First Aid Policy

Date of policy	October 2026
Date of review	October 2028
Headteacher's signature	
Chair of Governor's signature	

Purpose:

To ensure that the welfare and well being of pupils is secure.

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. This policy applies to school related activities; for external lettings refer to the Lettings Policy. The policy is revised every 2 years.

Aims:

- To identify the first aid needs of the School in line the Health and Safety at Work etc Act 1974.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

Objectives:

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report to the Health and Safety Executive (HSE) under the Diseases and Dangerous Occurrences Regulations (RIDDOR).

Who was consulted?

Staff and Governors have been consulted in the development of this policy.

Relationship to other policies:

This policy should be read in conjunction with the school's policy on health and safety policy, educational visits policy, allergy safety policy and medical conditions policy.

Roles and Responsibilities:

The **Headteacher** is responsible for implementing the policy, identifying a responsible staff member for managing first aid and the administration of medicines, and ensuring that appropriate resources and staff training are available in line with current health and safety legislation. They should ensure that the policy and information on the School's arrangements for first aid are made available to parents.

The **School Health Lead** is responsible for first aid procedures in consultation with health specialists, ensuring that they are kept up to date and that records are maintained, and provide information to staff. They should ensure

appropriate levels of staff have first aid training. They should maintain first aid stock.

All staff are responsible for understanding the importance of risk assessment, and recognising the health needs of pupils for whom they have responsibility.

Pupils are responsible for caring for their own welfare and that of other pupils and understanding the importance of risk assessment.

The Appointed Person (member of SLT) need not be a First Aider. They will:

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned when appropriate

The First Aider must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. This is a voluntary post.

They will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting first aiders the Headteacher should consider the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

Arrangements for monitoring and evaluation

The governing body will receive an annual report from the School Business Manager on the number of pupils treated for first aid by year group, the programme of staff training, and the nature of any complaints received.

Re-assessment of first-aid provision:

As part of the School's annual monitoring

- The Head reviews the School's first aid needs following any changes to staff, building/site, activities, off-site facilities etc.
- The Head monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions
- The Head also monitors the emergency first aid training received by other staff and organises appropriate training
- The School Health lead checks the contents of the first aid boxes termly.

Providing Information:

The Head teacher will ensure that all staff are informed about the schools' first aid arrangements.

The School health lead will:

- Provide information packs for new staff as part of their induction programme
- Maintain first aid notice boards in the staff room, first aid room and office kitchen
- Give all staff information on the location of equipment, facilities and first aid personnel.

PROVISION:

How many first aid personnel are required?

The Head will consider the findings of the risk assessment in deciding on the number of first aid personnel required. The schools are low risk environments, but the Head will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

- Off-site PE
- School trips
- Adequate provision in case of absence, including trips
- Out of hours provision, eg. Clubs events

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed Persons is available at all times when people are on school premises.

Qualifications and Training

First Aiders will hold a valid certificate of competence, issued by an organisation approved by the County.

Appointed persons will undertake one-day emergency first aid training.

Specialist training in first aid for children should be arranged in a three-year cycle.

First Aid materials, equipment and facilities:

The Head teacher must ensure that the appropriate number of first aid kits according to the risk assessment of the site are available.

All first aid kits must be marked with a white cross on a green background

- Each school bus must carry a first aid kit
- First aid kits must accompany PE teachers off-site

Spare stock should be kept in school.

The School Health lead is responsible for checking and restocking the first aid kits.

Defibrillators are is located in the staff room, first aid room and by the main entrance gate. The School health lead is responsible for training staff in the use of the defibrillator.

Accommodation:
The Head must provide a suitable room for medical treatment and care of children during school hours. This needs not be a dedicated area but should be close to a lavatory and contain a washbasin.

Hygiene/Infection control:
Staff must follow basic hygiene procedures.
Single use disposable gloves must be worn when treatment involves blood or other body fluids.
Care should be taken when disposing of dressings or equipment.

Reporting accidents:

The First Aider must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting, the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the Governing health & safety team:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days

Involving pupils and visitors:
Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work.
i.e. if it relates to

- Any school activity, both on or off the premises
- The way the school activity has been organised or managed
- Equipment, machinery or substances
- The design or condition of the premises

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring these accidents are reported to the health and safety team within 5 calendar days.

Record keeping:

Statutory accident records: The First Aider must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years for minor injuries and up to the child is 25 for head bumps and major injuries.

The Head must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- The date, time and place of incident

- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of first aider or person dealing with the incident.

The Head must have in place procedures for ensuring that parents are informed of significant incidents. This will include when any first aid has been given that is more than basic first aid e.g. wipe / reassurance e.g. head injuries resulting in lump/mark, any facial injury, any cut /graze larger than size of plaster.

Monitoring:

Accident records can be used to help the Head and the Governing Body identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes.

The Head should establish a regular review and analysis of accident records.

Appendix 1: Named Personnel

Headteacher: Emma Vincent

School Health Lead: Frances Jones

School Business Manager: Paul Belzar