



St White's Primary School

## **First Aid Policy**

Date of Adoption: May 2025

Date of Next Review: May 2027

Signed, Head Teacher:

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## Summary of Changes:

Date	Page/ Section	Text Added	Text Removed	Reason & approval
May 23		Full review		
May 25		Full review		

### **Introduction**

*'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill.'* (The Joint First Aid Manual 8<sup>th</sup> Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

### **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 pupils

### 3. Roles and Responsibilities

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

The school's appointed first aiders are listed in Appendix 1. 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

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

#### 3.2 The local authority and governing board

Gloucestershire 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 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)

The Head Teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

The Head Teacher will also ensure that signs are displayed throughout the School providing the following information:-

- The names of employees with First Aid qualifications;
- How to contact first aiders;
- Location of the First Aid Boxes.

### 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 for all incidents they attend to where a first aider 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 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/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the office staff will contact parents/carers immediately
- The first aider 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.

### 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:
  - 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
- Information about the specific medical needs of pupils
- Parents/carers' contact details

Risk assessments will be completed by the school office 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 (EYFS).

## **5. First Aid Equipment**

There are first aid kits in various locations around the school, and portable first aid kits which are taken outside by MDSAs and teachers when children are outside and on trips.

First Aid kit locations and contents are listed in Appendix 2

Re-usable ice packs are stored in the freezer in the Wraparound Kitchen. They should be used with sleeves and returned to the freezer as soon as possible. Disposable ice packs are available for taking off-site on trips and in an emergency when all re-usable ice packs have been taken.

The contents of the kits will be checked on a regular basis by the site supervisor or an appointed first aider.

## **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
- A copy of the accident information will also be added to the pupil's educational record by the office staff
- 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
- All records are held in line with GDPR regulations (see GDPR policy).

### **6.2 Reporting to the HSE**

The Head Teacher will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Head Teacher 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 Head Teacher 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>

## **6.3 Notifying parents/carers**

Office staff will inform parents/carers of any accident or injury sustained by a pupil, which involves a head bump, or any accident which a first aider believes needs to be checked at hospital, as soon as possible. Parents/carers will also be informed if emergency services are called.

### **6.3.1 Accidents Involving Bumps to a Pupil's Head**

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time. All incidents will be recorded in the accident book and the record taken to the school office for action. If an incident occurs outside the class room i.e. at lunch time, the class teacher will be informed by the staff member completing the accident form so that the pupil can be closely monitored for the rest of the day. Parents will be informed of a bump to a child's head during school time by phone, text or email.

## **7. Transport to Hospital or Home**

The Head Teacher will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Head Teacher may decide to transport the pupil to the hospital.

Where the Head Teacher makes arrangements for transporting a child then the following points will be adhered to:

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

When an ambulance is called, the call will be made from the telephone nearest to the patient, so that the call handler can speak directly to the patient or to the first aider who is with them. This is in accordance with guidance from NHS South Western Ambulance Service.

## **8. 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. This information is in Appendix 1.

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.


## **Linked Documents**

This Policy should be read in conjunction with other school policies including:

Medical Policy  
Pupil Allergy Policy  
GDPR Policy



## Appendix 1 – First Aid Qualified Staff

 <b><u>FIRST AIDERS IN SCHOOL</u></b>				
TYPE OF QUALIFICATION HELD	STAFF NAME	ROLE / USUAL LOCATION	PHONE EXT NO.	EXPIRES
<b>Emergency First Aid at Work</b>	Michelle Kibble	TA - UKS2, KS1	212/217	03/09/2027
	Eve Earthrowl	Cover MDSA	Radio	06/10/2024
	Meurig Greening	Ad Hoc Minibus Driver	N/A	10/11/2025
	Kirsty Meek	TA - LKS2 / Breakout Area	208	10/11/2025
	Viki Nicholls	TA - Sparrow/Nightingale	211/212	03/09/2027
	Michelle Williams	TA - Robin	214	03/09/2027
	Tegan Creed	TA - Nightingale	212	03/09/2027
	Nicole Medhurst	TA - Nightingale	212	03/09/2027
	Sara Hudson	TA - Jay	220	03/09/2027
	Megan Manning	TA - Kingfisher	213	03/09/2027
	Sam Fernandes	TA - Kingfisher	208	10/01/2026
<b>Emergency Paediatric First Aid</b>	Poppy Ewles	Teacher - Kingfisher Class	213	07/01/2026
<b>Paediatric First Aid</b>	Luke Brown	Teacher - Robin Class	214	18/10/2025
	Fliss Thompson	TA - LKS2/Wraparound	220	26/01/2026
	Clare Tilling	Headteacher	204	08/03/2027
	Geraldine Self	TA - LKS2/MDSA	208	08/03/2027
	Tracy Cowan	TA - Sparrow		08/03/2027
<b>Outdoor/Forest Schools First Aid</b>				
	Luke Brown	Teacher - Robin Class	214	18/10/2025
	Hannah Willaims	MDSA - Maintenance	Radio	30/10/2025

IF YOU ARE UNABLE TO LOCATE A FIRST AIDER, PLEASE CALL THE OFFICE ON EXT 201 or 203



## Appendix 2 – First Aid Kits

### Locations:

- Main Office
- Gymnasium
- Main Catering Kitchen - Upstairs
- Staffroom
- KS1 Break Out Area
- First Aid Room
- Wraparound Kitchen Downstairs
- Door to playground near Heron Class (portable)
- Door to playground near Robin Class (portable)

**Re-usable ice packs are in the freezer in the wraparound kitchen**

Portable kits for trips are kept in the school office

### Contents:

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

- 1 Guidance sheet
- 1 Protective apron
- 2 PPE face masks
- 2 accident forms
- 14 individually wrapped sterile adhesive dressings, assorted sizes
- 6 anti-bacterial wipes
- 1 roll of microporous tape
- 2 pairs of disposable gloves
- 2 rolls of bandages (1 large, 1 small)
- 2 8cm dressing
- 2 10cm dressings
- 3 sterile gauze
- 2 sterile dressings (1 large, 1 medium)
- 1 pair of safety scissors
- 2 finger bandage
- 1 resuscitation shield
- 1 triangular bandages
- 4 safety pins
- 2 non adherent dressings
- 1 foil blanket
- 1 eye pad and 3 eye wash
- 1 nappy bag for disposal

### Portable Kit contents:

- 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
- A disposable ice pack (only for use off site or if reusable pack not available)