

# First Aid Policy

Thomas Jolyffe Primary School

To be the best we can be!



**Approved by:** Philippa Liversidge

**Date:** October 2025

**Last reviewed on:** October 2022

**Next review due by:** October 2026

## 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 (DfE) 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
- [The 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 persons are Mrs L Bridges, Miss M Steventon, Mrs A Mann, Miss B Fleming and Mrs R Niemand and they are responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Making sure 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 are listed in appendix 1. Their names will also be displayed prominently around the school site.

### **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:

- Making sure that an appropriate number of appointed persons for First Aid are present in the school at all times
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure 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:

- Making sure they follow first aid procedures
- Making sure they know who the first aiders in school are
- Completing accident reports (see appendix 2) 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**

**All** staff in school are permitted to carry out basic first aid on a child as part of our duty of care. This includes providing a child with a plaster if required and giving a wipe to a child if

they need to wipe a graze from the playground with a small amount of blood. All wipes that may contain blood must be disposed of in the dustbin of the First Aid Room, NOT in general classroom/staffroom/toilet bins due to risk of contamination.

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
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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, the Headteacher or Office Manager will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, the Headteacher, Office Manager or other requested member of 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 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 premises at all times.

## **4.2 Off-site procedures**

When taking pupils off the school premises, staff will make sure that they always have the following:

- A school 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 class teacher prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

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**

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

No medication is kept in first aid kits.

First aid kits are stored in:

- Both medical rooms (KS1 and KS2)
- School Office (at the desk)

See section 4.2 for first aid equipment off the school site.

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- An accident form will be completed by the person completing first aid or the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible will 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 safeguarding record on CPOMS as a scanned document
- 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 Office Manager or Headteacher 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 Office Manager or Headteacher 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 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 Headteacher 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**

The 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. If a child receives a bump to the head, parents will always be called and an email via ParentPay sent to them.

A blue bump note will also be completed to give to parents collecting their child. If a child receives a head bump anywhere on the head (lip/ear/chin/tooth/eye/nose cheek or head itself), the bump note must be given to the class teacher to pass onto the parent by the person who administered the first aid, the office must be notified with the child’s name, class, details of the incident, what treatment was given and how the child is currently.

The office staff will then call the child’s parents and send an email to back this up on ParentPay. Parents/carers will also be informed if emergency services are called.

## **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 (this is stored on the Office Manager’s drive as she maintains the record for all training).

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 that 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 monitored by and reviewed by the Headteacher every year.

At every review, the policy will be approved by the full governing body.

The first aid provision will be reviewed by the Headteacher at least annually.

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

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions
- First aid at work policy


### Appendix 1: list of trained paediatric first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Mrs L Bridges	Year 6 Teaching Assistant	01789 267015
Mrs A Mann	Year 2 Teaching Assistant	01789 267015
Miss M Steventon	Year 1 Teaching Assistant	01789 267015
Miss B Fleming	Year 2 Teaching Assistant	01789 267015
Mrs R Niemand	Reception Teaching Assistant	01789 267015

## Appendix 2: accident report form

This form is kept in each First Aid Room and all incidents involving any first aid are written in here.

Blue bump notes are sent home if a child receives an injury (bump/cut/bruise) to the head.

	<u>Head bump letter</u>
Name of child _____ Class _____ Date _____	
Incident book record number _____	
Dear Parent/Carer,	
Your child has had a minor accident at school today, resulting in a bumped head. They were promptly assessed and attended to by one of our First Aiders, who treated the injury with a cold compress and monitored their condition. At the time, it was deemed unnecessary to refer the child for further attention.	
As a precautionary measure, we have sent a message to you on ParentPay along with this letter to ensure you are aware of the incident and can continue to monitor the situation at home.	
In rare circumstances, symptoms of concussion can develop up to 24 hours after the injury. If any of the following conditions occur, we strongly advise referring the child to a doctor, preferably at the local Accident & Emergency (A&E) department:	
<ul style="list-style-type: none"><li>• Severe and persistent headache</li><li>• Sensitivity to bright light</li><li>• Vomiting</li><li>• Dizziness, double vision, or blurred vision</li><li>• Disorientation or confusion</li><li>• Changes in level of consciousness</li></ul>	
Many thanks,	
Thomas Jolyffe Primary School	
