First Aid

Version	Date	Author(s)	Changes
1	06/2023	S Corry	Formatting, date, reference to training log
2	20/11/2025	S Corry	Additional paediatric first aider added
3	16/11/2026	D Hackett	Paediatric first aider information added Link to anaphylaxis and asthma policy. Removal of contents

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Ratified by:	Full Governing Body
Review frequency:	Annual
Next review due:	November 2027
Source:	WCC
Type of policy:	non-statutory

All staff and volunteers working in our school share a responsibility for promoting and safeguarding the welfare of the children with whom they come into contact

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 outcome.

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

Maintained schools:

- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

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

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually 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 your assessment of need has taken into account the nature of employees' work, the number of staff, and the layout and 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:-

Olivia Whatcott – PFA – 2 days full training

Melanie Garland – PFA – 2 days full training

Sarah Cowling – PFA MDS – 2 days full training

All staff – All staff completed Paediatric First Aid awareness (1 day 09/2022)

The appointed first aiders 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

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

3.2 The local authority and governing board

Warwickshire County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board 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 and/or appointed person(s) 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:

In this section by 'first aider' we mean Paediatric trained first aider (Full course)

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a fully 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 the 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 first aider/Headteacher or member of SLT will contact parents immediately.
- The first aider/Headteacher/SLT member will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

For Early Years Foundation Stage provision:

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 mobile phone
- A portable first aid kit including, at minimum:

The following are based on the HSE's recommendation for a minimum travelling first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

Also:-

- Information about the specific medical needs of pupils
- Parents' contact details will be accessible at all times.
- Pupils with specific needs re medication will be covered under this policy but a separate Risk Assessment for care outside of school will be completed. Also see separate policy for children with Medical conditions.

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the Lead teacher for the trip prior to any educational visit that necessitates taking pupils off school premises.

For children in EYFS. There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Accidents on trips

If accidents occur while pupils are on a trip, school staff will make decisions alongside trained first aiders from the destination, as they will have detailed knowledge specific to their site or activity. If it is deemed necessary for a child to receive medical attention the school staff will contact parents as soon as possible. Parents will be involved in the decision to seek medical attention but staff may act in loco parentis.

When on Residential trips the above applies, apart from with regard to when to contact parents. If the school staff feel that the child may need to be seen by a medical professional, they will arrange this with the parents as soon as practicably possible and on the day of the injury.

School staff may accompany children in ambulances if this expedites necessary treatment.

Illness on trips

Illness will be dealt with as it is in school. Parents will be contacted and given the opportunity to collect their children. On residential trips, staff will make decisions around administering paracetamol for headaches and cold symptoms assuming permission has first been granted by parents. If the staff feel that the child is too unwell to stay at the trip destination then parents will be called to collect them.

5. First aid equipment

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

The following is based on the HSE's recommendation for a minimum first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The Staff Toilet
- Reception (at the desk)
- The school hall

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident slip from the accident book 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
- Records held 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
- If a child has had a head injury the relevant form will be sent home so that parents are aware of the injury and next steps

6.2 Reporting to the HSE

The First Aider/SLT member 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 relevant member of staff as above will report these to the HSE 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
- Schools with Early Years Foundation Stage provision also see sections 6.3 and 6.4 below:

6.3 Notifying parents

The First Aider/class teacher will 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.

Residential Trips

6.4 Reporting to Ofsted and child protection agencies

The First Aider/SLT member 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 relevant member of staff will also notify WCC 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).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

Schools with Early Years Foundation Stage provision:-

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. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher every year– the DfE recommends annually].

At every review, the policy will be approved by the [headteacher/Governing boards member with responsibility for Health and Safety.

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
- Anaphylaxis policy
- Asthma policy

Appendix 1: list of Paediatric First Aiders

In the event that a paediatric first aider would need to be contact, please do so via admin3216@welearn365.com

STAFF MEMBER'S NAME	ROLE
O Whatcott	Teacher EYFS
B Smith	Teaching Assistant
R Boswell	Teaching Assistant
L Hillman	Teaching Assistant
T Archer	Teaching Assistant
K Page	Midday Supervisor
T Davis	Site Supervisor
D Hackett	Head Teacher
S Corry	Head Teacher
S Foyle	Teacher Year 3/4
S Burns	Teacher Year 5/6
R Proudfoot	Teacher Year 2
B Byrne	Teacher Year 1
S Boyle	Admin Assistant

Appendix 2: accident report form for **RIDDOR**

Otherwise injuries are reported in First Aid Books in boxes.

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
ACTION TAKEN			
FOLLOW-UP ACTION REQUIRED – LESSONS LEARNED			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

Appendix 3: first aid training log. See training Log in Main Office on SIMS

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
First Aid			
Paediatric First Aid			
Anaphylaxis			