



First Aid Policy

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| Approved by: | Governing Body | Date: September 2021 |
| Last reviewed on: | June 2024 | |
| Next review due by: | June 2025 | |

Contents

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 and Early years foundation stage: coronavirus disapplications guidance, advice from the Department for Education on first aid in schools, health and safety in schools and actions for schools during the coronavirus outbreak, 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 1999, as amended, 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
- This policy does not cover administration of medication including applying creams or lotion to treat illness. Please refer to the school's policy on Supporting Pupils with Medical Conditions.

3. Roles and responsibilities

At Hughenden Primary School, we offer Early Years Foundation Stage provision. At least 1 person who has a current Paediatric First Aid (PFA) certificate is on the premises at all times. See list of trained staff in Appendix 1.

At Hughenden Primary School, we have a number of suitably trained first aiders to care for employees in case they are injured at work. See list of trained staff in Appendix 1.

We also have an appointed person who oversees the medical supplies needed, medications brought on to site, ensuring they are in date and that all relevant paperwork is completed. (They do not have to be a qualified first aider.) Karen Brittin or Jenny Brinkworth currently hold this position. (School Office)

3.1 Appointed person(s) and first aiders

The school's appointed person is Karen Brittin, in conjunction with Jenny Brinkworth. 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, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names are also displayed prominently around the school.

3.2 The local authority and governing board

Buckinghamshire 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.

3.3 The governing board

The governing board has delegated responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.4 The Headteacher

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

- ensuring that an appropriate number of qualified first aiders, emergency first aiders, paediatric first aiders are present in the school at all times
- ensuring first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- selection of a competent first aid training provider, following HSE guidance, such as St John Ambulance or British Red Cross
- ensuring all staff are aware of first aid procedures
- ensuring appropriate risk assessments are completed and appropriate control measures are put in place to ensure that first aid cover is adequate bearing in mind:
 - the number of employees, pupils, volunteers and visitors and
 - the type of activities, equipment and premises that are under their control
 - special events, such as sport's days and fetes.

- ensuring that there are enough first aid facilities, equipment and adequate space is available for catering to the medical needs of injured persons on site and for off-site journeys and activities
- ensuring that defibrillators are maintained, and pads and batteries are replaced, according to manufacturer's instructions
- reporting specified incidents to the HSE when necessary (see section 6)

3.5 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 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 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, then 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 staff will contact parents immediately or for an employee, their emergency contact
- 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
 - Accidents requiring minor first aid, e.g., playground bumps and scrapes are recorded by the First Aider in the appropriate First Aid Log, held in each classroom;
 - Some accidents should be reported to the Council using the on-line reporting system AssessNet

Early Years Foundation Stage (EYFS) - There will be at least 1 person who has a current Paediatric First Aid (PFA) certificate on the premises at all times.

4.2 Disposal of used materials

Refer to BC Health and Safety Policies on Blood Borne Viruses [8 2 blood borne diseases.doc \(live.com\)](#)

All staff must take precautions to avoid infection by:

- following basic hygiene procedures, when dealing with blood or other body fluids
- using single use disposable gloves (and aprons if clothes will be contaminated by body fluids)

- disposing of items contaminated with blood or other body fluids should be sealed in a plastic bag and disposed with general waste
- contaminated clothing can be cleaned by washing at 80° C
- hard surfaces should be cleaned using Milton or diluted bleach (one part bleach to 100 parts water)

4.3 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
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the office manager prior to any educational visit that necessitates taking pupils off school premises.

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

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Cold compresses
- Burns dressings
- Disposable aprons are available in the medical cupboard

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical cupboard in the Knowledge Hub
- The school kitchen
- The school hall
- Corridor outside Year 1 classroom
- Cloakroom off Year 4 classroom

6. Record-keeping and reporting

6.1 First aid and accident record book

- Where first aid treatment is provided for minor scrapes, bumps, cuts and bruises the first aider will record the details in the first aid log book held in each classroom
- An accident form will be completed with as much detail, as possible, by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. The record should include:
 - Name and job of the person treated;
 - Date, time and place of incident;
 - Nature of injury or illnesses and first aid given/action taken;
 - What happened to the person immediately afterwards (went home, went to hospital, went back to work)?
 - Name and signature of the person dealing with the incident.
- The incident may also need to be reported via BC AssessNet Accident/Incident reporting system if it meets the criteria for reporting accidents/incidents/near-misses see BC Health and Safety Policies & Procedures section 3.1 for full details.

Policy statement and responsibilities | SchoolsWeb (buckscs.gov.uk)

- Records held in the first aid log book and AssessNet should be retained by the school for a minimum of 6 years, as a minimum for employees and for a child until they reach the age of 22, in the event of any claims arising, and then securely disposed of. Regulation 25 of the Social Security (Claims and Payments) Regulations 1979, requires the records be kept for 3 years. Accident records must be kept secure and confidential to comply with GDPR.

6.2 Recording on AssessNet

All work-related incidents involving **employees** must be reported via **AssessNet**.

This includes:

- Incidents arising out of, or in connection with, work activities;
- Work related incidents that occur away from the school premises such as site visits or educational visits;
- Road traffic accidents that occur whilst on work business (not including a normal commute to work).
- Physical/verbal abuse incidents

Incidents involving **non-employees**, (pupils, visitors, contractors) should be recorded on AssessNet if they:

- relate to the medical condition of the non-employee which has been caused by the work activity, for example person with known allergies being exposed to nuts, or someone with epilepsy being exposed to strobe lighting.

6.3 Reporting to the HSE

The Headteacher will ensure a record is kept 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).

Jenny Brinkworth will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences 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)
- 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

➤ Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident but including weekends)

➤ Where an accident leads to someone being taken to hospital

➤ 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

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>

6.4 Notifying parents

The class teacher or support staff will inform parents 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.

6.5 Reporting to Ofsted and child protection agencies

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 will also notify the local authority and local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training and personal liability of first aiders

7.1 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 (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

Early Years Foundation Stage- 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.

7.2 Personal liability of first aiders

No personal liabilities for injuries sustained to a first aid casualty will be attached to any individual first aider, emergency first aider, paediatric first aider or appointed person acting in the course of their employment, as long as they follow any training or other guidance they have been given. In the event of a claim alleging negligence, action is likely to be taken against the employer rather than the employee.

8. Monitoring arrangements

This policy will be reviewed by Governing Body every year.

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

9. Links with other policies

This first aid policy is linked to the:

- Health and Safety Policy
- Incident Reporting Policy (First Aid Policy Addendum)
- Policy on supporting pupils with medical conditions

Appendix 1: list of trained first aiders

| STAFF NAME | ROLE | QUALIFICATION |
|-------------------|---------------------|---|
| Aaisha Iqbal | Class Teacher | Emergency First Aid at Work - 19/10/2026 |
| Amy Fitzgerald | Preschool Room Lead | Full Paediatric First Aid - 19/01/2026 |
| Ana Lane | Teaching Assistant | Emergency First Aid at Work - 22/01/2026 |
| Charis Richardson | Teaching Assistant | Emergency First Aid at Work - 19/10/2026 |
| Colin Churchill | Class Teacher | Emergency First Aid at Work - 19/10/2026 |
| Elena Giorgetti | Teaching Assistant | Emergency First Aid at Work - 19/10/2026 |
| Emily Lyall | Class Teacher | Full Paediatric First Aid - 25/04/2027 |
| Erica Horrocks | Class Teacher | Emergency First Aid at Work - 19/10/2026 |
| Fozia Khan | Teaching Assistant | Full Paediatric First Aid - 19/10/2026 |
| Heather Kittler | Class Teacher | Emergency First Aid at Work - 08/11/2024 |
| Helen Jackman | School Receptionist | Emergency First Aid at Work - 19/10/2026 |
| Imelda Barlow | Teaching Assistant | Emergency First Aid at Work - 19/10/2026 |
| Kate Jackson | Teaching Assistant | Emergency First Aid at Work - 08/11/2024 Paediatric First Aid - 20/05/2025 |
| Kate Messenger | Class Teacher | Emergency First Aid at Work - 08/11/2024 |
| Kelly Warren | Teaching Assistant | Emergency First Aid at Work - 8/11/2024 <i>First Aid at Work - 11/07/2027 (course booked)</i> |
| Lauren Smith | Teaching Assistant | Full Paediatric First Aid - 06/02/2026 |
| Lisa Piggin | Teaching Assistant | Emergency First Aid at Work - 16/12/2025 |
| Mandeep Athwal | Teaching Assistant | Emergency First Aid at Work - 08/11/2024 Paediatric First Aid - 04/05/2025 Full Paediatric First Aid - 09/05/2026 |
| Naima Naveed | Teaching Assistant | Emergency First Aid at Work - 08/11/2024 |
| Sally Slade | Teaching Assistant | Emergency First Aid at Work - 19/10/2026 |
| Thomas Wyatt | Class Teacher | Emergency First Aid at Work - 19/10/2026 |
| Uzma Mirza | Teaching Assistant | Emergency First Aid at Work - 08/11/2024 |
| Veronica Walter | Teacher | Emergency First Aid at Work - 19/10/2026 |

Appendix 2: accident report form

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|--|--|----------------------|--|
| NAME OF INJURED PERSON | | ROLE/CLASS | |
| DATE AND TIME OF INCIDENT | | LOCATION OF INCIDENT | |
| INCIDENT DETAILS | | | |
| Describe in detail what happened, how it happened and what injuries the person incurred | | | |
| ACTION TAKEN | | | |
| Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards. | | | |
| FOLLOW-UP ACTION REQUIRED | | | |
| Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again | | | |
| NAME OF PERSON ATTENDING THE INCIDENT | | | |
| SIGNATURE | | DATE | |

Appendix 3: first aid training log

| NAME/TYPE OF TRAINING | STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS) | DATE ATTENDED | DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE) |
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