Christ Church CoE Primary School

School Policy Document

FIRST AID POLICY

Date Written by HT	March 2026
Date Approved by Full Governing Body	
Date of Next Review	Spring 2027

Christ Church CoE Primary School

First Aid Policy

This policy was formulated to meet the requirements of the Equality Act 2010.
The Governing Body recognises its legal responsibilities under the Equality Act 2010. This policy will ensure equality and fairness regardless of race, sex (gender), sexual orientation, religion or belief, gender re-assignment, pregnancy and maternity, marriage and civil partnership, disability or age.

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 / reporting the outcomes

2. Legislation & 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 & Responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.
We have decided that the majority of school staff will receive paediatric first aid training.

N.B. By law, all settings – dependent upon an assessment of first aid needs – must ensure a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. The minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements. This is providing your assessment of need has taken into account the nature of employees' work, the number of staff, and the layout / location of the school. The appointed person does not need to be a trained first aider.

3.1 Appointed person(s) and first aiders

The school has decided to have two appointed persons for first aid incidents.
They are: **LINDSEY BURN** (SENCO) & **LUCY HOWSON** (office manager).
They are responsible for:

- Taking charge of a situation 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. This role has been delegated to two senior first aiders.
- 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 a first aid slip or accident report on the same day, or as soon as is reasonably practicable, after an incident.

Our Lead First Aider is: LINDSEY BURN

Our Snr First Aiders are: VICTORIA BEEVERS & KAREN WELLS

The majority of school staff are qualified in Paediatric First Aid.
This is indicated on their lanyard blue a green cross.

3.2 The governing body

The governing board has ultimate responsibility for health and safety matters in the school, but 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 appointed persons 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
- 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)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the appointed persons, lead first aiders and snr first aiders are
- Ensuring they know who has paediatric first aid training if they have not had it themselves
- Completing first aid slips and accident reports for all incidents they attend (unless another member of staff is doing this)
- Informing the headteacher of any specific health conditions or first aid needs they may have

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 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, the Office Manager or Admin Assistant will contact parents immediately.
- The first aider will complete a first aid slip (and accident report form, if appropriate) on the same day or 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 (including on a coach or mini-bus), staff will ensure they always have the following:

- A school mobile phone
- A suitably stocked portable first aid kit including.
- Information about the specific medical needs of pupils

Parents' contact details will be available from the school office in the event of an accident or emergency.

Risk assessments will be completed by the Trip Leader and submitted to the Educational Visit Coordinator (EVC) prior to any educational visit. This can be done via the EVOLVE portal. Some activities at school may also require a risk assessment to ensure appropriate accident / first aid issues have been considered.

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

All classrooms have a basic first aid kit, plus a special bin for any first aid related rubbish.

There are also first aid bum-bags available for midday staff.
These contain (as a minimum): antiseptic wipes, disposable plastic gloves, plasters

Each of these contain a small first aid book which must be used to record accidents / first aid.

We also have larger first aid cases / cupboards which have a wider range of first aid provisions including: sterile adhesive dressings, sterile eye pads, triangular bandages, safety pins, sterile unmedicated wound dressings.

These are located in:

- The hall kitchenette
- The Hive (nursery)
- Rainbow Room

The first aid room is fully-stocked with necessary first aid equipment (both for on-site and for visits) and is also where the first aid waste needs to be disposed of (yellow bin). There is also a fridge for the storage of any medicines. The first aid room should be kept locked with the key easily available to staff.

No medication is kept in first aid kits.
Class teachers are responsible for the safe storage of inhalers in their classrooms.

6. Record-keeping and reporting

6.1 First aid and accident record book

- A first aid slip will be completed by the first aider on the same day
- A more detailed accident report may be necessary (e.g. for staff / adults in school and any children's accidents which result in hospital treatment) as soon as possible after an incident
- The Office Manager is responsible for making sure detailed accident reports are completed and kept securely
- As much detail as possible should be supplied when reporting an accident
- In the event of a serious accident / injury (e.g. requiring hospital treatment), a copy of the accident report form will also be added to the pupil's educational record by the admin team
- 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 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 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 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 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.

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 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

6.3 Notifying parents

Only early years providers are required by law to notify parents of an accident or injury to their child.

In other year groups it is at the discretion of the class teacher if a parent is verbally told about an accident or injury sustained by a pupil, and any first aid treatment given, at home time. A slip being sent home with these details may be deemed adequate for minor injuries and first aid provision.

Parents will be informed immediately if a child receives a head-injury or if the 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.
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.

8. Monitoring arrangements

This policy will be reviewed by the appointed person every year. At every review, the policy will be approved by the Governing Body.

9. Links with other school documents and policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessments
- Administering medicines policy
- Guidance on supporting pupils with medical conditions