



# First Aid Policy

**January 2025**

*"We want our children to be happy and healthy today, fulfilled in the future and able to make their world an even better place."*

Approved by:	Nina Burton (DSL)	Date: 1 <sup>st</sup> September 2023
Reviewed on:	Rae Snape Head/DSL	Date: 29 <sup>th</sup> January 2025
Next review:		Date: January 2026

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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
- Promoting a culture of care towards others

## 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:

- [First Aid in Schools Early Years and Further Education](#) – DFE Non Statutory Guidance
- [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
- [Health and Safety at Work etc. Act 1974 and associated regulations](#)
- [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

The minimum first aid provision for schools and colleges is:

- a suitable first aid container stocked in accordance with the findings of the first aid needs assessment and holding at least the [minimum requirements](#) suggested by HSE
- an appointed person or designated first aider(s) to take charge of first aid arrangements
- information for employees detailing the location of equipment, facilities and personnel

### 3. Roles and responsibilities

#### 3.1 Senior Appointed First Aiders, Trained First Aiders and Appointed Staff

**Senior appointed 3-day trained Lead First-aiders** are: Mrs Fiona Brown-Roche (HLTA) and Mrs Jenny Williman (Key Stage 1 Leader).

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
- 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 to the medical room to recover, and home where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (using our online **Medical Tracker** system)
- Keeping their contact details up to date

**Paediatric First Aiders** are: Suzanne Hetmank (EY TA) and Nicola Scarfile (Early Years Leader)

**Trained First Aiders** are: Diana Hernandez Camarena, Maria Kawula, Hitomi Kerr, Marion Millward, Michellina Pelegrinoi, Rabia Sheikh, Amena Zaman

- Our school's appointed first aiders are displayed in the Team Room and around the school. The list will be updated at the start of every year.
- Premier Education colleagues leading PPA and the Forest School teacher are able to administer first aid, but will call on trained Senior First Aider as necessary.

#### Appointed staff – “best endeavours”

- Any member of school or college staff may be asked to undertake first aid tasks, but they cannot be required to do so.
- Teachers and other staff working with pupils and students are expected to use their **best endeavours** at all times, particularly in emergencies, to secure the welfare of the pupils and students in education in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

- Appointed staff will use best endeavours to administer welfare support, e.g. a wet gauze and will call on a first aider to assess the first aid needs of a pupil if the situation appears more serious.
- When a concussion or suspected concussion has taken place a Senior Trained First Aider should be called to assess.

### **3.2 The local authority and governing body**

Cambridgeshire 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 body delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **3.3 The Head teacher**

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

- Ensuring that an appropriate number of 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 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)

### **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 (see appendix 2) for all incidents they attend to
- 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 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 First Aid Lead, School Office Staff or member of the Leadership Team will contact parents immediately
- The attending First Aider or Appointed Persons will complete an accident report using Medical Tracker on the same day or as soon as is reasonably practical after an incident resulting in an injury
- Where injuries are assessed to be more severe, an Appointed Trained First Aider will be called.

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 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
  - 6 individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves
  - Vomit bags
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the class teacher leading the visit prior to 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.

## 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:

- The medical room
- Classrooms
- In cool bags taken out at lunchtime (spotty bags)
- The school kitchens
- The school dining room (for before and after school club)

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

From DFE's First Aid in Schools:

"It is strongly recommended that a record is kept of all incidents dealt with by a first aider or appointed person to help inform the development of the policy and any subsequent first aid needs assessments. Information from health and safety risk assessments can also inform these first aid needs assessments. Identifying the likely causes of accidents or injuries will help head teachers to work out the type, quantity, and location of first aid equipment needed, and the facilities and personnel required. The needs of pupils, students and visitors should be considered alongside the needs of employees when making such assessments and when putting in place appropriate first aid provision."

- An accident form will be completed on the school's online **Medical Tracker** by the attending first aider or Appointed Person 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, using the proforma provided on **Medical Tracker**. A copy will also be sent to the child's parents or carer.
- A copy of the accident report form will be retained on the school's online **Medical Tracker** system
- Records held on Medical Tracker 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 Headteacher or Deputy Headteacher 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 & 7).

The Headteacher or Deputy 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 or HR Assistant 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 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 (early years only)

The attending first aider will inform parents (via **Medical Tracker**) 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. Parents will also be informed if emergency services are called.

### 6.4 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 pupil 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 or Designated Safeguarding Lead will also notify Cambridgeshire Local Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 7. Training

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 (see appendix 3).

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.

## 8. Monitoring arrangements

This policy will be reviewed by the Designated Safeguarding Lead every year.

At every review, the policy will be approved by the Headteacher and Governing Body.

## 9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy for supporting pupils with medical conditions



## List of Trained First Aiders

STAFF MEMBER'S NAME	ROLE	FIRST AID TRAINING DATE	EXPIRY DATE
Fiona Brown-Roche	HLTA Lead First Aider	15/10/2021 3 day	15/10/2024
Jennifer Williman	KS1 Leader Lead First Aider	15/10/2021 3 day	15/10/2024
Susanne Hetmank	EYFS TA Paediatric First Aider	02/02/2022 2 day	03/02/2025
Diana Hernandez Camarena	Midday Supervisor	10/07/2023	09/07/2026
Maria Kawula	Teaching Assistant	03/11/2022	30/11/2025
Hitomi Kerr	Teaching Assistant	02/12/2022	02/12/2025
Marion Milward	Teaching Assistant	22/07/2022	22/07/2025
Michelina Pellegrino	Midday Supervisor	10/07/2023	09/07/2026
Nicola Scarafile	EYFS Leader	26/06/2019	13/07/2025
Lucy Seymour	TA & Midday Coordinator	10/06/2023	09/07/2026
Rabia Sheikh	Teaching Assistant	30/11/2022	30/11/2025
Gareth Williams	UKS2 Leader	02/02/2022	02/02/2025
Mary Williams	Teacher	02/02/2022	02/02/2025
Amena Zaman	Teaching Assistant	22/07/2022	22/07/2025

## Staff to be trained/retrained

Susanne Hetmank	Paediatric First Aid
Lucia Simms	Paediatric First Aid
Niki Turpin	Paediatric First Aid
Ellie Rowan	Paediatric First Aid
Marion Millward	First Aid
Samuel Fisher-Diaz	First Aid
Molly Goodwin	First Aid
Izzy Barham	First Aid
Gareth Williams	First Aid

**Appendix 1: list of first aiders and date trained**

<b>STAFF MEMBER'S NAME</b>	<b>ROLE</b>	<b>FIRST AID TRAINING DATE</b>	<b>EXPIRY DATE</b>
<b>Fiona Brown-Roche</b>	<b>HLTA Lead First Aider</b>	<b>15/10/2021 3 day</b>	<b>15/10/2024</b>
<b>Jennifer Williman</b>	<b>KS1 Leader Lead First Aider</b>	<b>15/10/2021 3 day</b>	<b>15/10/2024</b>
<b>Susanne Hetmank</b>	<b>EYFS TA Paediatric First Aider</b>	<b>02/02/2022 2 day</b>	<b>03/02/2025</b>
Sabaa Akbar	Teaching Assistant	10/07/2023	09/07/2026
Lisa Bell	Teaching Assistant	22/07/2021	22/07/2024
Nazma Burgess	Catering Assistant	22/07/2021	22/07/2024
Fatima Djemiai	Teaching Assistant	10/07/2023	09/07/2026
Tania Dutrieux	Support - Receptionist	30/11/2022	30/11/2025
Samuel Fisher-Diaz	Teaching Assistant	14/03/2021	14/03/2024
Susan Gray	Teaching Assistant	22/07/2022	22/07/2025
Diana Hernandez Camarena	Midday Supervisor	10/07/2023	09/07/2026
Abbie Horton	Teaching Assistant	10/07/2023	09/07/2026
Maria Kawula	Teaching Assistant	03/11/2022	30/11/2025
Hitomi Kerr	Teaching Assistant	02/12/2022	02/12/2025
Marion Milward	Teaching Assistant	22/07/2022	22/07/2025
Elizabeth O'Sullivan	Office Manager	30/11/2022	30/11/2025
Tanima Paul	HR & Payroll	19/01/2022	18/01/2025
Michelina Pellegrino	Midday Supervisor	10/07/2023	09/07/2026
Reena Reehal	HLTA	22/07/2021	22/07/2024
Maria Roberts	Teaching Assistant	02/02/2022	02/02/2025
Deborah Scanlon	Teaching Assistant	22/07/2022	22/07/2025
Nicola Scarafie	EYFS Leader	26/06/2019	13/07/2025
Lucy Seymour	TA & Midday Coordinator	10/06/2023	09/07/2026
Rabia Sheikh	Teaching Assistant	30/11/2022	30/11/2025
Bryony Summers	Office Administrator	10/07/2023	09/07/2026
Gareth Williams	UKS2 Leader	02/02/2022	02/02/2025
Mary Williams	Teacher	02/02/2022	02/02/2025
Amena Zaman	Teaching Assistant	22/07/2022	22/07/2025
Ignacio Zarauza	HLTA	22/07/2021	22/07/2024
Elena Zezlina	Teaching Assistant	10/07/2023	09/07/2026