



Falkner House First Aid Policy

Nursery – Year 6 including EYFS. Drawn up with regard to:

DfE Health and Safety Advice on Legal Duties and Powers for Local Authorities, Headteachers and Governing Bodies,

Health and Safety: responsibilities and duties for schools April 2022

EYFS safeguarding and welfare requirements

1. Scope	1
2. Aims	2
3. Roles and Responsibilities	2
4. First Aid Provision	3
5. Staff Training	3
6. Current First Aiders (2025–2026)	3
7. Procedures for Illness or Injury	4
8. Accidents and Reporting	4
9. RIDDOR and Serious Incidents	5
10. Emergency Procedures	5
11. Management of Bodily Fluids and Waste	5
12. Lunch, Snack and Supervision Arrangements	5
13. Educational Visits	6

1. Scope

This policy applies to Nursery – Year 6 at Brechin Place and Penywern Road.

It sets out the school's arrangements for:

- First aid provision
- Accident management
- Emergency response
- Staff training
- Recording and reporting procedures

2. Aims

The aims of first aid are to:

- Preserve life
- Prevent conditions worsening
- Promote recovery

The school must ensure prompt, appropriate and competent first aid and must ensure that first aiders is/are available at all times when children are present. A paediatric first aider is always on site when EYFS children are present.

3. Roles and Responsibilities

The Headteacher will:

- Ensure suitable first aid arrangements are in place
- Ensure appropriate staffing and training
- Monitor accident procedures and records
- Ensure compliance with statutory requirements

All staff are expected to:

- Respond appropriately to accidents and illness
- Undertake basic first aid awareness training
- Summon trained first aiders when necessary
- Follow accident reporting procedures

Qualified first aiders will:

- Provide first aid treatment
- Maintain first aid equipment
- Assist with emergency situations
- Support accident recording and reporting

4. First Aid Provision

First aid boxes are located in:

- Staff rooms (within close reach of EYFS classrooms and kitchens)
- Off-site visit kits
- PE kits where appropriate

The Head of PE at each site checks first aid boxes regularly and replenishes supplies as required. Disposable gloves and protective equipment are available for dealing with bodily fluids

5. Staff Training

Staff complete first aid training as part of induction and renew training regularly.

The school maintains staff with:

- Paediatric First Aid qualifications
- Emergency First Aid at Work qualifications
- First Aid at Work qualifications

Reception, Nursery and PE areas have specifically assigned paediatric first aid trained staff. Training records are maintained centrally.

6. Current First Aiders (2026–2027)

Qualifications are updated at least every three years/as required.

Name	Qualification
Tom Hawthorne	Paediatric First Aid
Anna Whitton	Paediatric First Aid
Louisa Stevenson-Hamilton	Paediatric First Aid
Elizabeth Elton	Paediatric First Aid

Name	Qualification
Frances du Plessis	Paediatric First Aid
Vanessa Woodward	Paediatric First Aid
Edwin Edelstein	Paediatric First Aid
Benjamin Gilkes	Paediatric First Aid
Jan Miller	Paediatric First Aid
Constance Pumfrey	Paediatric First Aid
Flavia Rogers	Paediatric First Aid
Joseph Webb	Paediatric First Aid
Rory Watson	Paediatric First Aid
Kelsey Tucker	Paediatric First Aid
Madeleine Jones	Paediatric First Aid
Shane Phillips	First Aid at Work
Rachel Mulloy	First Aid at Work
Tim Larvin	Emergency First Aid at Work
Marina Wood	Emergency First Aid at Work

7. Procedures for Illness or Injury

If a pupil or member of staff is injured or unwell:

1. The nearest member of staff assesses the situation
2. A qualified first aider is summoned where necessary
3. Emergency services are called if required
4. Parents/carers are informed where appropriate
5. Incidents are recorded appropriately

Pupils requiring hospital treatment but not an ambulance will normally be accompanied by a parent or member of staff.

8. Accidents and Reporting

All accidents must be recorded factually. Records should include:

- What happened

- Nature of the injury
- Area of the body affected
- Treatment given

Accident forms are stored in the office and online. Parents are informed as soon as possible following any significant accident. All head injuries would be monitored carefully.

For Nursery and Reception pupils:

- Collection adults are informed on the same day
- Accident forms are signed where appropriate
- Copies are sent home

9. RIDDOR and Serious Incidents

The Bursar is responsible for reporting incidents under RIDDOR where required. Serious incidents involving pupils, staff or visitors will be managed in accordance with statutory reporting requirements. Where appropriate, serious incidents involving pupils will also be reported to relevant safeguarding authorities.

10. Emergency Procedures

In an emergency:

- Staff should remain calm
- Emergency services should be called immediately where necessary
- Relevant medical information and medication should accompany the pupil
- Parents should be contacted as soon as possible

A stretcher or ambulance should be requested where appropriate.

11. Management of Bodily Fluids and Waste

All blood and bodily fluids must be treated as potentially infectious.

Staff must:

- Wear disposable gloves and protective clothing where appropriate
- Dispose of waste safely
- Use sealed containers for sharp or hazardous items

- Follow hygiene and infection-control procedures

12. Lunch, Snack and Supervision Arrangements

Lunch and snacks are supervised by staff with due regard to:

- Choking hazards
- Allergies, intolerances and special health requirements. Such requirements are known by all staff who supervise as provided by parents and kept up to date. The chef is in ultimate charge of the required provision of food. Please also see Allergy and Medical conditions policies.
- Safe eating procedures

Reception and Nursery pupils are always supervised when eating by paediatric first aid trained staff. Please see EYFS policy and structure for details.

13. Educational Visits

First aid provision for trips and visits includes:

- Portable first aid kits
- Relevant medication
- Trained staff accompanying pupils
- Appropriate risk assessment procedures

14. Monitoring and Review

The Headteacher and Bursar will monitor:

- Accident records
- First aid provision
- Training requirements
- Equipment checks

This policy will be reviewed annually or sooner if required.