



FIRST AID POLICY

This Policy was approved by Governors in:	July 2025
This Policy was shared with staff on:	July 2025
Implementation of this Policy will be monitored by:	Mrs Boorman
Monitoring will take place at regular intervals	
The Policy will be reviewed annual or more regularly if needed.	
Date of Review:	March 2025
Date of next Review:	March 2026

1. AIMS

The aims of our first aid policy are to

- Ensure the health and safety of all staff, children 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, guidance from the Health and Safety Executive (HSE) on incident reporting 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 School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils
- The first aid regulations 2024, which states employers' responsibilities to take account of employees' mental health in their first-aid needs assessment.

3. ROLES AND RESPONSIBILITIES

At least one person who is paediatric first aid trained must be on the premises throughout the extended school day (to include Breakfast and School run After School Clubs). Beyond this we will have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work, to ensure that a first aider is on site at all times.

We also have an appointed person to take charge of first aid arrangements.

First aid posters are displayed around the school, including every classroom, the main school office and exit door to playgrounds.

3.1 Appointed person(s) and first aiders

The school's appointed person is Kerry Boorman as set out in the 1981 first aid regulations and the FFE guidance listed in section 2.

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 ensuring the replenishing of the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Their name is displayed prominently around the school
- First aiders are trained and qualified to carry out the role 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
 - Ensuring that an accident report is completed on the same day, or as soon as is reasonably practicable, after an incident.

The lead first aider will send pupils home to recover, where/if it is deemed necessary.

3.2 The governing body

The governing body, as employers, has ultimate accountability for health and safety in the school.

3.3 The Head teacher

Paul Haylock, Headteacher, and his leadership team has responsibility for the day-to-day running of the school.

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

- Ensuring that the designated appointed person 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 children
- Reporting specified incidents to the HSE when necessary.

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and the appointed person in school are.
- Completing accident reports for all incidents they attend when asked to, in a timely manner.
- Informing the head teacher or the appointed person of any specific health conditions or first aid needs

4. FIRST AID PROCEDURES

Poverest has one appointed person responsible for first aid and many first aiders. All rooms display a printed list of these people.

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, 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 appointed person judges that a child is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the appointed person will recommend next steps to the parents
- If emergency services are called, the appointed person will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable 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 early years premises at all times during the extended school day (to include Breakfast and School run After School Clubs).

4.2 Off-site procedures

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

- A mobile phone for emergency use
- A portable first aid kit including, at minimum:
 - 10 individually wrapped sterile adhesive dressings- assorted

- 4 medium sterile un-medicated dressings
- 2 large sterile un-medicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- 2 sterile eye pads
- Information about the specific medical needs of the children

Risk assessments will be completed by the relevant teacher in charge of the trip prior to any educational visit that necessitates taking children off school premises.

There will always be at least one 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.

5. FIRST AID EQUIPMENT

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

- 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 un-medicated wound dressings
- 2 large sterile individually wrapped un-medicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- Main Reception
- The school kitchens
- All classrooms
- The Meadow (nurture room)

We have two Defibrillator's, one outside Mrs Boorman's office and one in the Early years building. We have an evacuation chair outside Mrs Boorman Office.

We have spare Epi Pens and Asthma pumps in the main office.

6. RECORD-KEEPING AND REPORTING

6.1 First aid and accident record book

- An accident form will be completed by the member of staff/first aider/ appointment person 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
- First aid and accident records 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.

First aid incidents are to be complete either online or via the first aid book held outside the main office.

6.2 Reporting to the HSE

The Business Manager will keep a record of any accidents or incidents which result in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 & 7).

The Business Manager will send these to the school's H&S Consultant who will report any relevant issues to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: Reportable Injuries, Diseases or Dangerous Occurrences

These 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) which:
- Covers more than 10% of the whole body's total surface area; or
- Causes significant damage to the eyes, respiratory system or other vital organs – 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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

Children and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

6.3 Notifying parents

The appointed person or office staff will inform parents of any accident or injury sustained by a child, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

6.4 Reporting to Ofsted and child protection agencies

The Head Teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child, 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 Head Teacher and/or appointed person will also notify the Police or Children's Social Care of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. TRAINING

All first aiders must have completed an accredited and well regulated training course, such as approved by Ofqual, 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.

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.

The school has an appointed Senior Lead Mental Health First Aider – Kerry Boorman We take a holistic approach to workplace health & Safety and the importance of addressing both mental and physical health emergencies.

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.

School will take into account employees mental health in any first aid needs assessments, recognising the significance of mental wellbeing, alongside physical health.

8. SUPPORTING CHILDREN AT SCHOOL WITH MEDICAL CONDITIONS

The school recognises that children at school with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case, the school will comply with its duties under the Equality Act 2010.

Some children may also have special educational needs and may have a EHCP which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice 0 – 25 (2014) is followed.

School will administer medication to children under the following criteria:

- The medication is prescribed 4x daily
- The medication is clearly marked with the child's name and dosage on the bottle
- The parent/carer has completed the medication permission form
- The medication is brought in to the school office by the parent/carer each morning

9. MONITORING ARRANGEMENTS

This policy will be reviewed by the appointed person yearly.

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

10. COMPLIANCE

This policy complies with Section 19 of the Children and Families Act 2014. It is written with reference to inclusive education under

- articles 7 and 24 of the United Nations Convention of the Rights of Persons with Disabilities
- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0 – 25 (June 2014)
- School Admissions Code of Practice
- The Special Educational Needs and Disability Regulations 2014 (linked to clause 64)
- Schools SEN Information Report Regulations (2014)
- Statutory Guidance on Supporting children at school with medical conditions (April 2014)

- The National Curriculum in England framework document (September 2013)
- Safeguarding Policy
- Accessibility Plan
- Teachers Standards 2012

11. LINKS TO OTHER POLICIES

This Policy has been created to be read alongside other school policies including:

- Anti-Bullying
- H&S
- Accessibility
- Equality
- Behaviour Policy
- Supporting children with medical conditions
- Safeguarding
- SEND