



FOREST OF DEAN COMMUNITY SCHOOLS FEDERATION

PARKEND PRIMARY & YORKLEY PRIMARY

First Aid Policy 2025 - 2026

Ratified: September 2025

Signed by:

Executive
Headteacher

Chair of Governors

Contents:

Statement of intent

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [First aid provision](#)
4. [First aiders and appointed persons](#)
5. [Automated external defibrillators \(AEDs\)](#)
6. [Emergency Procedures](#)
7. [Reporting accidents and record keeping](#)
8. [Offsite visits and events](#)
9. [Storage of medication](#)
10. [Illnesses and allergies](#)
11. [Consent](#)
12. [Monitoring and review](#)
13. [Links with other policies](#)

Statement of Intent

The Forest of Dean Community Schools Federation is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The Federation will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that both schools have 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.

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 (2017) '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'

Definition

For the purposes of this policy the school will follow the definition below:

"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."

2. Roles and Responsibilities

The governing board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- 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 appointed first aiders within the school based upon these 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 an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

The Executive Headteacher is responsible for:

- The development and implementation of this policy and its related procedures.
- 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 are 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.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Ensuring their qualification is up to date.
- Ensuring that their personal portable first aid kits are adequately stocked.
- Completing and renewing training as dictated by the governing board.
- 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 persons are 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.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Partaking in emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - How to assess and monitor a casualty.
 - First aid for the unconscious casualty.
 - First aid for someone who is having a seizure.

- Maintaining injury and illness records as required.
- Paediatric first aid.

3. First Aid Provision

The Federation will re-evaluate its first aid arrangements, to ensure that these arrangements continue to be appropriate. Each school will ensure that protocols continue to be appropriate and take account of:

- Hazards and risks on the school premises.
- The size of the school.
- The needs of any vulnerable individuals onsite.
- The nature and distribution of pupils and staff throughout the school.

Each school will ensure that first aid provision is sufficient and can be administered without delay at all times.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

The Federation will expect teachers and other staff working with pupils to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children.

The Federation will make staff aware of the government guidance which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Material, equipment and facilities:

Each 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.

Each school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves

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

The appointed persons 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 are in the following areas:

- PARKEND School - In the small cupboard in the Administrators office labelled 'First Aid'
- YORKLEY School - In the walk-in cupboard opposite the Executive Headteacher's office.

4. First Aiders and Appointed Persons

The main duties of 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 on educational visits.
- Ensure that an ambulance or other professional medical help is called when appropriate.

Both schools will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the SBM / School Administrator.

Each first aider will be responsible for ensuring their own first aid kits are properly stocked and maintained. An appointed person will be responsible for maintaining supplies.

First aider's certificates / photos will be clearly displayed with information on the names to ensure that pupils and staff know who they must contact in the event of illness or injury:

- On the main door in to the Administrators office (Parkend)
- On the cupboard opposite the Executive Headteacher's office (Yorkley School)

The current first aid appointed person(s) for PARKEND School are:

Name	Role	First Aid qualification	Date of first aid qualification
Mrs Hannah Bandy	HLTA	Paediatric First Aid	Jan 2024 - 2027
Mrs Ali Assirati	HLTA / TA / MDS	Paediatric First Aid	March 2024 – 2027
Mrs Nicola Millin	HLTA / TA / MDS	Paediatric First Aid	March 2024 – 2027
Mrs Heather Wright	Teacher / SENDCo	Paediatric First Aid	March 2024 – 2027
Mrs Keren Lee	MDS	Paediatric First Aid	March 2025 - 2028

Mrs Nadine Smith	Teacher	Paediatric First Aid	March 2025 - 2028
------------------	---------	----------------------	-------------------

The current first aid appointed person(s) for YORKLEY School are:

Name	Role	First Aid qualification	Date of first aid qualification
Mrs Tracy Bonner	TA / Breakfast Club	Paediatric First Aid	Oct 2022 – Oct 2025 *Booked Nov 2025 - 2028
Miss Lucy Southgate	Teacher	Paediatric First Aid	April 2023 – April 2026
Mrs Sophie Breese	Teacher	Paediatric First Aid	April 2023 – April 2026
Mrs Catherine Hutchinson	TA	Paediatric First Aid	January 2024 – January 2027
Mrs Heather Wright	Teacher / SENDCo	Paediatric First Aid	March 2024 – March 2027
Mrs Claire Chapman	TA / MDS	Paediatric First Aid	March 2024 – March 2027
Mrs Tina Morse	TA / SDMS	Paediatric First Aid	May 2024 – May 2027
Ms Cristina Solana	TA / MDS	Paediatric First Aid Emergency First Aid at Work	May 2024 – May 2027 Sep 2025 – Sep 2028
Mrs Emma Smith	Teacher	Paediatric First Aid	July 2024 – July 2027
Mrs Lucy Hopkins	MDS	Paediatric First Aid	July 2024 – July 2027
Mrs Zoe Skuse	MDS	Paediatric First Aid	July 2024 – July 2027
Mrs Emma Prosser	TA / MDS	Paediatric First Aid	*Booked Nov 2025 – Nov 2028
Mrs Katie Adams	Teacher	Paediatric First Aid Emergency First Aid at Work	June 2025 - 2028 Sep 2025 – Sep 2028

Miss Amy Sime	Family Support Worker	Mental Health trained	Completed
---------------	-----------------------	-----------------------	-----------

The federation will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

In EYFS, in line with government guidance, and taking into account staff to child ratios, the federation will ensure that there is at least one member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- 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.

The Federation will ensure that there is a member trained in mental health in order to help them 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. Pupils will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

5. Automated External Defibrillators (AEDs)

Both schools have procured an AED through the NHS Supply Chain, which is located in each **school office**.

Yorkley's – Under the parent hatch chair.

Parkend by the key cabinet (straight in front of you when you walk into office)

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year. Use of the AED will be promoted to pupils during PSHE lessons.

6. Emergency procedures

If an incident, illness or injury occurs, the first aider will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for another first aider for support.

If called, a first aider will assess the situation and take charge of first aid administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

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

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil can be taken to a hospital in a staff car, accompanied by two staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The Executive Headteacher
- The parents of the victim(s).

The Federation is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page [‘Promoting and supporting mental health and wellbeing in schools and colleges’](#).

7. Reporting Accidents and Record Keeping

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the office staff will telephone the pupil's parent as soon as possible. Parents will be informed of any

injury to the head, whether minor or major, and contacted by phone call as soon as possible if not spoken to directly.

A list of emergency contacts will be kept at the school office.

All first aiders will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- The name and signature of the first aider or person dealing with the incident.

The Executive Headteacher / Deputy Executive Head will ensure that any injury or accident that must be reported to the LA under RIDDOR obligations is reported in a timely and detailed manner through their SHE ASSURE login.

8. Offsite Visits and Events

The Federation will ensure that it meets the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS), which also includes arrangements for off-site activities.

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 suitable and sufficient risk assessment of the visit or event and the persons involved.

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- School contact details

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

9. Medication

The school will ensure that staff are aware of government guidance which stipulates that the administration of first aid at work **does not** include the giving of tablets and medicines, whether prescribed or not. (Updated June 2025)

In circumstances where pupils may need to have access to life saving prescription drugs in an emergency, the details will be recorded in the pupil's individual healthcare plan (or equivalent document) and identified staff members will be aware of what to do.

Medicines will be stored securely and appropriately in accordance with individual product instructions. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g., an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Supporting Pupils with Medical Conditions Policy. Parents must be asked a plan.

10. Illnesses and Allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

11. 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.

12. Monitoring and Review

This policy will be reviewed annually by the governing board, and any changes will be communicated to all members of staff.

13. Links with other Policies

- Health and Safety
- Supporting Pupils with Medical Conditions
- Behaviour, Sanctions and Rewards
- Safeguarding and child protection
- Lone Working
- Educational Visits and School Trips
- Staff Code of Conduct
- Early Years Foundation Years