

Rosehill Infant & Nursery School

First Aid Policy



Date policy last reviewed: _____

Signed by:

_____ Headteacher Date: _____

Chair of governors Date: _____

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Statement of intent

Rosehill Infant and Nursery School is committed to providing effective and timely first aid provision to respond to accidents, incidents, and medical emergencies affecting staff, pupils, and visitors. The arrangements set out in this policy are informed by a first aids needs assessment undertaken by the school, taking into account the needs of all members of the school community.

The school will take all reasonable precautions to ensure the safety, health, and wellbeing of staff, pupils, and visitors at all times.

The school also recognises its responsibilities under safeguarding legislation and is committed to ensuring that first aid provision supports the protection and welfare of children. Any safeguarding concerns identified in the course of administering first aid will be reported and managed in accordance with the school's Child Protection and Safeguarding Policy.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

Definition and background

Definition

For the purposes of this policy the school will follow the definition of First Aid outlined below, from NHS Foundation Trust:

"First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR while awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut. First aid is generally performed by the layperson, with many people trained in providing basic levels of first aid, and others willing to do so from acquired knowledge."

Background

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. The regulations

require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment (see appendix 1).

Although the regulations do not require employers to provide first aid for anyone other than their own employees, the DfE strongly recommends that all schools consider the needs of non-employees such as pupils and visitors when making provision for first aid, and that First Aid provision must be available:

- While people are on school premises.
- When staff and pupils are working elsewhere on school activities, including any off-site activity such as educational visits.

1 Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2024) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'
- Keeping Children Safe in Education (KCSIE) (latest version)
- UK GDPR and Data Protection Act 2018

The policy will be implemented in conjunction with the following school policies:

- Administering Medication Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Early Years Policy
- Health and Safety Policy
- Infection Control Policy
- Lone Worker Policy
- Records Management Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Supporting Pupils with Medical Conditions Policy

2 Roles and responsibilities

The governing board will be responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring the first aid needs assessment (appendix 1) is reviewed in line with this policy.
- Ensuring that all relevant risk assessments are conducted to ensure the health and safety of the school community.
- Ensuring that there is a sufficient number of qualified first aiders within the school based upon the school's risk assessments.

- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that the school has:
 - A suitably stocked first-aid kit.
 - An appointed person to take charge of first-aid arrangements.
 - Information for all employees giving details of first-aid arrangements.

The headteacher is responsible for:

- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring sufficient numbers of trained first aid staff are available at all times, including during staff absence, off-site activities and extended provision.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary

Staff will be responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.

First aiders will be responsible for:

- Completing and renewing training as dictated by the SBM
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

The appointed person will be responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Calling the emergency services where necessary.
-

3 First Aid Provision

First Aid Needs Assessment

The school will regularly monitor and review its first aid arrangements by conducting a **first aid needs assessment** at least annually in line with this policy, see appendix 1.

This assessment will inform first aid policies, procedures, and provision, ensuring that arrangements remain appropriate and effective. The first aid needs assessment will be formally documented and reviewed following:

- Any significant incident
- Changes to staffing or pupil needs
- Changes to the school site or layout
- Introduction of new activities or identified risks

The assessment will take into account:

- Hazards and risks present on the school premises
- The size and layout of the school
-
- The needs of vulnerable individuals on site
- The nature and distribution of pupils and staff across the school

The school will ensure that first aid provision is sufficient, accessible, and can be administered **without delay at all times**.

All staff will be informed that becoming a first aider is voluntary, and no individual will be placed under pressure to undertake this role.

However, all staff are expected to use their **best endeavours**, particularly in emergency situations, to safeguard and promote the welfare of pupils, acting in the same way that a prudent parent might.

Staff will also be made aware of government guidance which emphasises that, in most cases, the consequences of taking no action are likely to be more serious than those of attempting to assist in an emergency

Material, equipment and facilities

The school will provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment and ensure that these are suitably labelled, accessible and available at all times.

Full emergency first aid box

The school will ensure it has a suitably stocked full emergency first aid box in line with the first aid needs assessment. As there are no statutory requirements in place the school will, where there is no special risk identified, follow the HSE guidelines on the minimum provision of first aid items, as set out below:

Full Emergency First Aid box contains:

- a leaflet giving general advice on first aid – [HSE information is available](#)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 1 Foil blanket
- 3 pairs of disposable gloves

General first aid box

General first aid box contains

- 20 alcohol free cleansing wipes
- 20 assorted plasters
- 1 micropore
- 2 triangular bandages
- 2 wound dressings
- 2 compression bandages
- 3 pairs of disposable gloves
- 3 waste bags

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes will be located in the following areas:

- Full emergency first aid box -the school office
- General first aid box – school hall
- General first aid box – Nursery changing area
- General first aid box – Reception wet play area in marked cupboard
- General first aid box – Year 2 downstairs classroom behind the curtain
- General first aid box – Upstairs on the wall in-between year one and two classrooms
- General first aid – Upstairs outside the staffroom on the wall

Information for staff

The school will inform staff, pupils, contractors and visitors to the school, as appropriate, of the first aid arrangements, including the following:

- The contents and key principles of this policy
- The location of equipment and facilities
- The identities and roles of first aiders or the appointed person.
- How to contact a first aider or appointed person urgently should the need arise.
- The procedures for monitoring and reviewing the school's first aid needs.

The school will include the provision of first aid information during induction training.

4 First aiders

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.
- Ensure that an ambulance or other professional medical help is called when appropriate.

When selecting first aiders, the school will consider the following factors set out in the government [guidance](#):

- 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 immediately to an emergency.
- Assigned School first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The appointed person will be responsible for maintaining supplies.
- First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

The current first aid appointed person(s) are:

Name	Qualification	Date of first aid qualification
Della Ravenhill Lead first aider	First Aid in Schools	26.04.25
Della Ravenhill	First aid at work	10.11.23
Sara Tennant	First aid at work	06.10.23
Della Ravenhill	Complying with first aid requirements & DfE updated guidance	26.04.25
Sara Tennant	Paediatric first aid	11.09.24
Nasreen Hussain	Paediatric first aid	15.10.24
Shazia Asghar	Paediatric first aid	30.09.25
Hina Hussain	Paediatric first aid	15.10.24
Evie Barfield	Paediatric first aid	15.12.24
Kaveeta Rani	Paediatric first aid	30.09.25
Mary-Anne Manjoro	Paediatric first aid	30.09.25
Della Ravenhill	Paediatric first aid	16.12.25

The school will ensure that there is always a sufficient number of trained first aid personnel on site to provide appropriate cover across all areas of the school at all times.

The school will maintain an appropriate ratio of first aiders to pupils and staff, taking into account:

- The size and layout of the premises
- The number and specific needs of pupils, including EYFS requirements
- Staff absence levels and arrangements for cover

First Aid Lead

The school has a designated **First Aid Lead**, responsible for the overall coordination and management of first aid provision.

The responsibilities of the First Aid Lead include:

- Ensuring adequate first aid cover is in place at all times, including during staff absence
- Overseeing first aid equipment, including regular checks and restocking
- Ensuring first aid notices are accurate and displayed prominently

The current First Aid Lead is: Della Ravenhill

Training and Expiry Monitoring

The school maintains a central record of all first aid training and mental health first aid including qualification dates and expiry dates. This record is reviewed regularly to ensure all certifications remain valid.

The School Business Manager (SBM), Lisa Hopwell, is responsible for monitoring qualification expiry dates and ensuring that refresher training is arranged in advance to prevent any lapse in provision. Staff are notified in good time of upcoming expiry dates and scheduled for renewal training as required. The SBM also supports the review of first aid provision, contributes to risk assessments, and ensures this policy remains up to date

First aid training

School will ensure that all first aiders hold a valid first aid certificate, issued by an HSE-approved organisation.

The school is aware that first aid certificates are usually valid for three years and will therefore ensure that adequate monitoring procedures will be in place to ensure that refresher training is arranged for first aiders before certificates expire. First aiders will ensure that their first aid certificates are kept up to date through liaison with the SBM.

The school is aware that standard first aid at work training courses do not include resuscitation procedures for children. In all cases, the school will ensure that first aiders receive additional training in paediatric first aid so they are able to execute their duties appropriately to the whole school community. The school will ensure that first aid training courses cover mental health in order to help staff members recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. The school has appointed a trained mental health first aider to provide initial support, reassurance, and guidance to individuals experiencing mental health difficulties or emotional distress. The mental health first aider can help signpost appropriate services.

5 Emergency procedures

If an incident, illness, or injury occurs, the member of staff in charge will assess the situation and determine the appropriate course of action. This may include calling a first aider or contacting emergency services immediately.

Staff must never delay calling emergency services in order to locate a first aider.

Where there are concerns about the cause of an injury, staff must follow the school's safeguarding procedures without delay.

If a first aider is called, they will assess the situation and take charge of first aid provision. Where the first aider determines that the condition cannot be managed through first aid alone, they will ensure that appropriate medical assistance is sought without delay.

If the initial assessment indicates a serious or potentially life-threatening condition, a member of staff will call **999 immediately** and follow all instructions provided by the emergency operator.

Where necessary, trained staff will administer emergency first aid. The priority is to preserve life, prevent the condition from worsening, and promote recovery until professional medical assistance arrives. Prompt and effective action may prevent the situation from becoming more serious or involving additional casualties.

Where the seriously injured or unwell individual is a pupil, the following procedures will be followed:

A member of staff will call **999 immediately** and follow the operator's instructions, which may include administering first aid or emergency medication.

- Where an ambulance is required, a staff member will accompany the pupil to hospital and remain with them until a parent or carer arrives. Parents or carers will be contacted as soon as possible.
- Where urgent medical attention is required but an ambulance is not necessary, arrangements will be made in line with the school's risk assessment and procedures. The pupil will be accompanied by appropriate staff, including a first aider, and parents or carers will be informed immediately. A staff member will remain with the pupil until a parent or carer arrives.

The school will take all reasonable steps to ensure that no further harm results from the incident, either by making the area safe or, where appropriate, by moving individuals if it is safe to do so.

Staff will also provide appropriate support to any pupils who may have witnessed the incident and may be distressed. These pupils will be reassured, removed from the immediate area, and supported as necessary. Additional support, including contacting parents or carers, will be provided where appropriate.

Following the incident:

- The headteacher will be informed as soon as possible
- Parents or carers of the pupil(s) involved will be contacted promptly
- The incident will be recorded in accordance with the school's procedures and reported to relevant authorities where required (e.g. under RIDDOR)

The school recognises that responding to emergencies can be distressing for staff. Appropriate support will be offered following an incident, which may include a debrief, access to medical advice, or signposting to external wellbeing and mental health support.

6 Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a dynamic risk assessment of the visit or event and the persons involved.

The school will take a first aid kit on all offsite visits which contains at a minimum:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages individually wrapped and preferably sterile.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.

Additionally, the school administrator will ensure, when booking, that all large vehicles and minibuses have a first aid box readily available and in good condition

For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy.

7 Medicines

Administration

The school recognises that **first aid does not normally include the administration of medication**, whether prescribed or non-prescribed.

However, Rosehill Infant & Nursery School acknowledges its duty to support pupils with medical needs in line with Department for Education guidance.

The school will ensure that:

- Medication is only administered where there is a **clear medical need**
- **Parental consent** has been obtained
- Medication is administered **in accordance with the school's Administering Medication Policy**
- Only **trained and authorised staff** administer medication

The administration of medication is supported by the following documents:

- Administering Medication Policy
- Supporting Pupils with Medical Conditions Policy

Where a pupil requires access to **life-saving medication**, such as an inhaler or EpiPen:

- This will be detailed within the pupil's **Individual Healthcare Plan (IHP)**
- All relevant staff will be informed and trained in how to respond
- Medication will be readily accessible at all times

The school understands that certain medications listed under **Schedule 19 of the Human Medicines Regulations 2012** may be administered in an emergency by trained staff.

Where the first aid needs assessment identifies this requirement, the school will:

- Provide **additional training** to staff
- Ensure staff can recognise symptoms and respond appropriately
- Maintain clear procedures for emergency administration

Storage

All medicines will be stored safely and appropriately in accordance with individual product instructions

The school will ensure that:

- Medicines are kept in a **secure location**, such as a locked cupboard or designated fridge where required
- Emergency medication is **accessible without delay**
- Medicines are stored in their **original containers**, clearly labelled with:
 - Pupil's name
 - Prescriber's instructions
 - Expiry date

Medicines will **not be stored in first aid kits**.

Where pupils are competent to do so (e.g. inhalers), they may carry their own medication in line with their Individual Healthcare Plan.

The school will:

- Regularly check medication expiry dates
- Return unused or expired medication to parents for safe disposal

An emergency supply of medication will be available where required for pupils with serious medical conditions.

Parents must inform the school of:

- Any chronic medical conditions
- Allergies or requirements for emergency medication

This enables the school to:

- Develop an **Individual Healthcare Plan (IHP)**
- Train staff appropriately
- Ensure a safe and effective response in emergencies

Where pupils have an **EHCP**, medication arrangements will align with both:

- Their EHCP
- Their Individual Healthcare Plan

8 Illnesses and allergies

When a pupil becomes unwell during the school day, their parent or carer will be contacted and

asked to collect them as soon as possible.

A suitable, supervised area will be made available for pupils to rest while they await collection. Pupils will be appropriately monitored, and their condition will be regularly assessed to ensure their safety and wellbeing.

The school recognises its responsibilities under the Department for Education guidance '*Supporting pupils with medical conditions at school*' and will ensure that pupils with known medical conditions, including allergies, are properly supported so that they can participate fully in school life.

Where a pupil has a diagnosed allergy or medical condition:

- Appropriate information will be recorded and shared with relevant staff
- An Individual Healthcare Plan (IHP) will be implemented where required
- Staff will be made aware of triggers, symptoms, and emergency procedures
- Prescribed medication (e.g. adrenaline auto-injectors) will be readily accessible and staff will be trained in its use

The school will take reasonable steps to minimise exposure to known allergens and will ensure that risk assessments are in place where appropriate.

Any emergencies relating to illnesses or allergies will be managed in accordance with the **Emergency Procedures** section of this policy, including the prompt administration of medication and contacting emergency services where necessary

9 Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the **start** of each school year.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

11. Reporting and Recording

In the event of an incident or injury involving a pupil, parents will be informed as soon as practicable. Where a serious injury occurs or emergency medical treatment is required, the pupil's class teacher will telephone the parent without delay.

Parents will always be informed in writing of any head injury, whether minor or major, and will be provided with guidance on the signs and symptoms to monitor and the action to take if concerns arise.

The school will report relevant incidents to the Health and Safety Executive (HSE) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

2013. This includes:

- Serious injuries
- Incidents requiring hospital treatment

- Dangerous occurrences

All records will be stored securely in accordance with UK GDPR and retained in line with the school's data retention schedule.

A list of emergency contacts will be maintained in the school office.

The school will keep a record of all incidents involving staff, pupils, and visitors where first aid staff are required to attend. These records will be used to identify trends, highlight areas for improvement, and inform reviews of first aid needs assessments.

The appointed person will ensure that accurate records are maintained for all injuries, accidents, illnesses, and first aid treatment provided. Records will include:

- The date, time, and location of the incident
- The name and class of the injured or unwell person
- Details of the injury or illness and the first aid administered
- What happened immediately afterwards (e.g. return to class, sent home, or further medical treatment)
- The name and signature of the first aider or person dealing with the incident

The school recognises that this record is separate from the statutory accident book; however, for practicality and efficiency, these records will be combined where appropriate.

The headteacher will ensure that any incident requiring reporting to the HSE or the Local Authority under RIDDOR is reported promptly and in sufficient detail.

All records will be managed, filed, and stored in accordance with the school's Records Management Policy.

12,. Automated external defibrillators (AEDs)

The school has procured an automated external defibrillator (AED) through the NHS Supply Chain. The AED is located in the school office.

In line with Department for Education (DfE) guidance, the AED is clearly signed and is accessible at all times when the premises are in use, including outside normal school hours where applicable.

The AED is maintained in accordance with the manufacturer's instructions, with regular checks carried out to ensure it is in full working order, and that pads and batteries are within their expiry dates.

All staff are informed of the location of the AED and its purpose. Training in cardiopulmonary resuscitation (CPR) and the use of an AED is provided as part of the school's first aid provision, recognising that AEDs are designed to be used safely by individuals without prior training.

13 Early Years

The school will ensure it meets the paediatric first aid (PFA) requirements set out in the *Statutory Framework for the Early Years Foundation Stage (EYFS)*, including appropriate arrangements for off-site activities.

In doing so, the school will ensure that:

- At least one person who holds a current paediatric first aid (PFA) certificate is on the premises and available at all times when children are present, and accompanies children on outings. The certificate will be from a full course that meets the criteria set out in Annex A of the EYFS framework.
- PFA training is renewed every three years and remains appropriate for those caring for young children.
- All newly qualified entrants to the early years workforce who hold a level 2 or level 3 qualification (achieved on or after 30 June 2016) obtain either a full PFA or an emergency PFA certificate within three months of starting work, in order to be included in the required staff-to-child ratios.
- At least one person with a current PFA certificate is present in each setting where children are cared for.
- Staff who have sole responsibility for a group of children hold a current PFA certificate.
- Information about staff holding current PFA certificates is readily available to parents and carers upon request.

The school maintains a current record of staff who hold PFA certificates, which is kept centrally and reviewed regularly.

14 Monitoring and review

This policy will be reviewed annually by the governing board, or sooner where necessary in response to:

- Changes in legislation or statutory guidance
- Significant incidents or concerns
- Outcomes of first aid needs assessments or internal monitoring

The governing board will ensure that this policy remains effective, up to date, and reflective of best practice. Any revisions will be communicated promptly to all staff.

All staff are required to familiarise themselves with this policy as part of their induction programme and to adhere to its requirements. Staff will be informed of the school's first aid arrangements, including the location of equipment and facilities, and the roles and responsibilities of designated first aid personnel.

Ongoing monitoring of first aid provision will take place to ensure that arrangements remain appropriate to the needs of the school.

Review July 2027 and in the case of change

Appendix 1 : First Aid Needs Assessment

School: Rosehill Infant & Nursery School

Pupil Number: 210 (Ages 2–7)

Assessment Date: 26.06.26

Review Date: June 2027

Assessor: Lisa Hopwell

PURPOSE

This appendix provides the formal first aid needs assessment referenced within the policy. It ensures that arrangements remain suitable and sufficient in line with statutory guidance and the EYFS framework.

SCHOOL CONTEXT AND CONSIDERATIONS

The school is a maintained infant and nursery setting with pupils aged 2–7. The assessment reflects the age profile, EYFS requirements, site layout and the needs of pupils with SEND and medical conditions.

HAZARDS AND RISK FACTORS

The school has identified the following key risks:

- Playground accidents (falls, trips, collisions)
- Classroom injuries (cuts, bumps)
- EYFS-specific risks including sensory play and toileting areas
- Choking risks associated with young children
- Outdoor learning and educational visits
- Medical conditions including asthma and allergies

FIRST AID PERSONNEL

The school ensures sufficient trained first aiders are available at all times, including during breaks and staff absence.

- A minimum of 6–10 trained staff across the school
- At least one first aider in EYFS and Key Stage 1
- Full coverage during lunchtimes and breaks
- At least one Paediatric First Aider on site at all times
- Paediatric First Aider present on all EYFS visits

EQUIPMENT AND FACILITIES

The school provides appropriate equipment and facilities to meet identified needs:

- Fully stocked first aid kits in all key locations
- Portable kits for playground and off-site use
- PPE including gloves and aprons
- Ice packs and resuscitation aids
- Access to an AED

MEDICAL NEEDS AND MEDICATION

The school supports pupils with medical needs through trained staff and clear procedures.

- Staff trained in asthma and anaphylaxis response
- Individual Healthcare Plans in place where required
- Emergency medication accessible at all times

OFF-SITE VISITS

First aid provision for visits is determined through risk assessment.

- A trained first aider accompanies all visits
- A portable first aid kit is taken
- Emergency contacts are available

EMERGENCY ARRANGEMENTS

Staff follow clear procedures to respond to incidents and emergencies.

- Emergency services (999) called without delay where required
- Parents/carers informed promptly
- Staff accompany pupils to hospital where necessary

ACCIDENT REPORTING AND MONITORING

The school maintains accurate records of all incidents.

- Accident records are reviewed regularly
- Reporting complies with RIDDOR where applicable
- Data is used to identify trends and improve safety

REVIEW AND MONITORING

This assessment is reviewed regularly to ensure it remains effective.

- Reviewed annually
- Following significant incidents
- In response to staffing or pupil changes

SUMMARY OF PROVISION

This assessment confirms that the school maintains appropriate and effective first aid provision across all areas of the setting.