First Aid Policy 2026-2027
St. Michael in the Hamlet Primary School

Policy Statement

The Governors and Headteacher of St Michael in the Hamlet Primary School accept their responsibility under the Health & Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employers, children and visitors within the school. The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Statement of First Aid Organisation

St Michael in the Hamlet Primary school's arrangements for carrying out the policy include nine key principles:

- Places a duty on the Governing Body to approve, implement and review the policy.
- Place individual duties on all employees.
- Report, record and where appropriate investigate all accidents.
- Record all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school that require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

Arrangements for First Aid

Materials, equipment and facilities

St Michael in the Hamlet will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for Schools'.

The location of the first aid boxes in school are:

- Infant and Junior Medical Rooms
- Junior Office

The contents of the kits will be checked on a regular basis by the appointed First Aider (Rachel Basson).

Asthma inhalers for named individuals should be kept in the appropriate classroom with the pupils name and an individual care plan if appropriate. A record book should be kept and filled in every time a pupil uses any of their medication retained in school.

The school has two defibrillators located outside the Junior Office and in the Infant Photocopier Area. Anyone is able to use a defibrillator but a number of staff have received training in this to give them confidence in using one.

First Aid Trained staff

Four staff are trained in the Full First at Work Qualification and most support staff are trained in Paediatric First Aid.
A list of first aid trained staff is shown in **Appendix A.**
Support staff completed Paediatric First Aid Training on 05/05/2026
EYFS staff completed Paediatric First Aid Training on 02/09/2025

Playtime and Lunchtime Arrangements

School support staff have paediatric first aid training. Rachel Basson/Sarah Ellison/Louise Maddison are available for advice as the senior first aiders.

Offsite Activities (School Trips, Matches etc.)

At least one first aid kit will be taken on all site activities, along with individual pupil's medication such as inhalers, epipens etc.
A member of staff who has been trained in first aid will accompany all off site visits.

Information on First Aid Arrangements

The Headteacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents
- The arrangements for first aid
- Those employees with qualifications in first aid
- The location of first aid kits

All members of staff will be made aware of the school's first aid policy.

Accident Reporting

The Governing Body will implement the LA's procedures for reporting (Appendix B):

- All accidents to employees
- All accidents of violence and aggression
- The Governing Body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health & Safety Executive as it applies to employees. An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident that requires admittance to hospital for in excess of 24 hours
- Death of an employee
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine

For non-employees and pupils an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor. Where the accident results in death or major injury, or:
- It is an accident in school which requires immediate emergency treatment at hospital.

For each instance, where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the Local Authority will be sought.
A record must be made of each occasion any member of staff, pupil or other person receives first aid treatment either on school premises or as part of a school-related activity, using the School's accident forms.

- For pupils, minor accidents with no significant injury should be recorded in the school's 'School Accident Book'.
- Accidents to Employees, visitors or more serious accidents to pupils should be recorded on the Accident Form and reported to the LA and/or RIDDOR in line with the LA's reporting procedures.

Accidents involving a possible head injury

The Governing Body recognise when accidents involve a bump or injury to the pupil's head any effects that indicate more serious underlying damage may only become noticeable after a period of time:

- Where emergency treatment is not required, a 'head bump' letter will be sent home to the pupil's parents / carer.
- Head bump letters are kept in the Medical Rooms along with the Accident Book.

Transport to hospital

The Headteacher will determine what is a reasonable and sensible action to take in each case.

- Where the injury is an emergency, an ambulance will be called for immediately followed by the pupil's parents / carers.
- Where hospital treatment is required but is not an emergency, the parents/ carers will be contacted and expected to take responsibility for their child.
- If the parents / carers cannot be contacted then the Headteacher may decide to appoint a member(s) of staff to transport the pupil to hospital.

When a child is transported, the following points will be observed:

- Only staff cars insured to cover such transportation would be used.
- No individual member of staff should be alone with the pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

Medication

The school understands the importance of medication being taken as prescribed.

- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a child taking medication unless they have been specifically contracted to do so.
- If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to continue to provide this support.
- For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to children but only with the written consent of their parent.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- If a child refuses their medication, staff should not force them and record this. Parents are informed as soon as possible.
- If a child misuses medication, either their own or another child's, their parents are informed as soon as possible. The child is then subject to the school's usual disciplinary procedures.
- All children with medical conditions have access to their medication.
- All children are encouraged to have access to and administer their own medication, when their parents and health professionals determine they are able to begin taking responsibility.
- A child who does not carry and administer their own medication know where their medication is stored and how to access it.
- Children who do not carry and administer their own medication understand the arrangements for a member of staff (and the secondary member of staff) to assist in helping them take their medication safely.

Appendix A

Location	Name	Training Type	Date Completed	Expiry Date
Office	Rachel Basson	Full Certificate	21/01/2026	20/01/2029
	Sarah Ellison	Full Certificate	14/11/2023	13/11/2026
Pastoral	Louise Maddison	Full Certificate	28/02/2025	27/02/2028
Nursery	Sarah Payne	Paediatric	02/09/2025	01/09/2028
	Amanda Dodd	Paediatric	02/09/2025	01/09/2028
Reception	Kirsty Knutsen	Paediatric	02/09/2025	01/09/2028
	Sally Cahill	Paediatric	02/09/2025	01/09/2028
	Georgia Emmerson	Paediatric	02/09/2025	01/09/2028
Year 1	Ariesha Corridon	Paediatric	02/09/2025	01/09/2028
	Yvonne Hinchcliffe	Paediatric	02/06/2026	01/06/2029
Year 2	Kelly Quine	Paediatric	02/06/2026	01/06/2029
	Sui-Lin Yun	Paediatric	02/06/2026	01/06/2029
Year 3	Lucy Basson	Paediatric	02/06/2026	01/06/2029
Year 4	Rui Lin	Paediatric	02/06/2026	01/06/2029
Year 5	Amie Basson	Paediatric	02/06/2026	01/06/2029
Year 6		Paediatric		
Hive	Helen Whaley	Paediatric	02/06/2026	01/06/2029
	Sean Cassidy	Paediatric	02/06/2026	01/06/2029
Cover	Kerry Horscroft	Paediatric	02/09/2025	01/09/2028
	Melissa Fearon	Paediatric	02/09/2025	01/09/2028
Breakfast Club	Phil Mullen	Full Certificate	28/02/2025	27/02/2028
Haven	Rachel Basson	Full Certificate	21/01/2026	20/01/2029
Site	Phil Mullen	Full Certificate	28/02/2025	27/02/2028

Policy reviewed: September 2026
Next review date: Autumn 2027