



# First Aid Policy

## 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

## 2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools, health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

In schools the Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) is on the premises at all times.

Dependent upon an assessment of first aid needs, we will have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided our assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

### 3.1 Appointed person(s) and first aiders

The school's appointed persons are **D. Hooper, N. Begum and S. Begum**. Between them, they are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

- Ensuring that an ambulance or other professional medical help is summoned when appropriate

**All first aiders** are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report (Evolve Accident Book) on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The local academy board**

The local academy board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **3.4 The headteacher**

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of first aiders are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

### **3.5 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (Evolve Accident Book) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## **4. First aid procedures**

### **4.1 In-school procedures**

In the event of an accident resulting in injury:

- 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 Headteacher or Deputy Headteacher will contact parents immediately
- The first aider, or relevant member of staff, will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

## **4.2 Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed prior to any educational visit that necessitates taking pupils off school premises.

Risk assessments are uploaded to

There will always be at least 1 first aider on school trips and visits.

## **5. First aid equipment**

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The White Hut

- Outside the Reception classroom
- The First Floor, opposite the staircase
- The Second Floor, next to the fire doors

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury. We log our accident forms on an online platform called Evolve Accident Book.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident book which is kept within each first aid box.
- An accident report form will also be issued to the child's parent before the end of the school day, or at the earliest opportunity. Accident forms are issued via email based on the information logged on Evolve Accident Book.
- Records held in the first aid and accident book (pre-2022/23) or Evolve Accident Book (2022/23 onwards) will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **6.2 Head Injuries**

- Where a head injury occurs, the accident that led to the injury will be recorded on Evolve Accident Book.
- The first-aider dealing with the incident will phone home to make parents aware.
- A head bump monitoring form will be completed via Evolve Accident Book.
- A head bump letter / email, will also be issued to parents.
- If the child is well enough to remain in school, they will do so. If not, their parents will be asked to collect them and take them home for further monitoring.
- If any of the following symptoms are noticed over the following 24 hours, further medical advice should be sought urgently, either by calling 999 for an ambulance or going directly to A&E:
  - Unconsciousness or lack of consciousness (for example problems keeping eyes open or increasing sleepiness).
  - Increasingly severe headache that won't go away.
  - Problems with understanding, speaking, reading or writing, or any problems with memory.
  - A change in behaviour, like being more irritable.
  - Numbness or loss of feeling in any part of the body.
  - Problems with balance or walking, or general weakness or clumsiness.
  - Dizziness.
  - Any changes in eyesight - blurred or double vision.
  - Any change to the appearance of the pupils - one pupil larger than the other.
  - A black eye with no associated damage around the eye.
  - Any vomiting or sickness.
  - Any clear fluid running from the ears or nose.
  - Bleeding from the ears.
  - New deafness.

### **6.2 Reporting to the HSE**

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
  - Specified injuries, which are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding)
    - Any scalding requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia
    - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
  - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
  - Where an accident leads to someone being taken to hospital
  - Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion
- Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm) <http://www.hse.gov.uk/riddor/report.htm>

### **6.3 Notifying parents**

Parents will be informed of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. This may be done in person, over the phone or via email, depending on the nature of the accident or injury.

### **6.4 Reporting to Ofsted and child protection agencies**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).

Staff are encouraged to renew their first aid training when it is no longer valid.

## **8. Monitoring arrangements**

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the local academy board.

## **9. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

## Appendix 1: list of trained first aiders

	Name	Date of Expiry	First Aid Type
1	Z Ahmed	4-1-2026	Paediatric First Aid
2	R Parkash	4-1-2026	Paediatric First Aid
3	R Kauser	8-2-2026	Paediatric First Aid
4	P Hynan	18-7-2026	Paediatric First Aid
5	S Gaddu	18-7-2026	Paediatric First Aid
6	D Hooper	17-1-2027	Paediatric First Aid
7	R Loyal	17-1-2027	Paediatric First Aid
8	H Jakhu	17-1-2027	Paediatric First Aid
9	S Begum	12-3-2027	Paediatric First Aid
10	K Devi	12-3-2027	Paediatric First Aid
11	C Shaw	12.11.2027	Paediatric First Aid

12	R Loyal	5-6-2025	Forest School First Aid
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13	N Begum	5.5.2025	First Aid at Work
14	V Devi	5.5.2025	First Aid at Work
15	D Bent		First Aid at Work
16	M Cartwright		First Aid at Work

## Appendix 2: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED
Anaphylaxis and asthma training	SLT Teachers Teaching Assistants	10-10-204
Diabetes	SLT Teachers Teaching Assistants	23-10-2023
Epilepsy	SLT Teachers Teaching Assistants	23-10-2023