



FIRST AID POLICY

2026–27

Curiosity • Resilience • Ambition • Kindness • Pride

Approved by	Governing Body
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KGV approach

First aid arrangements are needs-led, proportionate and practical. The school maintains sufficient trained personnel, equipment and accessible emergency arrangements for pupils, staff and visitors, including during off-site activities.

1. Purpose and scope

King George V Primary School is committed to providing prompt, safe and effective first aid for pupils, staff and visitors. This policy sets out how first aid is organised, delivered, recorded and reviewed across the school day and during school activities off site.

The school's arrangements are informed by a suitable first aid needs assessment and are designed to ensure that first aid can be administered without avoidable delay. This policy does not replace the school's separate procedures for supporting pupils with medical conditions, administering medicines or managing allergy and anaphylaxis.

- ensure suitable first aid personnel, equipment and facilities are available;
- set clear procedures for accidents, illness and emergencies;
- ensure first aid arrangements reflect the needs of the school community and the Early Years Foundation Stage (EYFS);
- support accurate recording, parent/carers communication and statutory reporting; and
- review provision when needs, risks, staffing or patterns of incidents change.

2. Legal framework and guidance

This policy has regard to relevant legislation and Department for Education (DfE) guidance, including:

- Health and Safety at Work etc. Act 1974;
- Health and Safety (First-Aid) Regulations 1981;
- Management of Health and Safety at Work Regulations 1999;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- School Premises (England) Regulations 2012;
- DfE First aid in schools, early years and further education;
- current EYFS statutory framework for group and school-based providers;
- DfE Automated external defibrillators (AEDs): guidance for schools; and
- DfE Allergy safety in schools, where relevant to emergency allergy response.

As a maintained school, KGV also follows relevant local authority health and safety arrangements and reporting procedures.

3. Roles and responsibilities

Governing Body

- ensures that first aid arrangements are suitable and sufficient and informed by the school's first aid needs assessment;
- ensures there are enough appropriately trained first aiders to provide effective cover across the school day, including foreseeable absences and off-site activities;
- ensures appropriate equipment, facilities, insurance and risk-management arrangements are in place; and
- reviews the effectiveness of the policy and receives assurance that statutory and local authority reporting requirements are met.

Headteacher

- implements this policy and ensures day-to-day first aid arrangements are effective;
- ensures staff know how to obtain first aid help and where emergency equipment is located;
- ensures training and qualification expiry dates are monitored;

- ensures suitable arrangements are made for first aid on visits, during extended-school activities and at events; and
- ensures reportable incidents are referred through the correct RIDDOR/local authority/EYFS routes where applicable.

First aiders

- provide immediate and appropriate first aid within the limits of their training;
- assess whether further medical help or emergency services are required;
- ensure incidents and treatment are recorded on the First Aid App as soon as reasonably practicable;
- communicate significant concerns to senior staff and parents/carers as appropriate; and
- keep their training current and alert the school to any issue affecting their ability to undertake the role.

All staff

- know how to summon first aid and emergency help;
- follow school procedures and act in the best interests of pupils in an emergency;
- provide first aid within their competence where immediate action is necessary and no first aider is yet present; and
- record incidents they deal with directly, or ensure the attending first aider records them.

4. First aid provision and needs assessment

KGV will review its first aid needs at least annually and whenever there is a significant change in staffing, premises, pupil need or activity. The review will consider:

- site layout, hazards and accessibility;
- number, age and distribution of pupils and staff;
- known medical or additional needs which may affect first aid provision;
- breaks, lunchtimes, wraparound or extended-school provision and events;
- educational visits and off-site activities;
- foreseeable absence of trained staff;
- previous accidents, near misses and emerging patterns; and
- the location and adequacy of equipment, including the AED.

The school maintains a live register of trained first aiders and qualification expiry dates. A current list is included at Appendix 1 and may be updated operationally without waiting for the annual policy review.

5. First aid procedures

5.1 In-school procedures

- The nearest adult will assess immediate safety and summon a qualified first aider where appropriate.
- The first aider will assess the person, provide first aid and decide whether further assistance is required.
- Where a pupil is too unwell to remain in school, a parent/carer will be contacted to collect them. A member of SLT may be consulted where the decision is not straightforward.
- Where emergency services are called, parents/carers will be contacted as soon as possible without delaying emergency action.
- Any significant injury, head injury, emergency treatment or deterioration will be communicated promptly to parents/carers.
- The incident and treatment will be recorded on the First Aid App on the same day, or as soon as reasonably practicable.

5.2 Off-site visits and events

The visit leader will determine first aid provision through the visit risk assessment. Staff will take an appropriate first aid kit, a school mobile phone, relevant medical information and emergency contact details. Medication required by individual pupils will be taken in line with their healthcare plan and the school's medication procedures.

For EYFS outings, at least one member of staff with a current full paediatric first aid certificate will accompany the children. For other visits, the level and type of first aid cover will be proportionate to the activity and identified risks.

6. First aid equipment and locations

First aid containers are stocked in accordance with the school's first aid needs assessment and are clearly identified. They are checked regularly and restocked promptly after use. Expired or damaged items are removed safely.

KGV first aid kits are located at:

- Reception classroom;
- the area outside Years 1 and 2;
- outside the Deputy Headteacher's office;
- the area outside Year 6; and
- the school hall.

Portable first aid kits are available for educational visits and off-site activities. Medication is not stored in first aid boxes.

The school will allocate responsibility for routine checks and restocking to a nominated member of staff. Classroom staff should report missing or depleted items promptly.

7. Emergency procedures

Anyone may call 999 in a medical emergency. Staff should not delay calling the emergency services while waiting for a first aider or senior leader.

- A responding adult will make the area safe, summon help and follow instructions from the emergency call handler.
- A trained first aider will provide emergency first aid, including CPR or use of the AED where required.
- Where an ambulance is required for a pupil, a member of staff will accompany the pupil if a parent/carer is not present and will remain with them until a parent/carer arrives, where practicable.
- Where urgent medical assessment is needed but an ambulance is not required, parents/carers will normally be asked to collect the pupil. If this is not possible, the Headteacher or SLT will determine safe transport arrangements having regard to the pupil's condition, supervision, risk and insurance arrangements.
- Pupils who witness a serious incident will be supported appropriately and moved away from the scene where necessary.

Emergency principle

When in doubt about a potentially serious medical emergency, call 999. The consequences of taking no action are likely to be more serious than trying to assist.

8. First aid accommodation

The school will ensure that suitable accommodation is available for the examination and treatment of pupils and for the short-term care of pupils who are sick or injured. The exact space used may vary according to need and the time of day.

In practice, routine first aid is usually provided in the area outside the main school office. At lunchtimes, the dining hall may also be used for minor first aid. Where privacy, examination or short-term care is required, an appropriate room will be made available. The school will keep these arrangements under review through the first aid needs assessment.

9. Medicines, allergies and medical conditions

First aid at work does not normally include administering medicines. Medication is managed under the school's Administering Medication Policy and Supporting Pupils with Medical Conditions Policy. Medication will not be kept in first aid containers.

Where a pupil requires emergency medication or other potentially life-saving treatment, arrangements will be set out in the pupil's Individual Healthcare Plan (IHP), allergy action plan or other agreed medical plan. Staff who may need to administer prescription-only emergency medication will receive appropriate training.

Allergy and anaphylaxis are managed in accordance with the school's dedicated Allergen and Anaphylaxis Policy. If anaphylaxis is suspected, staff will follow that emergency procedure without delay.

10. Recording, reporting and parent communication

KGV uses the First Aid App to record accidents, injuries, illnesses and first aid treatment. Records should be factual, completed promptly and include:

- date, time and location of the incident;
- name of the injured or ill person;
- what happened and the injury/illness observed;
- first aid or other action taken;
- what happened immediately afterwards, including return to class, collection or transfer for medical care; and
- name of the person providing first aid.

Parents/carers will be informed as soon as reasonably practicable where their child has been injured or becomes unwell. Any head injury, whether minor or more serious, will be communicated in writing with appropriate advice about signs and symptoms to monitor.

The Headteacher will ensure incidents that meet RIDDOR or local authority reporting thresholds are reported appropriately. EYFS accident and injury notification requirements will also be followed where applicable. Records will be retained in line with the Records Management Policy.

Accident information, serious incidents and near misses will be reviewed to identify patterns and inform changes to risk assessment, supervision, equipment, training or first aid provision.

11. Automated external defibrillator (AED)

KGV has an automated external defibrillator (AED) located outside the main school office. The device must remain accessible for emergency use and will be maintained and checked in accordance with the manufacturer's instructions and the school's operational arrangements.

In a suspected cardiac arrest, staff will call 999, commence CPR where appropriate and use the AED as soon as possible, following the device's spoken instructions and the emergency call handler's advice. Staff do not need to delay use while waiting for a specifically designated AED operator.

Following use of the AED, the school will ensure the device is made ready for future use and that any staff involved are offered appropriate debrief or support.

12. Early Years and paediatric first aid

KGV will meet the paediatric first aid requirements of the current EYFS statutory framework. In particular:

- at least one person with a current full paediatric first aid (PFA) certificate will be on the premises and available at all times when EYFS children are present;
- at least one person with a current full PFA certificate will accompany EYFS children on outings;
- while EYFS children are eating, a member of staff with a current full PFA certificate will be in the room;
- PFA training will be renewed within the required timescales and the school will maintain evidence of current certificates;
- EYFS parents/carers will be informed of accidents, injuries and first aid treatment on the same day, or as soon as reasonably practicable; and
- any additional statutory notification requirements relating to serious EYFS incidents will be followed where applicable.

13. Training and information

First aiders must hold a valid qualification appropriate to the role and identified need. The school will monitor expiry dates and arrange renewal before certificates lapse wherever possible.

All staff will receive information on first aid arrangements as part of induction and whenever procedures change. Staff will know:

- how to summon emergency assistance and contact a first aider;
- where first aid kits and the AED are located;

- how to access relevant pupil medical information safely;
- how and when to use the First Aid App; and
- which separate policies apply to medicines, medical conditions and allergy/anaphylaxis.

The school recognises that staff may find serious incidents distressing. Appropriate debrief and support will be offered following significant events.

14. Monitoring and review

This policy will be reviewed annually by the Governing Body, or sooner where there is a significant change in legislation, statutory guidance, school circumstances or first aid need.

The annual review will consider the first aid needs assessment, training and qualification coverage, equipment and AED arrangements, accident/near-miss patterns, educational visits, EYFS requirements and any learning from serious incidents.

15. Linked policies and documents

- Health and Safety Policy
- Risk Assessment Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Allergen and Anaphylaxis Policy
- Infection Control Policy
- Child Protection and Safeguarding Policy
- Educational Visits and School Trips Policy
- Records Management Policy
- Relational Policy 2026-27
- Early Years Policy

Appendix 1. Current first aiders

The school maintains a live operational register of trained first aiders, including the qualification held and expiry date. This appendix should be updated whenever staffing or qualification details change; an operational update does not require the whole policy to be re-approved.

Paediatric First Aid		
Name	Date of Training	Renewal Due
Miss S Harris	25/10/2024	24/10/2027
Mrs A Prejs	18/09/2024	17/09/2027
Mr F Boyce	14/10/2025	13/10/2028
Mrs V Urso	14/10/2025	13/10/2028
Mrs K Bains	03/11/2025	02/11/2028
Miss S Hall	03/11/2025	02/11/2028
Mrs S Kaur	03/11/2025	02/11/2028
Ms E Long	03/11/2025	02/11/2028
Mrs L Morris	03/11/2025	02/11/2028
Mrs C Prince	03/11/2025	02/11/2028
Mrs A Rai	03/11/2025	02/11/2028
Mrs S Rani	03/11/2025	02/11/2028
Mr R Singh	03/11/2025	02/11/2028
Mr A Taylor	03/11/2025	02/11/2028
Mrs S Tonks	03/11/2025	02/11/2028
Miss M Adries	14/12/2025	13/12/2028
Mrs H Duggal	02/03/2026	01/03/2029
Miss E Beddows	28/04/2026	27/04/2029
Mrs G Davis	20/05/2026	19/05/2029
Mrs L Brennan	14/07/2026	13/07/2029
Mr K Gayle	02/09/2026	01/09/2029
Miss S Morris	02/09/2026	01/09/2029

Emergency First Aid		
Name	Date of Training	Renewal Due
Mrs M Bi	03/09/2024	02/09/2027
Mrs H Duggal	03/09/2024	02/09/2027
Mrs H Hameed	03/09/2024	02/09/2027
Miss S Harris	03/09/2024	02/09/2027
Mrs S Jeerh	03/09/2024	02/09/2027
Mrs C Lear	03/09/2024	02/09/2027
Mrs A Prejs	03/09/2024	02/09/2027
Mrs M Rai	03/09/2024	02/09/2027
Mr J Williams	03/09/2024	02/09/2027