



North West London Jewish Day School

FIRST AID POLICY

January 2026

First Aid Policy (Updated for Ofsted / EYFS Compliance)

1. Aims

The aims of our first aid policy are to:

- Ensure the health, safety and welfare of all staff, pupils, visitors and contractors
 - Ensure that staff and governors understand their responsibilities in relation to health and safety and first aid arrangements
 - Provide a clear framework for responding to accidents, injuries and medical emergencies
 - Ensure the school complies with the requirements of the Early Years Foundation Stage (EYFS), the Department for Education (DfE), the Health and Safety Executive (HSE), and Ofsted expectations
 - Ensure that children receive immediate and appropriate first aid attention whenever required
 - Promote a safe learning environment and minimise risks to pupils and staff
-

2. Legislation and Guidance

This policy is based on:

- The Statutory Framework for the Early Years Foundation Stage (EYFS)
- DfE guidance: *First Aid in Schools, Early Years and Further Education*
- Health and Safety (First Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Social Security (Claims and Payments) Regulations 1979
- School Premises (England) Regulations 2012
- Equality Act 2010

The school recognises its duty under EYFS requirements to ensure that:

- At least one person who holds a current full Paediatric First Aid (PFA) certificate is on the premises and available at all times when EYFS children are present
 - A qualified paediatric first aider accompanies children on outings
 - Staff with Level 2 or Level 3 qualifications obtained after 30 June 2016 hold an appropriate paediatric first aid qualification within 3 months of employment if counted within ratios
 - Paediatric first aid certificates are renewed every 3 years
-

3.1 Appointed Person(s) and First Aiders

The school has appropriately trained first aiders and paediatric first aiders.

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring first aid boxes are fully stocked, checked regularly and replenished
- Ensuring emergency services are contacted when required
- Providing immediate and appropriate treatment
- Recording all incidents accurately and confidentially
- Informing parents/carers of injuries or medical treatment given where appropriate
- Supporting the school's safeguarding procedures where injuries cause concern

The school ensures that:

- First aiders receive appropriate training and refresher training
 - Staff know how to contact first aiders quickly
 - Lists of trained first aiders are displayed prominently throughout the school and in key areas including the medical room and staff room
-

4.1 In-School Procedures

In the event of an accident or medical emergency:

- The nearest member of staff will assess the situation immediately
- A qualified first aider will be contacted where necessary
- The first aider will assess the injury and determine next steps, including whether emergency services are required
- Parents/carers will be informed as soon as possible in the event of:
 - head injuries
 - significant bumps or falls
 - suspected fractures
 - allergic reactions
 - injuries requiring ongoing monitoring
 - any injury to EYFS pupils requiring treatment beyond minor first aid
- If emergency treatment is required, a member of staff will accompany the child until a parent/carer arrives
- All incidents will be recorded on the school accident reporting system on the same day or as soon as reasonably practicable

For EYFS pupils, staff will ensure records include:

- the child's name
- date and time of incident
- details of injury and treatment

- what action was taken
 - who administered first aid
 - confirmation that parents were informed
-

4.2 Off-Site Procedures

When pupils are taken off-site, staff will ensure:

- A portable first aid kit is carried
- A charged mobile phone is available
- Emergency contact details are accessible
- Relevant medical information and care plans accompany pupils
- Risk assessments are completed prior to visits

There will always be:

- At least one qualified paediatric first aider accompanying EYFS pupils
 - At least one trained first aider on Key Stage visits
-

5. First Aid Equipment

First aid kits are checked termly and replenished as required.

Portable first aid kits are available for educational visits and outdoor activities.

The school's automated external defibrillator (AED), where available, is clearly signposted and accessible to trained staff.

6.1 First Aid and Accident Records

- All accidents, injuries and treatment administered will be recorded appropriately
- Accident records will be monitored to identify trends and recurring hazards
- Records will be stored securely in line with GDPR and data protection requirements
- Accident forms relating to children will be retained until the child reaches the age of 21
- Serious incidents will be reviewed by senior leaders to identify any further control measures required

Parents/carers will receive notification of:

- head injuries

- significant injuries
 - emergency treatment
 - injuries to EYFS pupils
-

6.3 Reporting to Parents

Parents/carers will be informed on the same day of:

- any head injury
- any injury to the face
- significant bumps, falls or injuries
- any accident involving emergency treatment
- any injury or incident involving EYFS children

Communication may be by telephone, in person, accident slip or electronic communication system in accordance with school procedures.

7. Monitoring Arrangements

This policy will be reviewed every 2 years by the Health and Safety Lead and Governing Board, or sooner if:

- legislation changes
- DfE or EYFS guidance changes
- Ofsted recommendations require updates
- significant incidents occur

The school will regularly review:

- first aid training compliance
- accident records
- risk assessments
- first aid equipment and resources
- staffing levels for paediatric first aid coverage

