



## POLICY DOCUMENT

<b>Title:</b> First Aid Policy
<b>Reference and Source Document:</b> <b>The Key Model First Aid Policy</b> <b>See Legislation and Guidance Section 2</b>
<b>The key purpose:</b> Providing the appropriate first aid for pupils and adults in school so that all people are kept safe
<b>Lead Staff Responsibility:</b> Headteacher
<b>Governing Body Responsibility:</b> Curriculum Team
<b>Reviewing Cycle and next date:</b> Annually. Next date Autumn 2025
<b>Approved by Leadership Team:</b> 18.11.24
<b>Approved by Governing Body:</b> 25.12.24

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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](#), 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 pupil

### 3. Whole School Vision Statement

#### Inspire, Nurture and Achieve

We believe, as Jesus did, that in our happy, purposeful and welcoming **Christian school** and **pre-school all people are valued, encouraged and cared for:**

- **Inspire** the school community to think and feel positively about themselves and others.
- **Nurture** each child and adult so that they grow with others in a secure and happy environment; where they enjoy a wealth of opportunity and experience a love of learning.
- A place where **achievements** are celebrated and expectations are high for all.

This is underpinned through the understanding that in Jesus, **all** are welcome and unique and have a God given purpose and place in the world. Jesus inspires us that **all** people can flourish.

**Matthew 19 v14**

Jesus said, "Let the children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

#### **We aim to:**

*Inspire a positive approach to life and learning;*

*Value and **nurture** each child as an individual: developing **resilience, independence, and an understanding** of what they bring to the world;*

*Create a rich, stimulating environment where **achievements** are celebrated and **team work and co-operation** are expected;*

*Promote **high expectations** and **self-confidence** for each individual;*

*Ensure each child strives towards **excellence** supporting those who find learning difficult and challenging the most able children;*

*Develop and foster **motivation** for learning and **enthusiasm** for life;*

*Promote a sense of **belonging** and build outstanding **relationships** between school, home, church and the wider community.*

*Help every person understand their **unique purpose** and **place in God's world**.*

### 4. Roles and responsibilities

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

The school's head teacher is **Mrs Sarah Hanson**. The Headteacher is responsible for ensuring that there are sufficient qualified first aid or paediatric first aid practitioners in both school and pre-school and that all staff receive regular training and updates related to their roles and responsibilities.

The school's appointed lead first aider is **Mrs Lisa Fletcher** (School) and **Mrs Natalie Gowing** (Pre-School)

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.

In the event of absence, any qualified first aider or member of the senior leadership team may undertake the above duties during a medical emergency. The headteacher is responsible for ensuring that someone is delegated to this role and named in the event of a long-term absence.

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
- Informing a member of the senior leadership team if a pupil is seriously ill or injured. First aiders may also recommend when it is appropriate to send pupils home to recover, where necessary.
- Filling in an accident report on the same day as, 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 in appendix 1. Their names will also be displayed prominently around the school site.

The school holds a First Aid in School and Pre-School Incident Risk Benefit Assessment Plan which is also reviewed annually.

The school holds First Aid Guidelines which are displayed in first aid areas and shared with new staff as part of their induction, in addition to the policy.

## 4.2 The local authority and governing body

**Worcestershire Local Authority** 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 body delegates operational matters and day-to-day tasks to the headteacher and staff members.

## 4.3 The headteacher

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

- Ensuring that an appropriate number of first aiders or paediatric 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 benefit 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)

## 4.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders or paediatric first aiders in school or pre-school are.

- Completing the accident record book or an accident reports (see appendix 2) for all incidents they attend to where a first aider is not called, as appropriate
- Informing the headteacher or their line manager of any specific health conditions or first aid need.

## 5. First aid procedures

### 5.1 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 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 or carers 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 the office team will contact parents or carers immediately
- The first aider and/or member of staff on scene 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 that school is open to pupils.
- In Pre-School **all** practitioners will have an up to date paediatric first aid qualification.

### 5.2 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:
  - 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
  - 1 individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents/carers' contact details

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 x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

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

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.

There will always be at least 1 first aider on all school trips and visits, including overnight residential trips.

## 6. First aid equipment

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

- 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
- Bite or sting relief when the trip involves forest, nature or woodland visits

No medication is kept in first aid kits.

First aid kits are stored in:

- The staff room
- Reception (in the marked cupboard)
- In each bay area (Early Years/Reception; KS1; Lower KS2; Upper KS2)
- The DT Room
- The school kitchen

At Pre-School the first aid kit is kept in the kitchen

## 7. Record-keeping and reporting

### 7.1 First aid and accident record book

- All minor injuries and where a child has been seen by a first aider will be fully recorded in a first aid book

- An accident form will be completed by the first aider or staff member dealing with the injury 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
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the office staff team or recorded on CPOMS electronic safeguarding record.
- 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.
- Care will be taken to only record the necessary and minimum personal health or medical data on any accident form in line with the data protection policy.

## 7.2 Reporting to the HSE

A nominated member of the office team 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 School Office Manager is responsible for ensuring that this happens and the office team know who will do this.

The same person will report these 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 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
- 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 School 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

### **Pupils 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 where 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 field 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)

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>

## **7.3 Notifying parents and carers (Early Years only)**

The Pre-School Leader or Deputy or Reception class teacher will inform parents/carers 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 delegated to a member of the office or Early Years team/Key Person if appropriate.

Parents and carers are always informed when a child has received a head injury. A first aider will assess the severity of any head bump/injury and appropriate treatment given. This includes following current guidelines for recognising and treating concussion, including when medical advice should be sought and how long a child should refrain from physical exercise following a head injury.

Concussion advice will always be shared with parents/carers following their child receiving any head injury whilst in the care of Pre-school or school.

Parents/carers will also always be informed as a matter of urgency if emergency services are called. The headteacher will always be informed if emergency services are called.

[Head injury and concussion - NHS \(www.nhs.uk\)](http://www.nhs.uk)



## 7.4 Notifying parents and carers (pupils not in Early Years)

A member of the office team will notify parents either by phone call or ParentMail where any pupil has had an accident resulting in an injury.

Parents and carers are always informed when a child has received a head bump. A first aider will assess the severity of any head bump and appropriate treatment given. This includes following current guidelines for recognising and treating concussion, including when medical advice should be sought and how long a child should refrain from physical exercise following a head injury.

Concussion advice will always be shared with parents/carers following their child receiving any head injury whilst in the care of school.

Lower level cuts, grazes or bumps are usually notified by the class teacher or member of staff dismissing the children at the end of the day or by a note or phone call home if missed at home time. Older Key Stage 2 children may be relied upon to inform their own parent or carer of a small graze, cut or bump received.

Parents/carers will always be informed as a matter of urgency if emergency services are called. The headteacher will always be informed if emergency services are called.

[Head injury and concussion - NHS \(www.nhs.uk\)](http://www.nhs.uk)

## 7.5 Reporting to Ofsted and child protection agencies (early years only)

The Headteacher 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 Headteacher will also notify Worcestershire Local Authority and the Child Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 8. Training

All school staff are able to undertake first aid training if they would like to. They can request this in writing to the headteacher or via their line manager.

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.

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.

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.

Other training, such as Allergens FSA Training; Auto- Injector (Epipen®) Training and specific medication training is also undertaken regularly by a wide range of staff and all lead first aiders.

## 9. Lessons Learnt

Following any near miss or incident causing injury a review will be carried out and any lessons learnt will be identified and school policies and procedures will be updated accordingly.

## 10. Monitoring arrangements

This policy will be reviewed by the Headteacher and lead first aiders annually.

At every review, the policy will be approved by the Curriculum and Standards Team of the Governing Body.

## 11. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Safeguarding and Child Protection Policy
- Allergies Policy
- Data Protection Policy and Privacy Notice

## Appendix 1: List of qualified Paediatric First Aiders (PFA)

All contact with staff team should be made via the school office on 01905 22766 or via email to [office@st-barnabas-primary.worcs.sch.uk](mailto:office@st-barnabas-primary.worcs.sch.uk)

STAFF MEMBER'S NAME	ROLE
Sarah Hanson	<b>Headteacher</b> ; DSL; PFA;
Lisa Fletcher	<b>Lead First Aider (School)</b> ; Teaching Assistant; <b>After School Care Lead</b> ; PFA
Claire Clarke	Teaching Assistant; PFA; <b>Deputy First Aid Lead</b> (school)
Natalie Gowing	<b>Pre-School Deputy</b> ; DSL <b>Lead First Aider (Pre-School)</b> ; PFA
Steve Ashby	<b>Breakfast Club</b> ; Lunchtime Supervisor; Cleaner; PFA
Jo Margretts	<b>Pre-School Leader</b> ; PFA
Marie Beesley	Early Years Lead/Reception class teacher; PFA
Sarah Cummings	Early Years Practitioner; PFA
Rachel Verman	Early Years Practitioner; PFA
Alison Harvey	Early Years Practitioner; PFA
Dawn Hammond	Early Years Practitioner; PFA
Rebecca Boulter	Reception class teacher; PFA
Astrid Bazley	Early Years Teaching Assistant; PFA
Melanie Marklew	Early Years Teaching Assistant; PFA
Sian Rowley	Early Years Teaching Assistant; PFA
Sharon Scott	Early Years Teaching Assistant; PFA
Georgina Johnson	Early Years Teaching Assistant; PFA
Ian Whale	Reception class teacher Part Time; PFA
Heidi Duffy	<b>After School Care Lead</b> ; Teaching Assistant; PFA
Lucy Merrett	<b>PE Lead</b> ; Class teacher; <b>EVC</b> ; PFA
Greg Forrester	<b>Sports Teacher</b> ; Teaching Assistant; PFA
Jodie Boraston	<b>Sports Coach</b> ; Teaching Assistant; PFA

STAFF MEMBER'S NAME	ROLE
Emily Davies	<b>Sports Coach</b> ; Teaching Assistant; PFA
Jennifer Oakley	<b>Forest School Lead</b> ; Class teacher; PFA
Julie Page	<b>Eco Lead</b> ; Class teacher; PFA
Marie Hall	<b>Eco support</b> ; Teaching Assistant; PFA
Jade Mann	Class Teacher; PFA
Charlotte Norris	Class Teacher; PFA
Carey Rackliff	Class Teacher; PFA
Lucinda Griffin	Teaching Assistant; PFA
Rachel Charles-Short	Teaching Assistant; PFA
Amanda Badland	Relief Early Years Practitioner; PFA
Su Hawkesford	Relief Early Years Practitioner; PFA
Jessica Hatchett	Teaching Assistant; PFA
Abida Naheed	Lunchtime Supervisor; PFA
Fozia Begum	Lunchtime Supervisor; PFA

### List of qualified First Aiders

#### Emergency First Aid (EFA)

All contact with staff team should be made via the school office on 01905 22766 or via email to [office@st-barnabas-primary.worcs.sch.uk](mailto:office@st-barnabas-primary.worcs.sch.uk)

STAFF MEMBER'S NAME	ROLE
Fozia Kousar	Lunchtime Supervisor (EFA)

STAFF MEMBER'S NAME	ROLE

## Appendix 2: accident report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred.			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			
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.			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

