



Inspire, Enjoy, Achieve

First Aid Policy

February 2026

Chair of Governors.....

Headteacher.....

Date.....

Review February 2028

Cotton End Forest School

First Aid Policy

1. Policy Statement

Cotton End Forest School is committed to providing a safe and healthy environment for all pupils, staff, and visitors.

The school recognises its duty of care under the **Health and Safety (First-Aid) Regulations 1981** to ensure that appropriate first aid provision is in place during all school hours, educational visits, and forest school sessions.

Our aims are to:

- Ensure first aid provision is available and effective at all times.
 - Provide qualified first aiders trained in **paediatric and outdoor first aid**, appropriate to the setting.
 - Promote awareness of health and safety issues and reduce risks through good practice.
 - Ensure that all accidents and incidents are recorded and reported in line with **Bedford Borough Council** and **HSE (RIDDOR)** requirements.
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2. Legal Framework

This policy is based on:

- Health and Safety at Work etc. Act 1974
 - Health and Safety (First-Aid) Regulations 1981
 - RIDDOR 2013
 - DfE Guidance: *First Aid in Schools, Early Years and Further Education* (2014)
 - EYFS Statutory Framework (for EYFS provision)
 - Supporting Pupils with Medical Conditions (DfE, 2015)
 - Bedford Borough Council Health and Safety Guidance for Schools
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3. Roles and Responsibilities

The Governing Body

- Ensures Cotton End Forest School meets statutory first aid obligations.
- Reviews and approves the First Aid Policy annually.

- Ensures adequate funding for training, resources, and equipment.

The Headteacher

- Ensures first aid risk assessments are carried out for school and forest school activities.
- Appoints a **Lead First Aider** and ensures all required training is up to date.
- Ensures first aid provision meets the needs of all pupils, including those with medical conditions.
- Reports serious incidents to Bedford Borough Council and the HSE (where applicable).

Lead First Aider / Forest School Leader

- Maintains oversight of first aid kits (including forest school kits).
- Conducts regular equipment checks and replenishes supplies.
- Ensures outdoor first aid provision meets the needs of the environment (e.g. remote access, weather risks).
- Coordinates training and supports staff in emergency procedures.

Qualified First Aiders

- Hold valid **Paediatric First Aid** and/or **Outdoor First Aid** qualifications approved by Bedford Borough Council.
- Provide immediate care for pupils, staff, and visitors.
- Record all incidents on the school accident form or electronic system.
- Communicate with parents/carers and emergency services where necessary.

All Staff

- Are aware of the school's first aid arrangements and who the trained first aiders are.
- Report any accidents, injuries, or health concerns immediately.
- Follow procedures outlined in this policy.

4. First Aid Provision

- A current list of qualified first aiders is displayed in the **main office, staffroom, and classrooms.**
- First aid kits are available in:
 - Central area in all Pavilions
 - Main school office
 - EYFS classroom
 - Dining hall
 - Playground
 - Forest School trolley (outdoor first aid kit)
- A portable kit is taken on all off-site visits and forest school sessions.

- A **defibrillator (AED) Lifevac** equipment and **Epipen** box are located in the **Market Kitchen/Cafe**, and staff are trained in their use.
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5. Procedures

In Case of Illness or Injury (On-Site or During Forest School)

- Assess the situation for safety (remove hazards if possible). 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
- If emergency services are called, the Office Manager or a member of the Office team will contact parents immediately
- If hospital treatment is required, and a parent is not available, a member of staff accompanies the child and takes relevant medical information.

Off-Site Visits and Forest School Sessions

- At least one qualified **Paediatric First Aider** and one **Outdoor First Aider** must be present.
- The group must carry a fully stocked first aid kit, medical forms, and a mobile phone/radio.
- Emergency procedures are rehearsed with pupils (e.g. whistle signals, assembly point).

Head Injuries

- All head injuries are reported to parents/carers on the same day.
- Children who have sustained a significant bump to the head are monitored and sent home with a **Head Injury Wristband**.

Administration of Medication

- Managed according to the school's **Supporting Pupils with Medical Conditions Policy**.

- Only authorised staff administer prescribed medication.
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6. Reporting and Record Keeping

- All incidents are recorded using **Bedford Borough Council's accident/incident reporting system (PRIME)** or the school's electronic reporting system.
 - The Headteacher reviews reports termly to identify trends and potential risks.
 - Serious incidents or injuries are reported to the **HSE** under **RIDDOR** by the Headteacher.
 - Records are retained for at least **three years**, or longer for child-related incidents.
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7. Training

- All EYFS staff hold valid **Paediatric First Aid** certificates.
 - Staff supporting forest school sessions hold **Paediatric or Outdoor First Aid** training.
 - At least one member of staff is trained in **First Aid at Work**
 - Refresher training is arranged before certificates expire.
 - All staff receive basic first aid awareness as part of induction.
 - Training records are maintained by the school office.
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8. Monitoring and Review

- The Headteacher and Lead First Aider review first aid incidents each term.
 - The Governing Body reviews the policy annually.
 - Bedford Borough Council's Health & Safety Team may audit the school's first aid arrangements as part of its monitoring process.
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9. Appendices

Appendix A: List of Qualified First Aiders and Expiry Dates

Appendix B: Location of First Aid Kits and Equipment

Appendix C: Accident and Incident Reporting Procedure (Bedford Borough PRIME system)

Appendix D: Emergency Services and Contact Procedure

Appendix 1: list of trained first aiders.

Name:	Valid until:
Miss Hendry-Taylor	11/12/2027
Miss Long	07/01/2027
Miss Davey	12/02/2029
Mrs Thacker (Coe)	01/04/2029
Mr Warner	05/12/2028
Miss Davey	26/04/2026
Miss Birkinshaw	06/08/2026
Miss Plenty	07/09/2026
Miss Beams	07/01/2027
Mrs Russell	09/05/2027
Miss Grey	09/5/2027
Ms Askew	19/5/2027
Mrs Catchpole	23/06/2027
Miss Joseph	23/06/2027
Mrs Badley	11/07/2027
Mr Goodman	11/07/2027
Mrs Tree	16/11/2027
Mrs Winn	17/11/2027
Mrs Nizal	04/12/2027
Miss Burt	10/12/2027
Miss Mulcahey	10/12/2027
Mrs Rance	31/03/2028
Mrs McCarthy	01/04/2028
Mr Hardy	06/05/2028
Miss Davidson	05/06/2028
Miss Harpin	24/07/2028
Miss Reid	07/10/2028
Mrs Chan	07/10/2028
Miss Pryor	06/11/2028
Miss Ayliffe	06/11/2028

Mrs Sohanpal	30/11/2028
Mrs Durrani	30/11/2028