The Gleddings Preparatory School

First Aid Policy
To Include Early Years Foundation Stage

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Person(s) responsible for review and role:

Head of School: Naomi Edwards

Designated Safeguarding Lead: Veronica Kitson

Operations Director: Gini Garside

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Aim of policy:

The aim of this policy is to ensure that the School provides timely, competent and proportionate first aid for those who may be affected by School activities. The School will maintain adequate and appropriate first aid equipment, facilities, trained personnel, emergency procedures, records and review arrangements so that injuries and sudden illness are responded to promptly and safely, both on the School site and during School-organised activities off site. This policy reflects the School's duties under health and safety legislation, independent school welfare expectations, EYFS paediatric first aid requirements; and is informed by first aid needs.

Related Guidance and School Policies

This policy outlines the school's approach to first aid on site and during educational visits and offsite activities but is not exhaustive in its scope and should be used in conjunction with the following policies, statutory guidance and advice:

Policies:

- *Safeguarding and Child Protection Policy*
- *Early Years Framework*
- *Accessibility Plan*
- *Administration of Medicines Policy*
- *Controlled Medicines Policy*
- *Animals on Site Policy*
- *Catering & Food Allergens Policy*
- *Crisis Management Policy*
- *Drug, Alcohol & Tobacco Misuse Policy*
- *Health & Safety Policy*
- *Mental Health & Emotional Wellbeing Policy*
- *Supervision of Pupils Policy*
- *SEND Policy*
- *Visitors, Contractors & Site Security Policy*

Statutory & Regulatory Guidance:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Education (Independent School Standards) Regulations 2014
- The Independent School Standards: Guidance for Independent Schools — April 2026
- Health and Safety: Responsibilities and Duties for Schools — Department for Education, April 2022
- First Aid in Schools, Early Years and Further Education — Department for Education, February 2022
- Health and Safety (First-Aid) Regulations 1981 — the core legal duty on employers to provide adequate and appropriate first aid
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Early Years Foundation Stage (EYFS) Statutory Framework — paediatric first aid certificate requirements for EYFS staff
- Automated External Defibrillators (AEDs) in Schools — Department for Education guidance

Scope

This policy applies to the whole School, including day pupils, EYFS provision, staff, visitors, contractors, volunteers and any person who may require first aid while on School premises or during School-organised activities. It applies during the normal school day, before- and after-school provision, break and lunch periods, sporting activities, fixtures, co-curricular activities, educational visits, residential visits, transport and remote or off-site activities where School staff retain responsibility.

First aid is the initial assistance or treatment given to a person who is injured or suddenly becomes unwell. The purpose of first aid is to preserve life, prevent a condition from worsening, promote recovery and ensure that appropriate medical assistance is obtained where required.

Appointed Persons and Qualified First Aiders

The School will identify appointed persons and qualified first aiders who are responsible for first aid arrangements. The names of qualified first aiders and appointed persons will be kept up to date and made available to staff, pupils and visitors through appropriate notices, staff information systems and emergency folders. At all times whilst the site is open there will be a suitable designated first aider to take charge of arrangements, and information for employees about the location of first aid equipment, facilities and personnel.

Appointed persons may take charge of first aid arrangements, look after first aid equipment and ensure that emergency medical help is called when required. Qualified first aiders will provide immediate assistance to casualties with common injuries or illness and, where appropriate, ensure that an ambulance or other professional medical help is summoned. Staff asked to act as first aiders must hold appropriate current training delivered by a competent training provider, with the original certificate seen.

The school will ensure that there are adequate numbers of trained staff holding Peadiatric First Aid and proportionate numbers of staff who hold First Aid at Work qualifications.

Sufficient First Aid Cover

The School will ensure that there are sufficient trained first aiders to cover the School day, breaks, lunch periods, sports, practical activities, off-site visits, EYFS provision and extended activities. Cover will take account of pupil numbers, pupil ages, staff numbers, layout of the premises, location of sports facilities, higher-risk curriculum areas, the needs of pupils with medical conditions, staff absences and the nature of activities being undertaken.

First aid cover will be arranged so that a first aider or appointed person is available whenever pupils or staff are on site or participating in School activities. The School will not rely on a single individual where the first aid needs assessment indicates that wider cover is necessary, particularly for higher risk activities. The School will maintain contingency arrangements for absence, staff turnover, trips, fixtures.

EYFS Paediatric First Aid Provision

The School will meet EYFS paediatric first aid requirements wherever EYFS children are present. At least one person holding a current full Paediatric First Aid certificate must be on the premises and available at all times when EYFS children are present. At least one Paediatric First Aid qualified person must accompany EYFS children on every outing, including educational visits and off-site activities.

EYFS first aid cover will be planned so that the paediatric first aider is physically available to respond quickly and is not deployed in a way that makes them unavailable. The School will take account of arrival and departure times, wraparound care, meals, outdoor play, Forest School, trips, staff breaks

and staff absence when planning EYFS first aid cover. The school will always aim to ensure that multiple EYFS Paediatric First Aid

Qualification Validity and Renewal Tracking

The School will maintain a training and renewal tracking system for all first aid qualifications. First Aid at Work, Emergency First Aid at Work and Paediatric First Aid certificates are normally valid for three years, and the School will arrange renewal training before certificates expire. The person responsible for first aid training records will monitor qualification expiry dates and ensure that sufficient staff remain qualified at all times. Staff must not be listed as current qualified first aiders once their certificate has expired. Where a certificate has expired, the staff member must complete the required training again before being treated as a qualified first aider.

First Aid Boxes, Kits and Equipment

The School will provide first aid boxes and kits in accessible locations across the site and in areas where the first aid needs assessment indicates they are required. These locations will include, as appropriate:

- medical room
- EYFS areas
- sports facilities
- science areas
- Minibuses
- trip bags and other higher-risk or remote areas of the School site.

First aid boxes and kits will be stocked in accordance with the School's first aid needs assessment and checked regularly. Items will be replenished promptly after use, and expired or damaged items will be removed. Medication must not normally be stored in first aid boxes, as first aid at work does not generally include the administration of medicines, except in defined emergency circumstances and in accordance with the pupil's Individual Healthcare Plan and relevant medicines policy.

Portable first aid kits will be available for playtimes, educational visits, sports fixtures, residential trips and other off-site activities. Minibuses and School vehicles used for transporting pupils will carry suitable first aid equipment in accordance with transport and first aid requirements.

Accident and Incident Recording

All first aid treatment must be recorded promptly and accurately in the School's first aid or accident recording system. Records must be completed by the first aider or member of staff dealing with the incident and must be stored securely in accordance with data protection and safeguarding requirements.

First aid records should include:

- The name of the injured or unwell person.
- The date, time and location of the incident.

- Details of the injury, illness or symptoms.
- The first aid treatment given.
- What happened immediately afterwards, such as return to class, collection by parents, referral to the medical room or transfer to hospital.
- The name and signature, or secure electronic identification, of the first aider or person dealing with the incident.
- Any parent notification, safeguarding referral, emergency service contact or follow-up action.

Parent Notification

Parents or carers will be informed of significant injuries or illness on the same day, or as soon as reasonably practicable. Parents or carers will always be informed of any head injury, however minor it may appear, and will be given appropriate information about signs and symptoms to monitor after the incident.

For EYFS children, parents or carers must be informed of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, together with details of any first aid treatment given. Where a child becomes unwell, sustains a significant injury, requires emergency treatment, or needs to be collected, parents will be contacted without delay.

Emergency Procedures

In a medical emergency, staff must act immediately to preserve life and prevent the condition from worsening. The first aider or member of staff present should assess the situation, summon help, call for a qualified first aider, and call 999 where emergency medical assistance is required. Where there is any doubt about the seriousness of the injury or illness, staff should err on the side of caution and call emergency services.

An ambulance should be called immediately where there is a severe or life-threatening concern, including but not limited to collapse, breathing difficulty, chest pain, severe bleeding, severe head injury, suspected spinal injury, seizure requiring emergency response, suspected anaphylaxis, serious burns, suspected fracture with significant pain or deformity, loss of consciousness, or any situation in which the casualty's condition is deteriorating.

The member of staff making the 999 call should be prepared to provide:

- The School name and full address.
- The exact location of the casualty on site.
- The caller's name and contact number.
- The casualty's name, age and symptoms.
- Any known medical condition, medication or allergy.
- Details of first aid already given.
- Access instructions for emergency vehicles.

Where a pupil is taken to hospital by ambulance and a parent or carer has not yet arrived, a suitable member of staff will accompany the pupil, unless emergency services advise otherwise. Parents or carers will be contacted as soon as possible, and a senior member of staff will be informed.

Medical Conditions and Individual Healthcare Plans

The School will support pupils with medical conditions in accordance with the School's medical needs and administration of medicines arrangements. Pupils with ongoing or complex medical needs may have an Individual Healthcare Plan, developed in consultation with parents and relevant healthcare professionals where appropriate.

Individual Healthcare Plans should identify the pupil's condition, symptoms, emergency actions, medication, triggers, staff responsibilities, storage arrangements, emergency contacts and any specific arrangements required for trips, sport and EYFS provision. First aiders and relevant staff will be made aware of information they need to know to respond safely, while respecting confidentiality.

Emergency medication such as inhalers, adrenaline auto-injectors, diabetes medication or seizure medication must be accessible when needed and managed in accordance with the pupil's Individual Healthcare Plan and the School's medicines policies. Staff must receive appropriate training before administering medication that requires specialist knowledge or technique.

Off-Site Visits, Fixtures and Activities

First aid provision will be considered as part of the planning and risk assessment for all educational visits, residential visits, sports fixtures and off-site activities. Visit leaders must ensure that suitable first aid cover is available, that portable first aid kits are taken, and that emergency contact arrangements are in place.

The level of first aid provision for off-site activities will depend on the age and needs of pupils, the nature of the activity, location, duration, travel arrangements, known medical conditions, remoteness from emergency services and the experience of supervising staff. EYFS outings must always be accompanied by at least one person with a current Paediatric First Aid certificate.

Visit leaders must ensure that relevant medical information, Individual Healthcare Plans, allergy action plans and emergency medication are available and accessible during the visit. Staff accompanying the visit must be briefed on emergency procedures, communication arrangements, medical needs and responsibilities.

Training and Communication

The School will ensure that staff receive appropriate first aid information and training in relation to their roles. A current list of trained first aiders will be displayed or made available in key areas such as reception, staff rooms, medical rooms, and other relevant locations. Staff must know how to contact a first aider quickly and how to report accidents, illness, near misses and concerns.

First aid information will form part of staff induction. Staff in higher-risk areas, including EYFS, sport, science, DT, catering, facilities and educational visits, will receive role-specific briefing or training as required. Refresher training will be scheduled to ensure that staff remain competent and confident.

Blood, Bodily Fluids and Sharps

Staff providing first aid must follow infection prevention and control procedures. Disposable gloves and other appropriate personal protective equipment must be used when dealing with blood, bodily fluids or contaminated materials. Hands must be washed thoroughly before and after treatment wherever possible, and contaminated dressings, wipes or tissues must be disposed of safely.

Sharps must be handled only by staff who have been appropriately trained and must be disposed of in an approved sharps container. Needles, lancets or other sharps must never be placed in general waste. Any sharps injury, blood exposure or significant contamination incident must be reported promptly and managed in accordance with health and safety and infection control procedures.

Safeguarding and Welfare

First aid treatment may involve physical contact with pupils. Staff must ensure that treatment is necessary, proportionate, respectful and, where possible, carried out in sight of another adult or in a suitable open setting. Treatment must be recorded and parents informed where appropriate.

If a first aider or member of staff notices unexplained marks, bruising, injuries, concerning behaviour, disclosures or any other safeguarding concern while providing first aid, they must report the concern immediately to the Designated Safeguarding Lead in accordance with the School's Safeguarding and Child Protection Policy. First aid records may form part of safeguarding evidence where concerns arise.

Reporting Serious Incidents

The School will report incidents where required under statutory reporting arrangements, including RIDDOR where applicable. All serial accidents should be reported to the Group Operations & Compliance Manager who in turn will liase with Watson & Watson (External H&S advisor). School should not report RIDDOR, this will be determined and reported by Watson & Watson. HSE should be notified of fatal and major injuries and dangerous occurrences without delay, injuries to pupils or others may be reportable where they arise out of or in connection with a work activity and result in specified outcomes.

For EYFS provision, serious accidents, illness, injury or death of a child while in the School's care must be notified to the relevant external body where required and within the required timescale. Registered providers should notify Ofsted of any serious accident, illness, injury or death of a child while in their care, and of the action taken, as soon as reasonably practicable and in any event within 14 days. . All accidents should be reported to the Group Operations & Compliance Manager who in turn will liase with Watson & Watson (External H&S advisor).

Monitoring and Review

The School will carry out and maintain a first aid needs assessment. This assessment will be reviewed annually and sooner if there are significant changes to pupil numbers, ages, staffing, premises, EYFS provision, activities, known medical needs, accident patterns, off-site provision or legal and

regulatory expectations. Employers must assess first aid needs by considering workplace hazards and risks, organisational size and other relevant factors, to determine what equipment, facilities and personnel should be provided.

Accident and first aid records will be reviewed periodically to identify trends, recurring locations, repeated injuries, supervision concerns, equipment issues, training needs or areas for improvement. Findings will be reported through the School's health and safety governance arrangements and, where relevant, to senior leaders and governors.

This policy will be reviewed at least annually, or sooner following a serious incident, change in guidance, inspection finding, change to provision, or first aid needs assessment review.