



Rowland Hill Nursery School &  
Children's Centre



**HEYSA**

Haringey Early Years  
School Alliance



Woodlands Park Nursery School &  
Children's Centre

# First Aid Policy

|                              |                                                                                     |
|------------------------------|-------------------------------------------------------------------------------------|
| Date Adopted                 | September 2026                                                                      |
| Next Review                  | September 2028                                                                      |
| Status                       | This policy is reviewed every 2 years by the resources committee                    |
| Headteacher Signature        |  |
| Chair of Governors Signature | <i>J A Perryman</i>                                                                 |



## Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils, and visitors.
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes.

## Legislation and guidance

This policy is based on the EYFS Statutory Framework group and school based from Sept 2026, advice from the Department for Education on First aid in schools, early years and further education - GOV.UK, health and safety advice for schools - GOV.UK and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept.
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

## Roles and responsibilities

*At all times there will be at least one person who has a current first aid at work certificate on the premises. All staff in each school hav paediatric first aid certificate. When taking children off site there will be at least one paediatric first aider per 8 children.*

### **Appointed person(s) and first aiders**

The school's appointed first aid lead is the Head of School and in their absence the Children's Centre Manager. They are responsible for directing staff to:

- Take 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 above in the absence of the leads and are responsible for:

- Acting as first responders to any incidents, they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment.
- Sending pupils home to recover, where necessary with the authorisation of the Executive Headteacher or Head of School.

- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

Each School's Head of School, First Aid officers, First Aid at Work and Paediatric First Aiders names are displayed in the school entrance hall with additional posters around the Nursery school and Children's Centre.

## **The local authority and governing board**

The London Borough of Haringey has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board and Head Teacher.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

## **The Executive Headteacher**

The Executive headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times.
- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary and informing the London Borough of Haringey.

## **Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the Executive Headteacher or their manager of any specific health conditions or first aid needs

## **First aid procedures**

### **In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents. The First aider will have informed and sought authorisation from a member of the senior management team.

- If emergency services are called, the school receptionist or a member of the senior management team will contact parents immediately.
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

In the event of a child falling ill with:

- a high fever – temperature is taken at 10-minute intervals using an ear thermometer. The first aider will stay with the child and try to help reduce their temperature: removing layers of clothing, giving them water. The first aider will complete a record of the temperature taken at each interval (see appendix 2) Parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents. The first aider will have informed and sought authorisation from a member of the senior management team.
- vomiting/diarrhoea – child is made comfortable and closely supervised by first aider/relevant member of staff. Parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents. The first aider will have informed and sought authorisation from a member of the senior management team.
- **For the above and all other infections/viruses, HEYSA follows NHS guidance to advise parents and keep the school community safe** [Managing specific infectious diseases: A to Z - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/managing-specific-infectious-diseases-a-to-z)
- **We advise parents to visit this webpage for more information and guidance** [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/when-to-worry/)

**In the event of a child suffering an Allergic reaction or Anaphylaxis – Please see Allergy policy [Haringey Early Years School Alliance - Our HEYSA Policies](#)**

### **Off-site procedures**

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

- A mobile phone
- A portable first aid kit
- Emergency inhaler
- Information about the specific medical needs of pupils and medication where applicable

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

### **First aid equipment**

A typical first aid kit in our school will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Plasters of assorted sizes
- Scissors
- Cold compresses are stored in fridges in the classrooms
- Burns dressings if taking children off site

If going off site children's medication always accompanies them.

Information about the location of first aid kits on each site is indicated on the first aid posters displayed around the school and Children's Centre. Trip first aid kits are kept in a box stored by the first aid officers

### Emergency Inhalers

The emergency inhalers and spacers are labelled and stored in locations for easy access by staff in Blue and Green rooms. Locations within each site is indicated on the First Aid poster displayed around the school and Children's Centre.

[HEYSA Asthma policy Sept 2025.pdf](#)

HEYSA schools also maintain additional First Aid Equipment on site -

Training to use these devices has been provided by our Paediatric First Aid training provider

- **Defibrillator** - A defibrillator is a device that gives a high energy shock to the heart of someone who is in cardiac arrest.
- **Life Vac** - Life vac is a single use; lifesaving device developed for resuscitating a choking victim due to a foreign body airway obstruction (FBAO), When standard basic life support (BSL) has been followed without success or cannot be applied.

Regulatory and resuscitation authorities treat these devices as secondary backup tools to be used only when standard first aid methods fail.

See First Aid posters in each school for locations

## Record-keeping and reporting

### First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury (see appendix 1)
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- When children become ill the relevant forms are completed (see appendix 2) with advice for parents.
- Parents are notified immediately if the child needs to be collected or at the end of the day. Parents are asked to sign and date the form when shared by the child's key person/first aider.
- For serious accidents involving a child and all staff/visitors the Haringey Incident and Accident form is completed.
- Records held in the first aid and accident folder will be retained by the school for a minimum of 7 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. The Head of School and Children's Centre manager will analyse accident and first aid data periodically to look for trends and potential hazards, near misses and action will be taken where appropriate.
- The school's are moving towards using Medical Tracker software to manage medical and first aid. This software will manage accidents and record illnesses using a paperless system.

### Reporting to the HSE

The Executive Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Executive Headteacher will report these to the Health and Safety Executive and The London Borough of Haringey as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

## **Notifying parents**

The child's key person will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will be asked to sign the accident form on collection.

## **Reporting to Ofsted and child protection agencies**

The Executive Headteacher will notify Ofsted of any serious accident, illness, or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Executive Headteacher will also notify Children's Services of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **Training**

All school staff undertake first aid training.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

All staff who obtained a level 2 or level 3 qualification on or after 30 June 2016 will also have either a full PFA or an emergency PFA certificate within 3 months of starting work in order to be included in the

required staff to child ratios at level 2 or level 3 in an early year setting. First aid in schools, early years and further education - GOV.UK (www.gov.uk)

The staff also have regular first aid refresher questions at weekly staff briefings.

## **Links with other policies and documents**

This first aid policy is linked to the:

- Health and safety policy
- Risk assessments
- Supporting pupils with medical conditions policy
- Allergy Policy
- Asthma Policy

[Haringey Early Years School Alliance - Our HEYSA Policies](#)

**A list of first aiders and first aid training completed can be found in the school business manager's office. Posters of qualified staff are also located around the site.**

## Appendix 1



### Accident Record Form

Full Name..... Record Completed by.....

Date..... Time..... Staff Signature: .....

Witnessed .....Yes/ No Witnessed by .....

Where did the accident happen?.....

What happened and what injuries were there?.....

.....

Action Taken.....

Parent/Carer Signature:..... Relationship to the child: .....

Date:.....



### Head Form

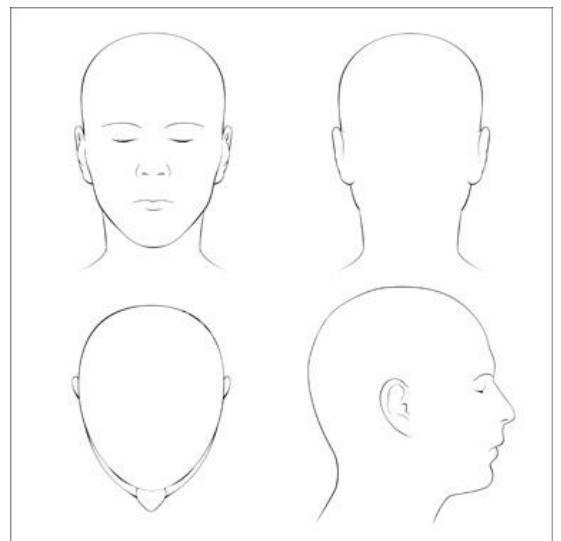
Child's name: .....

Date: ..... Time: .....

Dear parent,

Your child bumped his/her head at nursery today.

**If your child shows any of the following symptoms please contact your doctor.**



**Symptoms : headache/giddiness/sickness/unusual/tiredness**



**Temperature record**

Child's name: \_\_\_\_\_

Date: \_\_\_\_\_

Key person: \_\_\_\_\_

| Time | Temperature |  | Time | Temperature |
|------|-------------|--|------|-------------|
|      |             |  |      |             |
|      |             |  |      |             |
|      |             |  |      |             |
|      |             |  |      |             |
|      |             |  |      |             |
|      |             |  |      |             |

Staff signature: \_\_\_\_\_ Parent signature: \_\_\_\_\_



Date.....

Dear Parent/Carer,

Your child ..... has had symptoms of sickness and diarrhoea today.

Tummy bugs spread quickly in the nursery. We therefore expect you to keep your child at home if they have sickness or diarrhoea and not return until they have been clear of it for 48 hours.

The last episode was at .....(time)

**Please ensure that you do not send your child straight back once they stop showing symptoms, but keep your child at home for 48 hours after the last episode.**

We hope your child gets well soon.





