



First Aid Policy

Approved by: Governing Body **Date:** September 2018

Last reviewed on: September 2023
Amended Sept 2025 and Sept 2026

Next review due by: September 2027

Signed by:

Chair of Governors

Headteacher

Date	Changes	Version
Sept 2025	Minor edits and addition of reference to Medical Tracker	V 1.1
Sept 26	Appx 3 First Aid training log updated	V 1.2

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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](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), 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

3.1 Appointed person(s) and first aiders

The school's appointed person is Yvonne Wilkins. In their absence, the Business Manager or Assistant Headteacher. 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 (delegated to Sarah Goode)
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

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 incident or accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

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

3.2 The governing board

The governing 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.

3.3 The headteacher

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

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel 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)

3.4 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 (see appendix 2) for all incidents they attend to where a first aider/appointed person 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, Assistant Headteacher, School Secretary or Business Manager will contact parents immediately
- The first aider/relevant member of staff will **complete an incident form on Medical Tracker (school.medicaltracker.co.uk) on the same day or as soon as is reasonably practical after an incident resulting in an injury and send a notification of the incident to the parent.**

4.2 Off-site procedures

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

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

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

There will always be at least one first aider with a current Paediatric First Aid certificate on **Early Years** school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

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5. First aid equipment

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

- 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 medical rooms
- Reception (in the school office)
- The school hall
- All classrooms
- The design and technology classroom
- The school kitchen

6. Record-keeping and reporting

6.1 First aid and accident record book

- A **Medical Tracker incident form** will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- Records held **on Medical Tracker and** in the first aid and accident book 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 Reporting to the HSE

The Business Manager 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 Business Manager or 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 scalping 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

The staff member attending the injury will **complete the Medical Tracker incident form** and inform parents 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.

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 **Integrated Front Door: 0300 4560108** 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 3).

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

At all times, at least 1 staff member will have a current Paediatric First Aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher every 3 years.

At every review, the policy will be approved by the Governing Body.

9. Links with other policies

This first aid policy is linked to the

- Health and Safety Policy
- First Aid Risk assessment
- Policy on supporting pupils with medical conditions

10. Appendix 1: list of appointed person(s)

Staff member's name	Role	Contact details
Yvonne Wilkins	Headteacher/Appointed Person	01380 723084
Gemma Payne	Assistant Headteacher/ Second Appointed Person	01380 723084
Emma Otway	Business Manager/Appointed Person in absence of above	01380 723084

11. Appendix 2: accident book held in SBM room should be used but this report form can be used as interim record if needed.

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i> 			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i> 			
Follow-up action required			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i> 			
Name of person attending the incident			
Signature		Date	

Schools First Aid

FIRST AID FOR SCHOOL STAFF

The following candidates completed this training course:

Certificate Date: 3/6/2024 Expiry Date: 02/06/2027

Soraya Coltro
Sarah Hitchcott
Kaye Grieve
Carol Harrington
Emma McGuire
Leslie Milne

Certificate Date: 1/9/2026 Expiry Date: 1/9/2029

Chrishanthi Arumugam
Kate Bishop
Jackie Godwin
Caroline Grieve
Laura Hale
Katie Scott

PAEDIATRIC FIRST AID

The following candidates completed this training course:

Olesya Hebur	Certificate Date: 5/5/2026	Expiry Date: 5/5/2029
Emma McGuire	Certificate Date: 5/5/2026	Expiry Date: 5/5/2029
Victoria Mootoo	Certificate Date: 8/10/2025	Expiry Date: 7/10/2028
Gemma Payne	Certificate Date: 14/5/2025	Expiry Date: 13/05/2028
Rebecca Perry	Certificate Date: 13/7/2026	Expiry Date: 13/7/2029

EMERGENCY FIRST AID AT WORK

The following candidates completed this training course:

Chrishanthi Arumugam	Certificate Date: 18/10/2023	Expiry Date: 17/10/2026
Kate Bishop	Certificate Date: 18/12/2023	Expiry Date: 17/12/2026

FIRST AID APPOINTED PERSON(s)

Yvonne Wilkins, Gemma Payne & Emma Otway