



## First Aid Policy

**This policy was approved by the Governing Body in July 2022**  
**This policy will be reviewed by March 2026**  
(unless any changes are necessary prior to this date)

**BELONGING | BELIEVING | ACHIEVING**

“You are the light of the world.” Matthew 5:14

### 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 • Maintained schools add:
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

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

The school's appointed person is: Sarah Green (Acting Headteacher). SG is 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 accident/incident (see the template in appendix 1). For accidents/incidents that do not require first aid treatment, the member of staff who deals with the incident should still complete and accident/incident form
- Keeping their contact details up to date

Our school's First Aiders are members of staff who work in various areas around the school. Their names will also be displayed prominently around the school.

### 3.2 The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Acting Headteacher and staff members.

### 3.4 The Acting Headteacher

The Acting 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 (risk assessment in appendix 2)
- 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)

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### 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 (see appendix 1) for all incidents they attend to where a First Aider is not called
- Informing the Acting Headteacher 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, a member of SLT (or another member of staff under the direction of SLT) will contact parents immediately
- The First Aider will complete an accident report form on the same day (or in very rare cases, as soon as is reasonably practical after an incident resulting in an injury)

### 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 by the Class Teacher prior to any educational visit that necessitates taking pupils off school premises. Risk assessments will always be checked by a member of SLT before the educational visit takes place. There will always be at least one first aider on school trips and visits.

For classes in Early Years Foundation Stage provision:

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



## **5. First aid equipment**

To deal with instant emergencies, a typical first aid kit in classrooms will include the following:

- Plasters
- Wipes
- Gloves

A greater variety of first aid equipment can be found in the school office.

This information will include:

- 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.

Pupil medication such as asthma pumps and epi-pens are kept in green Medical Boxes in classrooms.

Where parents give consent for prescribed medicines to be administered in school, the 'Supporting Pupils with Medical Needs Policy' must be followed.

## **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
- 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
- A copy of the accident report form will also be added to the pupil's Arbor educational record by a member of administration staff
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- 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

## **6.2 Reporting to the HSE**

The Acting 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 Acting 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.

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Reportable injuries, diseases or dangerous occurrences include:

Death



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- 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

A member of staff in the school office 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.

### 6.4 Reporting to Ofsted and child protection agencies

The Acting 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 Acting Headteacher will also notify the Local Safeguarding Children's Partnership 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 – the Acting Headteacher will determine the training needs in the school according to the number of staff who are currently trained.

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 (on the Single Central Record) of all trained first aiders, what training they have received and when this is valid until.



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

At all times, at least one member of staff in Early Years 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 Governing Body on an annual basis.

At every review, the policy will be approved by the Finance and Premises Committee of the Governing Body.

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

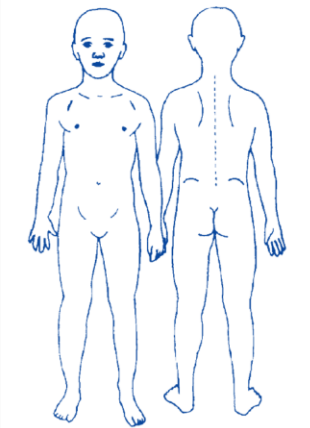
This first aid policy is linked to these policies:

- Health and Safety policy
- Policy on supporting pupils with medical conditions
- Child Protection and Safeguarding

## Appendix I (Accident/Incident Report)

### INCIDENT REPORT

This report will be photocopied or scanned for the parents/carer of a child.

<b>NAME:</b>				<b>CLASS:</b> <i>(if a pupil at the school)</i>			
<b>DATE:</b>				<b>TIME:</b>			
<b>LOCATION</b> <i>(please circle)</i>	Big Playground	Small Playground	Hall	Class	EY Garden	St Andrew's	Other
<b>LOCATION OF INJURY</b>				<b>INJURY</b> <i>(please circle)</i>			
				Bruise			
				Bump			
				Graze			
				Cut			
				Mark			
				Rash			
<i>*Parents/Carers must be telephoned by the school if a head injury is sustained</i>				Other			
<b>WHAT HAPPENED?</b>							
<b>FIRST AID?</b> <i>(please circle)</i>	No	Yes – cold compress		Yes – other <i>(give details):</i>			
<b>NEXT STEPS</b> <i>(please circle)</i>	Continued with normal play	Continued with learning/ activities	Parent telephoned by the school	Child collected by parent/carer	Hospital		
<b>Name of adult/First Aider completing form</b> <i>First Aiders must see pupils/adults with head injuries.</i>							

NOTE TO PARENTS/CARERS: Although your child may have been seen by a First Aider, you may also want to seek medical advice following an accident at school.

<b>ACTION FOR SLT/GOVERNOR</b>	Incident referred to a member of SLT	Behaviour incident recorded	Other action:
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St Matthew's CE Primary School First Aid Policy **Appendix 2 (First Aid Risk**



Hazards	Who might be harmed?	What to do in an emergency	Prevention
<p>Minor accident – eg trips, falls, insect stings, bumps to the head, nose bleeds</p> <p>(not an exhaustive list)</p>	<p>1. Children 2. Adults (staff, governors, visitors etc)</p>	<ul style="list-style-type: none"> <li>● Injured children are not to be left unsupervised</li> <li>● All injured children/adults to see a First Aider</li> <li>● First Aiders must wear gloves before treating any injury that involves bodily fluids (eg blood, mucus)</li> <li>● Children/adults to receive First Aid treatment as required</li> <li>● Accident/Incident form to be completed by the First Aider</li> <li>● School office to email the accident form home to the parent as soon as possible (adult can take their own copy of the accident form)</li> <li>● If the child has had a bump to the head, but no visible injury, the parents should be telephoned explaining that there are no visible signs of injury, but if the parent wishes to collect the child, they can</li> <li>● Class teachers should be informed by the person providing treatment if a child has a bumped head</li> <li>● All accidents forms to be kept in the Accident Folder (school office)</li> <li>● Phone calls to parents/carers as required (as well as the accident form being completed). If in doubt, check injuries with Acting Headteacher/AHT</li> <li>● Accident bed in AHT room should an injury require a person to lie down</li> </ul>	<ul style="list-style-type: none"> <li>● All named first aiders included on the list for the school have successfully completed a qualification course</li> <li>● Medical boxes in all classes with asthma pumps/epipens/medical care plans</li> <li>● Parents/Carers to inform school of any medical conditions.</li> <li>● Parents to ensure medication at school is in date.</li> <li>● Parents/Carers to inform school of up-to-date emergency contact details.</li> <li>● Members of staff/visitors to ensure relevant medical details are</li> </ul>

<p>Major accident/incident – eg seizure, asthma attack, anaphylactic shock, fainting, head injury</p> <p>(not an exhaustive list)</p>	<ol style="list-style-type: none"> <li>1. Children</li> <li>2. Adults (staff, governors, visitors etc)</li> </ol>	<ul style="list-style-type: none"> <li>• Injured child/adult are not to be left unsupervised</li> <li>• Call 999</li> <li>• All injured children/adults to see a First Aider</li> <li>• HT/AHT contacted</li> <li>• First Aiders must wear gloves before treating any injury that involves bodily fluids (eg blood, mucus)</li> <li>• Accident form to be completed by the First Aider</li> <li>• School office to email the accident form home to the parent as soon as possible and give a copy to the ambulance service (adult can take their own copy of the accident form)</li> <li>• Serious accidents e.g. broken bones, may need to be recorded to the LA/HSE – Acting Headteacher to action this if necessary</li> </ul>	<p>shared with HofS / Inclusion lead / office staff / CT in case of an emergency</p> <ul style="list-style-type: none"> <li>• HofS / Inclusion lead responsible for ensuring any new staff are made aware of first aid arrangements by performing an induction which includes this. Adequate information must also be provided to visitors for whom managers are responsible</li> <li>• First Aid stock is kept in the school office and audited regularly</li> </ul>
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Hazards	Who might be harmed?	 What to do in an emergency	Prevention
Bodily fluids – eg sickness, diarrhoea, nose bleed, other bleeding injury	<ol style="list-style-type: none"> <li>1. Children</li> <li>2. Adults (staff, governors, visitors etc)</li> </ol>	<ul style="list-style-type: none"> <li>• Ill children are not to be left unsupervised</li> <li>• All injured children/adults to see a First Aider</li> <li>• First Aiders/cleaners must wear gloves before treating any injury that involves bodily fluids (eg blood, mucus)</li> <li>• Spillage kit to be used immediately to cover bodily fluids (person administering this must wear gloves)</li> <li>• Children/adults to receive First Aid treatment as required</li> <li>• Parent to be contacted so that child can go home if required</li> <li>• Member of staff to go home if required</li> </ul>	<ul style="list-style-type: none"> <li>• Spillage kit is always available from the accessible toilet on the ground floor near Y3 classroom</li> <li>• Adequate First Aid supplies are available in the office</li> <li>• Gloves are available in all classroom medical boxes</li> </ul>
Infection Control	<ol style="list-style-type: none"> <li>1. Children</li> <li>2. Adults (staff, governors, visitors etc)</li> </ol>	<ul style="list-style-type: none"> <li>• Any person providing first aid treatment must take all reasonable steps to prevent the spread of infection. Gloves must be worn when administering First Aid</li> <li>• Simple measures such as thorough hand washing, covering of open wounds and suitable disposal of soiled materials are the most effective at minimising infection.</li> </ul>	

**All school policies and procedures should be followed in all situations**

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