

FIRST AID ROOM AUDIT CHECKLIST

1. First Aid Kits

- Checked expiry dates on all items in every kit
- Removed any expired, damaged, or non-sterile items
- Restocked items that have been used or are running low
- Confirmed all containers and bags are clean and labelled
- Checked all kit locations (classrooms, first aid room, sports facilities, off-site trip kits)

2. Medication

- Checked expiry dates on all medication held on site, including AAls and inhalers
- Confirmed a valid, signed consent form exists for every medication being held
- Returned medication to families for pupils who are leaving
- Arranged disposal of expired/uncollected medication via a pharmacy
- Removed consent forms for pupils who have left or moved year group
- Reviewed storage conditions for all medication (temperature, light, refrigeration)

3. Individual Healthcare Plans (IHCPs)

- Reviewed every active IHCP and flagged any not updated in the past 12 months
- Contacted parents/carers to confirm information is still accurate
- Archived records for pupils leaving the school
- Begun creating/updating plans for known new joiners in September
- Cross-referenced IHCPs against admissions data to check no pupil has been missed

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4. First Aider Qualifications

- Listed all staff holding a first aid qualification with their renewal date
- Flagged any certificates expiring during the summer or in the first weeks of the autumn term
- Booked refresher training for staff whose certificates are due for renewal
- Confirmed the school has sufficient trained first aiders to cover September

5. Incident Records and RIDDOR

- Confirmed all incidents from the summer term are fully recorded
- Checked for any incidents meeting the RIDDOR reporting threshold for staff
- Checked for any incidents meeting the RIDDOR reporting threshold for pupils
- Submitted any outstanding RIDDOR reports to the HSE

6. Emergency Contacts and Consent Records

- Sent a reminder to all families to update emergency contact details
- Confirmed every pupil has at least two named emergency contacts
- Confirmed up-to-date contacts are held for all pupils with life-threatening conditions
- Reviewed medication consent records and flagged any requiring a new signature
- Shared relevant medical information with staff running the summer provision, where applicable

