 3**)

- adequate access to a telephone is always available to call emergency services when required; We recommend that a mobile telephone is used in these circumstances.
- managers inform employees of the local first aid arrangements at induction and whenever changes are made;
- staff are made aware of the location of first aid equipment/facilities and personnel;
- visitors and contractors are provided with information regarding first aid procedures and how to access first aid provision prior to commencing work, if this will be available to them whilst working on-site;
- records are maintained of: -
- checking of first aid boxes;
- all first aid administered- recorded in the schools 'Accident books'
- Accident Investigation Report Forms HSF40

School keeps a record of any first aid treatment given by first aiders and appointed persons. This includes:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital)
- name and signature of the first aider or person dealing with the incident.

Parents and carers will be informed on the day of any head injury sustained by a pupil, regardless of severity. Staff will advise parents of symptoms that may require further medical attention.

Where an injury results in emergency treatment, ambulance attendance or hospital referral, the Headteacher or designated member of staff will ensure parents are contacted as soon as reasonably practicable.

Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for **a minimum of 3 years.**
All staff are responsible for assessing the first aid requirements for off-site activities where there may be an increased risk of injury.

Serious incidents will be reviewed to identify any health and safety learning, risk assessment amendments or preventative measures required.

Incidents that meet the reporting thresholds under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 will be reported by the Local Authority in accordance with statutory requirements.

4.4 Assessment of First Aid Requirements

A first aid assessment is completed at least annually. The assessment procedure is as follows:

- The Appointed Person shall make a formal assessment of first aid requirements. The Assessment of First Aid Provision Form (HSF 16) shall be used to record the assessment.

- The Appointed Person shall keep the completed assessment readily available.
- The Appointed Person will monitor the adequacy of first aid provision and revise as necessary.
- The Headteacher and Appointed Person shall review the assessment annually, in the light of any significant changes or if there is reason to suspect that it is no longer valid.
- Where activities are arranged in the community, staff undertake an assessment to determine whether first aid equipment should be provided. E.g. plasters or travel first aid kit.

4.5 Liability

The County's insurers have confirmed that our employer's liability insurance policy will provide indemnity for staff acting as first aiders or emergency aiders as defined above. First Aiders and Emergency First Aiders must ensure that any treatment they give is administered in accordance with the training they have received. Whether or not employees receive payment for acting as first aiders is irrelevant in this respect and has no effect on the provision of insurance cover. So long as treatment is administered with good intent and in accordance with current good practice, the County Council and its insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

4.6. Payment of First Aiders

Payment may be made to the Appointed Person, recognised as being necessary to meet the minimum requirements identified by the assessment of first aid needs at school is paid monthly.

4.7 Infection Control

To minimise risk of infection whilst administering first aid, universal precautions will be applied whenever there is a risk of exposure to blood or bodily fluids. Staff will follow current UK Health Security Agency and Health and Safety Executive infection prevention guidance. First-aid personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. If the casualty is bleeding from the mouth the blood must be wiped away using a clean cloth or handkerchief.

Although mouthpieces are available for administering mouth-to-mouth resuscitation, they should only be used by trained personnel as incorrect use may cause bleeding.

Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. All disposable items must be disposed of in plastic bags in line with the Infection Control Policy. Contaminated work areas must be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing sent home. If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.

Alcohol hand sanitiser and handwashing facilities are available throughout the school to support infection prevention and control measures.

Further advice on infection control is available in the HR 53 Infection Control Policy and Strategic Health and Safety Service.

4.8 Forest Schools

Forest school will follow the procedure laid out in this policy with the following additions.
Forest school leader holds a valid forest school first aid certificate.
During Forest school sessions a fully stocked first aid kit and burns kit will be available. This will be fully checked and kept stocked by the forest school leader. This is checked monthly.

Risk assessments will identify activities presenting increased first aid requirements, including fire use, tool use and remote working locations. Suitable communication methods and emergency access arrangements will be in place for all Forest School sessions

5. Legislative Framework

-Health and Safety at Work etc. Act 1974
-Management of Health and Safety at Work Regulations 1999
-Health and Safety (First Aid) Regulations 1981 (as amended)
-Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
-Statutory Framework for the Early Years Foundation Stage (current version)
-DfE Supporting Pupils with Medical Conditions at School
-HSE First Aid at Work Approved Code of Practice and Guidance (L74

6. Further Advice and Information

Further background information on this topic is available on the following Website:
www.hse.gov.uk

7. Appendices

Appendix 1 – Training requirements
Appendix 2 - Assessment of First Aid Provision HSF 16
Appendix 3 - Example First Aid Sign
Appendix 4 – Training requirements flow diagram
Appendix 5 - How to access first aid training

Appendix 1

Course	Intended For	Duration of Course	Refresher training	When revalidation is required	Revalidation Training
HSE Approved First Aid at Work Certificate (FAW)	First Aiders	3 days (From October 2009)	Annual basic skills update 3 hours *Strongly recommended from October 2009	Before certificate expires (3 years from date of certificate)	2 day revalidation
HSE Approved Emergency Aid Certificate (EFAW)	Emergency First Aiders and Appointed Persons if deemed necessary	1 day	Annual basic skills update 3 hours *Strongly recommended from October 2009	Before certificate expires (3 years from date of certificate)	Repeat of original 1 day course.

Appendix 2

Establishment/Location: St Anne's CE Primary School

Name of Assessor(s): **….Mr E. Hobson and Mrs D. Rosson**

Assessment of First Aid Factors

In order to assess the first aid requirements, you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases: -

Table 1

Assessment Factor	Apply?		Impact on First Aid Provision
	Yes	No	
1. Have your risk assessments identified significant risks of injury and/or ill health?	YES		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?		NO	You will need to consider: - 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?	YES		Early Years Kids Club
4. Have you had any accidents or cases of ill-health in the past 12 months?	YES		You will need to check your record of accidents and cases of ill health – type and where they happened. You may need to: - locate your provision in certain areas - review the contents of the first aid box.
5. Are there inexperienced workers on site, or employees with disabilities or special health problems?	YES		You will need to consider: - special equipment - local siting of equipment.
6. Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?		NO	You will need to consider provision in each building or on several floors.
7. Is there shift work or out-of-hours working?		NO	Remember that there needs to be first aid provision at all times that people are at work.
8. Is your workplace remote from emergency medical services?		NO	You will need to: - 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?		NO	You will need to consider: - issuing personal first aid kits and training staff in their use.
10. Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?	YES		Lettings
11. Do you have any work experience or other trainees?	YES		Your first aid provision must cover them.
12. Do members of the public visit your premises?	YES		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.
13.How many people are employed on site: - less than 25? - 25 to 49? - more than 50?	25-49		25-49
14 Is a first aid room required?		NO	

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	**Fewer than 25 employed at any location**: at least one appointed person. (It may be appropriate to provide an EFAW trained first aider if large numbers of the public visit the workplace.) **25-50 employed**: at least one EFAW trained first aider. **More than 50**: A least 1 FAW trained first aider for every 100 employed (or part thereof).
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.	**Fewer than 5**: at least one appointed person. **5-50**: At least one EFAW or FAW trained first aider depending on the type of injuries that may occur. **More than 50 employed** At least one first-aider trained in FAW for every 50 employed (or part thereof) *****Additional training may be needed to deal with injuries resulting from special hazards.

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- a person appointed to take charge of first aid arrangements,
- information for all employees about what they need to do in an emergency.

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).

	Required ✓	Number
Appointed person	YES	1
First-aider with Emergency First Aid at Work certificate	YES	1
First-aider with First Aid at Work certificate	YES	1
First-aider with additional training (specify): Paediatric	YES	9
First-aid boxes	YES	10
First-aid room	NO	
Additional equipment e.g. eye wash, foil blanket (specify):	YES	Eye wash 25, Foil blanket 27 Fleece blanket 4 Sutures 10 x 5 Finger buddies 10
Travelling First Aid Kits	YES	1

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): …EJ Hobson

Date: 25.9.2025 **Review Date…31.12.2028**

Appendix 3

Staffordshire County Council

Location of First Aiders and First Aid Equipment



Nearest First Aiders are located:

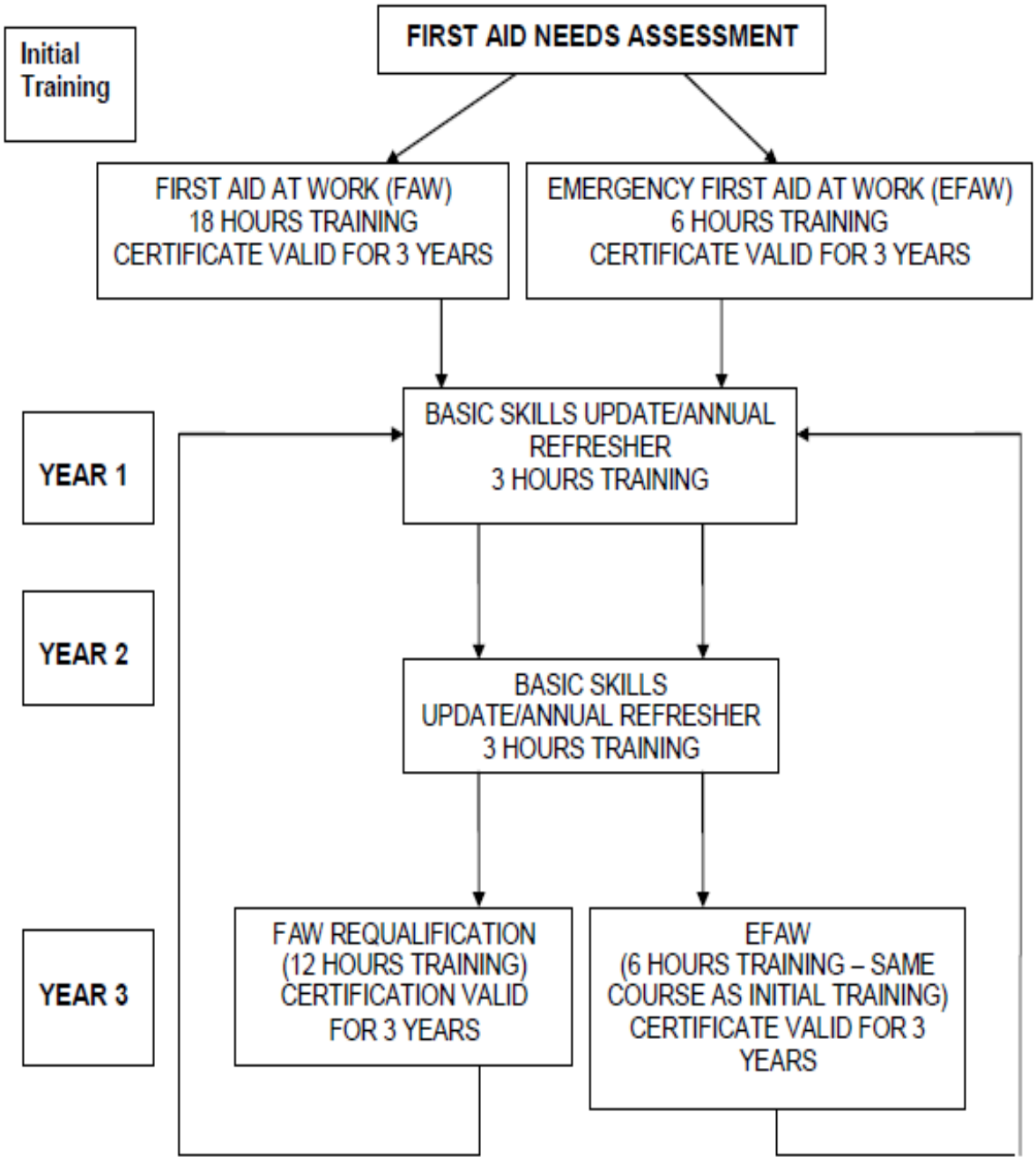
NAME	LOCATION	PHONE

First Aid Equipment Located:

DESCRIPTION	LOCATION
First Aid Box	
Eye Wash Bottle	
First Aid Box	
Emergency Phone	

Appendix 4

Training Requirements for First Aid Personnel



Appendix 5

How to Access First Aid at Work Training

Development Services Directorate
Courses may be booked through the Quality Learning Services

Children and Lifelong Learning Directorate
Courses may be booked through the Quality Learning Services
Except Cultural and Library Services who should contact the Divisional Training Co-ordinator

Chief Executives Directorate
Courses may be booked through the Quality Learning Services

Social Care and Health Directorate
Courses are booked directly with St John Ambulance (Staffordshire Branch) 24 Lichfield Road, Stafford ST17 4LJ. Phone 01785 257124 Fax 01785 224451. Participants full name, pay reference number, designation and place of work will be required to book a place on a course.