

GDST First Aid Policy

Updated June 2026

1. Introduction (06/26)

This policy applies to all stages of GDST schools, Senior, Junior and Early Years Foundation

Each school and Trust Office should have, and implement, their own First Aid Policy and procedures which reflects the GDST First Aid Policy, Procedures and Guidance and their own local circumstances.

Some GDST schools do not have a qualified School Nurse in post, or the School Nurse may be absent on some days. The expression 'School Nurse' in this Policy therefore includes Senior First Aiders, Medical Officers, Welfare Officers, Pupil Health Officers, or other similar job titles.

2. Aim of GDST First Aid Policy (06/26)

This policy aims to promote the health, safety and welfare of pupils, staff and visitors at GDST schools through the provision of first-aid facilities, equipment and trained personnel in accordance with the requirements of the H&S (First Aid) Regulations, ISI requirements and relevant DfE & HSE guidance.

Detailed guidance on many of the topics in this policy can be found in the '[First Aid Procedures and Guidance](#)' and '[Accident Recording and Reporting](#)' sections on *myGDST*, and in the Medical Protocols listed in section 8, available in the '[Pupil Health and Wellbeing](#)' section of *myGDST*.

3. School Provision (06/26)

'First-aid' means:

- (a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
- (b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

H&S (First Aid) Regulations 1981(as amended)

The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. Therefore, in accordance with good practice, ISI, DfE and HSE requirements, all GDST schools will ensure that:

- A **first aid needs risk assessment** is carried out to ascertain:
 - how many first aiders and mental health first aiders are required
 - which first aid qualifications staff should complete
 - the types and quantities of first aid equipment that are required in each department / building
 - the medical facilities / accommodation that is required on each site.

It should take into account factors such as:

- The number of staff / pupils on the site,
- The location of the school and higher risk parts of the school site
- The full range of activities undertaken by staff and pupils on the school premises during the normal school day, and as appropriate off-site and outside normal school hours, e.g. before / after the school day, at weekends and during the school holidays.
- Whether any staff or pupils have particular physical or mental health problems.

A [template First Aid Needs Risk Assessment](#) is available on *myGDST*.

Detailed guidance is given in the '[First Aid](#)' section on *myGDST*.

First Aiders (06/26)

- **As a minimum**, at least one adult with a current '**First Aid at Work**' qualification (3-day training) who has also been trained in the CPR requirements for children and young people, is present on each identifiably separate school site during the normal school day. If EYFS children are present at least one person with a current full (2 day) **Paediatric First Aid** certificate will also be present. It may be sufficient for an '**Emergency First Aider in the Workplace**' (1-day training) to be present at other times, e.g. at the end of the school day or weekends and holidays when **low risk** after-school clubs and activities are running, or early mornings, evenings, weekends and holidays, when only employees are on the site undertaking **low risk** activities, however this must be determined by risk assessment. If there is any doubt about the level of risk of the activity, someone with a current 3-day first aid qualification should be present on site.
- **As a minimum**, at least one adult with a **Mental Health First Aid** qualification suitable for assisting adults and pupils is present on each identifiably separate school site during the normal school day.
- Appropriately qualified and equipped first aiders accompany / will be present at all off-site **sporting activities**, fixtures, matches and events, and **educational visits / school trips** (eg Sports First Aid for PE staff,

Activity First Aid / Outdoor First Aid / Rescue & Emergency training for staff accompanying pupils on higher risk educational visits). All school trips/outings undertaken by Early Years Foundation Stage pupils must be accompanied by at least one person with a current full (2 day) Paediatric First Aid certificate.

- A member of staff with a valid paediatric first aid certificate will always be in the room with **EYFS children** whilst they are eating. ¹
- Adequate training and guidance is provided for First Aiders and Mental Health First Aiders, including refresher training every 3 years.
- A **register** of First Aiders / Mental Health First Aiders is maintained to ensure that staff undertake refresher training at appropriate intervals, and new First Aiders / Mental Health First Aiders are appointed as necessary. Copies of training certificates must be kept by the school and the individual first aider.
- Lists of First Aiders and Mental Health First Aiders names, qualifications, locations and contact details are prominently displayed around the school where staff and pupils can see them.

First Aid Equipment and Emergency Medicine (06/26)

- First aid equipment, emergency medicine and a medical room are provided at appropriate locations throughout the school.
- First aid kits will be provided in minibuses / school vehicles and outlying buildings, e.g. sports pavilions.
- A list of the location of emergency medicines (eg automatic adrenaline injectors / inhalers), defibrillators (AEDs) and first aid equipment (stored in clearly marked containers), is maintained, and notices alerting people of their locations are prominently displayed in appropriate areas.
- The member of staff responsible for the first aid kits in their department will notify the School Nurse when supplies have been used in order that they can be restocked without delay.
- The School Nurse will make arrangements for the regular checking and restocking of all the first aid kits, emergency medicines and first aid equipment and make appropriate records.

Detailed information regarding first aid equipment and materials can be found in the '[First Aid](#)' section on *myGDST*.

¹ EYFS Statutory Framework 2025

Medicines (06/26)

- Documented systems and procedures are in place to ensure that all medicines are stored and administered safely.
- All staff who are authorised to administer medicines receive training on the procedures, essential precautions, possible side-effects of the medicine and the importance of making appropriate records and informing parents when medicine has been administered.
- No child under 16 is given any medicine without their parent's written consent, except in emergency circumstances where immediate treatment is necessary to preserve life or prevent immediate deterioration, eg AAls.
- Prescribed medicine is only administered to pupils if it has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and the parents have given specific written permission for each individual medicine and the reason why it is needed.
- The pupil's parents must be informed, wherever possible on the same day, if any medicines are administered during the school day.

Detailed guidance is given in the '[Administration of Medicines](#)' protocol available in the Pupil Health and Wellbeing section on *myGDST*.

First Aid and Accident Records (06/26)

- A record is kept of all first aid treatment administered by the school nurse / first aiders and all medication administered by school staff.
- A record is kept of all accidents and injuries to staff and pupils occurring both on and off the school premises as a result of school activities. (NB Photographs should not be taken of a child's injury or bruising², although it is acceptable to make a record / drawing on a body map). First aid and accident records relating to pupils will be kept until pupils attain the age of 25. Records for all other categories of people will be kept for a minimum for 6 years.
- The **HSE** is informed of injuries that are reportable under **RIDDOR** without delay.
- '**Dangerous occurrences**' and **significant 'near misses'** (events that, while not causing harm to a person, have the potential to cause injury or ill health or significant property damage) are recorded.

² Section 24 - Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings – May 2019 – Safer Recruitment Consortium

- First-aid and accident reporting arrangements are regularly reviewed.

Detailed guidance is available in the '[First Aid Procedures and Guidance](#)' and '[Accident Recording and Reporting](#)' sections on *myGDST*.

4. School Practice (06/26)

All school staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the safety and welfare of pupils.

In the event of injury or illness, the School Nurse or qualified First Aiders / Mental Health First Aiders will administer first aid in a timely and competent manner, and organise an injured person's transfer to hospital in the case of an emergency or serious injury.

All First Aiders should be aware of and implement the guidance on infection control which can be found in the '[Pupil Health and Wellbeing](#)' section of *myGDST*.

All First Aiders / Mental Health First Aiders are covered by the Trust's insurance against claims for negligence provided that they are suitably trained, and are carrying out their duties for the school/Trust.

All staff will be made aware of the school's first aid arrangements as part of the induction process for new staff and during the inset days at the start of each academic year.

The school will publish their First Aid Policy on their website and inform parents of their first aid arrangements and the procedures for informing them if their child has had an accident, sustained an injury or received first aid treatment / medication at school or on an off-site school activity. Wherever possible the parents of EYFS pupils must be informed on the same day as the accident / treatment occurs. If a pupil of any age sustains a head bump / injury at school or on an off-site school activity their parents must be informed on the same day.

The school has systems in place to ensure all relevant staff are aware of any medical conditions a pupil has which may require treatment whilst they are at school / in the care of school staff, e.g. on a school trip, and how they should be cared for. Initially this information is collected as part of the admissions process. The school has a system in place to ensure that the information is regularly updated.

The school should inform parents and pupils of the times when they can seek help or advice from the School Nurse for non-emergency situations, e.g. headaches, or to discuss the management of medical conditions in school, or any medical / healthcare concerns.

5. Procedures in the Event of an Emergency (06/26)

Examples of emergencies which require immediate first-aid assistance include:

- Cardiac arrest / severe chest pain
- Stroke
- Severe allergic reactions and anaphylaxis
- Asthma attacks
- Difficulty in breathing / choking
- Seizures
- Fainting / collapse
- Diabetic emergency, eg hypoglycaemia
- Severe bleeding
- Severe burns
- Breaks
- Head injury and concussion
- Effects of severe self-harm
- Hypothermia / heat exhaustion
- Mental ill health episodes, eg depression, anxiety, psychosis, substance abuse.

Schools should ensure that all staff and pupils are aware of the procedures to take in the event of a first aid / mental health first aid emergency, e.g. by including advice along the lines below in staff and pupil handbooks:

Inform a member of staff and ask for immediate first aid assistance

If you witness an incident and the injured person is well enough to walk, take them to the medical room. If the School Nurse is not there send a message to Reception to ask them to contact a First Aider. Do not leave the person unattended.

If you witness an incident and the injured person does not seem able to move, do not try to move them; stay with them and ask for immediate help from a First Aider.

If a First Aider is not available, or the situation requires urgent medical assistance, do not hesitate to call an ambulance by dialling 999 from any mobile or land-line telephone.

Further information on the action to take in the event of allergic reactions and anaphylaxis, asthma attacks, seizures and hypoglycaemia / hyperglycaemia can be found in the 'Allergies Policy', 'Asthma Protocol' and 'Chronic / Long Term Illness Protocol' available in the '[Pupil Health and Wellbeing](#)' section of *myGDST*.

6. Procedures for Pupils who are Unwell (06/26)

All schools have systems and procedures in place to respond to pupils who are ill and / or infectious in order to prevent the spread of infection. They will ensure that parents and pupils are aware of the procedures to follow if a pupil is not well enough to attend school, or if they become ill at school and need to be taken home.

Further information on infection control can be found in the '[Pupil Health and Wellbeing](#)' section of *myGDST* and in the GDST Common Childhood Ailments Protocol.

7. Further Information and Guidance (06/26)

- *myGDST*
 - [First Aid Procedures and Guidance](#)
 - [Accident Recording and Reporting](#)
 - [Pupil Health and Wellbeing](#)
 - [Pupil Mental & Emotional Health](#)
 - [Staff Mental Health and Wellbeing](#)
- [First Aid in Schools, Early Years and Further Education](#) – DfE - 2022
- [First Aid at Work – Guidance on the Regulations](#) – HSE – L74 - 3rd edition with 2024 amendments
- [Exclusion periods for sickness and infectious diseases](#)

8. Appendices (06/26) [ALL APPENDICES AVAILABLE IN STAFF HANDBOOK AND BY REQUEST]

Schools may find it helpful to add appendices to their policy, e.g. their:

- First Aid Needs Risk Assessment,
- Register of first aiders, mental health first aiders, principal locations and contact details,
- List of the location of first aid kits, defibrillators and emergency medication (e.g. automatic adrenaline injectors and inhalers),
- The school's procedures for:
 - Administration of medicines
 - Allergy management
 - Asthma management
 - Common childhood ailments
 - Care of pupils with chronic / long term illnesses
 - Eating disorders and self harm
 - Head injuries
 - Infection control
 - Personal and Intimate Care
 - Sharps disposal
 - Spillages of bodily fluids

- Promoting positive mental health