

First Aid

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1. Aims

The aims of this first aid policy are to:

- Ensure the health, safety and welfare of children, staff, volunteers and visitors.
- Ensure that staff and governors are aware of their responsibilities in relation to first aid and health and safety.
- Ensure that suitable first aid provision is available without undue delay whenever children are present.
- Ensure that statutory paediatric first aid requirements for the Early Years Foundation Stage (EYFS) are met at all times.
- Provide a clear framework for responding to accidents, injuries and illness and for recording and reporting outcomes.
- Ensure that first aid arrangements take account of children with medical conditions, allergies, additional needs and individual healthcare plans.
- Ensure that all employees are made familiar with the school's first aid arrangements during induction and that arrangements are communicated and reviewed regularly.

First aid can save lives and prevent minor injuries from becoming major ones. The school will provide adequate and appropriate equipment, facilities and trained personnel, based on a documented first aid needs assessment.

2. Legislation and guidance

This policy applies to the maintained nursery schools and is based on the current requirements for England, including the Early Years Foundation Stage statutory framework for group and school-based providers effective from 1 September 2026.

- Early Years Foundation Stage (EYFS) statutory framework for group and school-based providers, effective from 1 September 2026.
- 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.
- Supporting pupils at school with medical conditions statutory guidance and associated school arrangements.
- Department for Education guidance: First aid in schools, early years and further education.
- Current HSE guidance on first aid at work and RIDDOR reporting.
- Relevant East Riding of Yorkshire Council health and safety, accident reporting and safeguarding procedures.

Where statutory guidance, legislation or local authority procedures are updated, the school will follow the current version and amend this policy where necessary.

3. Roles and responsibilities

3.1 Appointed persons and first aiders

The school's designated appointed persons are:

- Miss High (HNS)
- Mrs Faherty (BNS)
- Mrs Sutherby (HDNS), Miss Johnson (HDNS)
- Mrs Ashby (BMN), Mrs Catley (BMN)

The school will maintain a current register identifying trained first aiders, paediatric first aiders, qualification dates and expiry/requalification dates.

Mrs Catley will be responsible for:

- Co-ordinating the training for new First Aiders
- Renewal of training for First Aiders
- Keep accurate records of Trained First Aiders.
- Termly checking the nursery school's first aid provision and equipment, with a formal first aid needs assessment reviewed at least annually and whenever circumstances materially change.
- Display posters of First Aiders around the school.

Miss High, Mrs Faherty, Mrs Sutherby, Mrs Ashby and Mrs Catley are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Taking charge when someone is injured or becomes ill and providing immediate first aid within the limits of their training and competence.
- Assessing the situation and obtaining additional assistance or emergency medical help where appropriate.
- Ensuring that an ambulance or other professional medical assistance is summoned when necessary.

- Completing the appropriate accident/first aid record on the same day or as soon as reasonably practicable.
- Informing the appropriate senior leader and safeguarding lead where an incident raises a safeguarding concern.
- Keeping their training and contact details up to date.

3.2 Appointed person and first aider definitions

An appointed person is a person designated to take responsibility for first aid arrangements, including maintaining first aid equipment and facilities and contacting emergency services when necessary.

A first aider is a person who has successfully completed an appropriate first aid training course and holds the required current certificate.

A paediatric first aider is a person holding a current paediatric first aid certificate meeting the requirements of the EYFS, including the full-course criteria set out in Annex A.

3.3 Local authority and governing board

East Riding of Yorkshire Council has ultimate responsibility for health and safety matters in the school and delegates strategic management responsibilities to the governing board in accordance with the Council's arrangements.

The governing board delegates operational matters and day-to-day implementation to the headteacher and appropriate staff.

3.4 Headteacher

The headteacher or in their absence, deputy headteacher, is responsible for implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons, first aiders and paediatric first aiders are available to meet the school's needs.
- Ensuring that the statutory EYFS paediatric first aid requirements are met whenever children are present.
- Ensuring that at least one person with a current full paediatric first aid certificate meeting the EYFS requirements is on the premises and available at all times when children are present and accompanies children on outings.
- Ensuring that, while children are eating, a member of staff in the room holds a valid full paediatric first aid certificate meeting the EYFS Annex A criteria.
- Ensuring first aiders have appropriate qualifications, that certificates are renewed before expiry and that staff remain competent to perform their roles.
- Ensuring all staff know the school's first aid procedures and how to summon assistance.
- Ensuring an appropriate first aid needs assessment is completed and kept under review.
- Ensuring appropriate risk assessments and control measures are in place.
- Ensuring suitable accommodation is available for the medical examination and treatment of pupils and for the short-term care of sick or injured pupils.
- Ensuring required accident, safeguarding, local authority and RIDDOR notifications are made.

3.5 Staff

All staff are responsible for:

- Following the school's first aid procedures.
- Knowing how to summon a first aider and where first aid equipment is located.
- Providing immediate assistance within the limits of their competence and seeking a qualified first aider promptly.
- Completing or contributing to accident/first aid records where they have attended an incident.

- Informing the headteacher or appropriate senior leader of relevant health, medical or first aid needs.
- Following the school's safeguarding procedures where an injury or incident gives rise to a safeguarding concern.
- Ensuring that children are supervised appropriately while first aid is being administered.

4. First aid needs assessment and first aid provision

The school will maintain a documented first aid needs assessment. The assessment will consider:

- The number, age and needs of children.
- The number of staff, volunteers and visitors.
- The size, layout and location of the premises and outdoor areas.
- The nature of activities undertaken, including physical activity, outdoor learning and forest school activities.
- Foreseeable risks and hazards identified through health and safety risk assessments.
- Children and adults with medical conditions, allergies, disabilities or additional needs.
- Educational visits and other off-site activities.
- Staff absence, breaks, lunchtime and other periods when first aid cover may be affected.
- The location, accessibility and quantity of first aid equipment and facilities.

The needs assessment will determine the number and type of first aiders and paediatric first aiders, the number and location of first aid kits, arrangements for emergency communication and any additional provision required.

The assessment will be reviewed at least annually and following significant changes to pupil numbers, staffing, premises, activities, identified risks or medical needs, and following any significant incident where a review is appropriate.

5. First aid procedures

5.1 In-school procedures

- The nearest member of staff will assess the immediate situation and summon a qualified first aider as soon as possible.
- The first aider will assess the injury or illness, provide appropriate first aid within their training and determine whether further assistance or emergency services are required.
- The first aider will not place themselves or others at unnecessary risk and will follow current first aid training.
- A child will not be moved unnecessarily where movement could worsen an injury. Where appropriate, the first aider will use the recovery position or other first aid response within their competence.
- If emergency services are required, 999 will be called without delay. The school will provide the emergency operator with the location, nature of the incident and any relevant information.
- A member of staff will meet emergency services and provide access to the child and relevant information.
- Parents/carers will be contacted as soon as reasonably practicable where a child requires significant first aid, emergency medical treatment, collection from school or where the school's procedures require notification.
- The first aider will complete an accident/first aid record on the same day or as soon as reasonably practicable.
- Where a child is too unwell to remain in school, the school will contact parents/carers and arrange collection in accordance with the school's illness and medical conditions procedures.
- Where an incident raises a safeguarding concern, the DSL/deputy DSL will be informed immediately and the safeguarding policy followed.

5.2 Head injuries

Parents/carers will be contacted regarding any head injury in accordance with the school's agreed arrangements. Appropriate advice will be provided following a head injury, and the incident will be recorded. Where symptoms indicate the need for urgent medical assessment, emergency medical assistance will be sought without delay.

5.3 Medical accommodation

Suitable accommodation will be available for the medical examination and treatment of pupils and for the short-term care of sick and injured pupils. The accommodation will include a washing facility and be reasonably near a toilet. It may be used for other non-teaching purposes provided it is always readily available for medical use.

Where a child has complex medical or additional needs, the school will make any additional arrangements required to meet those needs.

5.4 Children with medical conditions, allergies and emergency medication

Children with medical conditions will be supported in accordance with the school's Supporting Children/Pupils with Medical Conditions and Medicines Policy and any individual healthcare or emergency action plan.

Emergency medication, including inhalers and adrenaline auto-injectors, will be managed in accordance with those procedures. Where medication is required on an outing, it will accompany the child together with the relevant plan and trained staff arrangements.

Where a first aid incident involves choking, anaphylaxis, asthma or another known medical condition, staff will follow their training and the child's individual healthcare/emergency action plan.

5.5 Safer eating and paediatric first aid

Children will be adequately supervised while eating and will remain within the sight and hearing of a member of staff.

While children are eating, there will always be a member of staff in the room who holds a valid paediatric first aid certificate for a full course consistent with the criteria set out in Annex A of the EYFS statutory framework.

The school will maintain appropriate safer-eating, choking, allergy and food-safety arrangements and will ensure these are reflected in risk assessments and relevant staff training.

6. Off-site procedures

When taking children off the school premises, staff will ensure they have:

- A school or personal mobile phone suitable for emergency communication.
- Contact details for the school, visit venue and accompanying staff as appropriate.
- A portable first aid kit appropriate to the first aid needs assessment and the activity.
- Any required prescribed or emergency medication, including inhalers or adrenaline auto-injectors, together with relevant individual healthcare/emergency plans.
- Information about the specific medical needs and allergies of children in the group.
- Accurate parent/carer emergency contact details.
- Any additional equipment identified by the visit risk assessment.

A suitable risk assessment will be completed before educational visits and off-site activities. The lead person will ensure that first aid, medical and emergency arrangements are incorporated into the visit plan.

At least one person with a current full paediatric first aid certificate meeting the EYFS requirements will accompany children on outings.

Emergency arrangements will identify how emergency services will be contacted, who will supervise the remaining children, how parents/carers will be informed and how incidents will be recorded.

7. First aid equipment and facilities

The number, type and contents of first aid kits will be determined by the school's first aid needs assessment. First aid boxes will be readily accessible whenever children are present and will be checked regularly.

A typical first aid kit may include:

- A first aid guidance leaflet.
- Regular and large sterile bandages.
- Sterile eye pad dressings.
- Triangular bandages.
- Adhesive/surgical tape.
- Safety pins.
- Disposable gloves.
- Antiseptic wipes where appropriate.
- Plasters of assorted sizes.
- Scissors.
- Instant cold compresses.
- Burns dressings.

For trips, visits and activities such as forest school, additional equipment will be provided where identified by the risk assessment, including appropriate burns treatment and foil blankets.

Medication will not routinely be stored in first aid kits. Prescribed and emergency medication will be managed under the school's medical conditions and medicines procedures.

First aid kits are stored in accessible locations including the staff room, classrooms, conservatory and kitchens, as appropriate to the needs assessment. Staff will know the location of the nearest first aid kit.

First aid equipment will be checked following use and at scheduled intervals. Expired or used items will be replaced promptly.

8. Record-keeping, reporting and notification

8.1 First aid and accident records

- An accident/first aid form will be completed on the same day or as soon as reasonably practicable after an incident resulting in injury or requiring first aid.
- Records will contain sufficient detail to explain what happened, the injury/illness, first aid provided, action taken and, where relevant, witnesses and notifications.
- Where an incident is significant or raises a safeguarding concern, the appropriate record will also be added to CPOMS in accordance with the school's safeguarding and record-keeping procedures.
- Parents/carers will be informed of accidents, injuries and first aid treatment in accordance with this policy and the school's procedures.
- Accident and first aid records will be retained in accordance with the East Riding of Yorkshire Council records retention schedule, applicable statutory requirements, safeguarding requirements, data protection requirements and insurance arrangements.

- Records will be stored securely and accessed only by staff with a legitimate need to know.

8.2 RIDDOR reporting

The school will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The headteacher or designated responsible person will assess incidents against the current HSE reporting criteria and will make a report where the statutory threshold is met.

Reportable categories can include:

- Work-related deaths.
- Specified injuries to workers.
- Work-related injuries to workers resulting in more than seven consecutive days' incapacity for normal work duties.
- Certain reportable occupational diseases.
- Specified dangerous occurrences.
- Work-related injuries to pupils, visitors or other non-workers where the RIDDOR criteria are met, including where the person is taken directly from the scene to hospital for treatment of the injury.

The school will not treat every hospital attendance as automatically reportable under RIDDOR. The incident will be assessed against the current HSE criteria.

RIDDOR timescales will be followed as applicable. Fatalities, specified injuries, relevant dangerous occurrences and reportable injuries to non-workers requiring direct hospital treatment must be reported without delay and within the applicable 10-day period. Where a worker is incapacitated for more than seven consecutive days, the report must be made within 15 days of the accident. Other RIDDOR categories will be reported within the statutory timescale that applies to the particular category.

The school will use the current HSE reporting process and will seek advice from East Riding of Yorkshire Council's health and safety service where there is uncertainty about whether an incident is reportable.

RIDDOR records and supporting information will be retained in accordance with statutory requirements and the school's/local authority retention arrangements.

For further advice around accidents and accident reporting, contact Lauren Newham Schools Health and Safety Officer

Tel No: 07951 413828, email: lauren.newham@eastriding.gov.uk / Kayleigh.hobden@eastriding.gov.uk

8.3 Local authority reporting

Accidents and incidents requiring notification to East Riding of Yorkshire Council will be reported using the current local authority procedure and forms. The school will follow the Council's current health and safety reporting arrangements rather than relying on a fixed web address or form reference within this policy.

The designated responsible person will ensure that local authority reporting requirements are completed within the applicable timescale.

8.4 Safeguarding and EYFS notifications

The headteacher will ensure that any serious accident, illness or injury to, or death of, a child while in the school's care is dealt with in accordance with the current EYFS notification requirements. The action taken will be recorded and any required notification to Ofsted and/or relevant local safeguarding agencies will be made within the applicable statutory timescale.

The school will comply with current EYFS notification requirements concerning incidents of food poisoning affecting two or more children and will notify the relevant agencies where required.

Where an accident or injury raises a safeguarding concern about an adult working with children, the school will follow its safeguarding and allegations-against-adults procedures and will consult the Local Authority Designated Officer (LADO) where the relevant threshold is met.

The DSL/deputy DSL will be informed promptly of safeguarding concerns and will ensure that the school's safeguarding and child protection procedures are followed.

8.5 Notifying parents/carers

The appointed person or first aider will inform parents/carers of accidents, injuries and first aid treatment in accordance with the school's procedures, normally on the same day or as soon as reasonably practicable.

Parents/carers will be contacted promptly where a child requires collection, emergency medical assessment, hospital treatment or where the nature of the incident makes immediate notification appropriate.

The school will record significant communications with parents/carers about accidents, injuries and medical treatment.

9. Training and competency

All first aiders must complete an appropriate training course and hold a valid certificate of competence. The school will maintain a register of all trained first aiders and paediatric first aiders, including the training undertaken and certificate expiry/requalification dates.

At all times when children are present, at least one person with a current paediatric first aid certificate for a full course meeting the EYFS requirements will be on the premises and available. The certificate will be renewed at least every three years.

The required paediatric first aider will accompany children on outings.

All staff who obtained a Level 2 or Level 3 qualification on or after 30 June 2016 must have the appropriate paediatric first aid qualification within three months of starting work where this is required for them to be counted in the relevant EYFS staff:child ratios. The qualification must be renewed every three years to continue to be counted in those ratios.

The school will ensure that PFA coverage remains in place during staff absence, breaks, lunchtime, activities and other changes to staffing arrangements.

The school will arrange renewal of mandatory first aid qualifications before certificates expire. Staff will be supported to maintain their first aid knowledge and skills between formal requalification courses, including through appropriate refresher activity where practicable.

First aid training will be appropriate to the age and needs of the children and the activities undertaken by the school.

10. Monitoring and review

The designated appointed persons will monitor first aid provision termly and Mrs Catley will review the first aid needs assessment at least annually.

The school will review first aid arrangements following significant incidents, changes to staffing, premises, pupil numbers, activities or identified medical needs.

This policy will be reviewed annually and sooner where there are changes to legislation, statutory guidance, local authority requirements or school arrangements.

The next scheduled review is September 2027.

11. Links with other policies

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Supporting Children/Pupils with Medical Conditions and Medicines Policy
- Allergy Policy
- Food Safety and Safer Eating arrangements
- Educational Visits/Trips Policy and Risk Assessments
- Attendance Policy
- Data Protection and Records Management arrangements
- East Riding of Yorkshire Council Health and Safety procedures
- East Riding of Yorkshire Council safeguarding and child protection procedures

Appendix 1 – First aid needs assessment checklist

- Current number and age range of children.
- Current staffing numbers and deployment.
- Number and location of qualified PFA staff.
- Coverage during opening/closing, breaks, lunchtime and staff absence.
- Coverage while children are eating.
- Premises, classrooms, outdoor areas and higher-risk locations.
- Activities including physical activity, cooking, outdoor learning and forest school.
- Children with medical conditions, allergies or additional needs.
- Emergency medication and individual healthcare plans.
- Educational visits and off-site activities.
- Number and location of first aid kits.
- Accessibility of first aid equipment.
- Emergency communication arrangements.
- Location and suitability of medical accommodation.
- Accident and incident trends.
- RIDDOR/local authority reporting history.
- Actions required and responsible person.
- Date of next review.

Important local verification before ratification: The named first aiders/appointed persons, school abbreviations, East Riding reporting arrangements, CPOMS procedure, medical-room location, local safeguarding/LADO process and the school's records retention schedule should be checked against the current 2026/27 arrangements before governors ratify the policy.