Policy: First Aid Policy

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Responsible: Headteacher

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Responsible Committee: FGB under the recommendations of Statutory Lead Governors

Date to be reviewed: Annually unless otherwise required due to new legislation

Statutory Policy: Y

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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

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:

- 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
- The Children's Wellbeing and Schools Act 2026 Statutory guidance
- Allergy safety in schools (Benedict's Law), which requires schools to put safety measures in place to protect pupils with allergies

3. Roles and responsibilities

As St Bernadette's also has Early Years Foundation Stage (ETFS) provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times and must accompany EYFS children on outings. Whilst EYFS children are eating there should always be a member of staff in the room with a valid paediatric first aid certificate

We also have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. In addition, the school has two 'appointed persons' to take charge of first aid arrangements within the school.

3.1 Appointed person(s) and first aiders

The school's appointed persons are our Admin Staff. 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
- Placing a copy of the accident report to parent form in the pupil's educational record

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 (see the template in appendix 2)
- Keeping their contact details up to date

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

3.2 The governing board

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 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
- 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 where medical support is required
- 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, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, a member of the office staff will contact parents/cares immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical 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 ensure they always have the following:

- A mobile phone

- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents/carers' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box

Risk assessments will be completed by the class teacher / lead member of staff 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 one first aider on school trips and visits.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits for pupils in EYFS, as required by the statutory framework for the Early Years Foundation Stage.

4.3 Allergy Safety and Anaphylaxis

From September 2026, our school must comply with Benedict's Law Benedict's Law (allergy safety requirements), which sets out specific requirements for protecting pupils with allergies.

Our school has a separate, standalone Allergy Safety Policy which details:

- How pupils with allergies are identified and risks minimised
- Staff training requirements for allergy awareness and emergency response
- Access to prescribed and spare adrenaline devices
- Individual healthcare plans for pupils with allergies
- Arrangements for school trips and visits

In an emergency involving anaphylaxis, any staff member can take reasonable action to save a pupil's life, including administering adrenaline. Staff should refer to our Allergy Safety Policy and relevant individual healthcare plans for specific guidance.

For full details on allergy management, please refer to our Allergy Safety Policy

5. First aid equipment

A typical first aid kit in our school is green and marked with a white cross. It 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

- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Kitchen servery
- All classrooms
- ‘Explore Room’

In addition to standard first aid supplies, our school stocks spare adrenaline auto-injectors (AAIs) and asthma inhalers in accordance with Benedict's Law requirements. The location and management of these devices is detailed in our Allergy Safety Policy.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff 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, including all of the information included in the accident forms at appendix 2
- For accidents involving pupils, a copy of the accident report to parent form will also be added to the pupil’s educational record by the nominated staff member
- 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 School Business 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 School Business Manager 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 – 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 School Business Manager 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

6.3 Notifying parents

The nominated person or 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. Parents/carers will also be informed if emergency services are called.

6.4 Reporting to Ofsted and child protection agencies (early years only)

Note: only early years providers registered with Ofsted are required to report an accident or injury to Ofsted. This does not include schools with EYFS provision.

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 (see appendix 3).

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

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 renewed at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the school's Leadership Team every year.

At every review, the policy will be approved by the Governing Board, under the advice of the Health and Safety Governor

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Allergy Safety Policy

Appendix 1: list of trained first aiders

The following staff have completed First Aid training as detailed below.

Name/Date of expiry of certificate

Nominated Person **Miss Clare Connolly** **Mrs Kerri Guess**	 3 Hours Emergency First Aid Paediatric First Aid Blended Learning	 17.11.2028 03.01.2028
Mr Matt Marchant	3 Hours Emergency First Aid	15.09.2029
Mr Chris Smith	3 Hours Emergency First Aid	15.09.2029
Mrs Grace O'Brien	Full Paediatric First Aid	11.09.2028
Mrs Geeta Patel	Full Paediatric First Aid	11.09.2028
Mrs Karen Drakeley	Full Paediatric First Aid	11.09.2028
Mrs Charlotte Potter	Full Paediatric First Aid	11.09.2028
Mrs Royah Irvine	Paediatric First Aid Blended Learning	03.01.2028
Mrs Clare Evison	Paediatric First Aid Blended Learning	03.01.2028
Mrs Maria Saunders	Paediatric First Aid Blended Learning	03.01.2028
Mrs Laura Dalton	Paediatric First Aid Blended Learning	03.01.2028
Mrs Regina Boatemaa	Paediatric First Aid Blended Learning	03.01.2028
Miss Sinead Fletcher	Paediatric First Aid Blended Learning	03.01.2028
Mrs Tina Lowe	Paediatric First Aid Blended Learning	03.01.2028
Mrs Lisa Tyerman	Paediatric First Aid Blended Learning	03.01.2028
Mrs Heather Perrin	Paediatric First Aid Blended Learning	03.01.2028
Mrs Anne Kent	3 Hours Basic Life Support	03.03.2028
Mrs Sue Moore	3 Hours Basic Life Support	04.03.2028
Mrs Abi Fajojute	3 Hours Basic Life Support	04.03.2028
Mrs Crystal Agnel	3 Hours Basic Life Support	04.03.2028
Mrs Juani Rodriguez	3 Hours Basic Life Support	04.03.2028
Mrs Dawn Perry	3 Hours Basic Life Support	04.03.2028
Ms Katrina Iskrzynska	3 Hours Basic Life Support	04.03.2028
Mrs Irina Cudrea	3 Hours Basic Life Support	04.03.2028
Mrs Monica Dyett	Paediatric First Aid Blended Learning	02.02.2027

Appendix 2: accident report forms

ACCIDENTS

Date	Time	Childs Name	Injury Type	Treatment	Parents informed/ method	Initials

Medical Report to Parents

Date:

Dear Parent/Carer

Your child …… had to visit the medical room today and in our assessment we did not think it necessary to contact you. We have kept a close eye on them in school and they have not given any further cause for concern.

Accident / Bumped / Grazed / Cut / Scratched / Twisted / Hurt / Right / Left /

/ Knee / Leg / Ankle / Foot / Toe /Arm / Hand / Elbow / Finger / Nose /

/Face / Lip / Eye /Ear / Nosebleed / Back / Neck / Other.....

Treatment / Cold Compress / Cold wet tissue / Antiseptic wipe / Run under tap / Cleaned /

/ Plaster / Drink of Water / Rested / None needed / Other.....

Signed

.....

Head Bump Report to Parents

Date:
Time:

Dear Parent/Carer

Your child …… bumped his/her head at breaktime/lunchtime* today. First Aid was administered but if he/she becomes unwell you may like to consult your Doctor or take him/her to the hospital for a check up. (* Please delete as appropriate)

We hope this note may be helpful if the doctor or nurse attending to your child asks these questions.

1. How did it happen?
2. Did the child cry immediately? Yes / No
3. Did the child lose consciousness? Yes / No
4. Has he/she complained of a headache? Yes / No
5. Has he/she complained of any visual disturbance? Yes / No
6. Has the child been sick? Yes / No
7. If yes, how many times?
8. Has the child been unusually out of sorts? Yes / No
9. Any other comments?

Dealt with by: _____ (block letters)

School Office:

Parent/carer telephoned at ……..am/pm
Parent/carer spoken to Yes/No
If no, message left/other emergency numbers contacted: ……

If it has been impossible to contact parent/carer through details they have provided, please ensure this form is handed to the member of staff dismissing the class at the end of the day so that it is given to the adult meeting the child.

Loving, serving and growing together with Jesus

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)
first aid	See appendix 1		
paediatric first aid	See appendix 1		
anaphylaxis			

Appendix 4: Request for School to administer medicine

I request that …….. (Child's Name) in Class ……
be given the following medication:

……

……

……

at the following times during the day:

……

……

The above medications have been prescribed by a Doctor and 4 or more doses per day are required.
YES/NO

The above medication is non – prescribed and 4 or more doses per day are required. YES/NO

All medications are clearly labelled indicating contents, dosage and child's name in FULL.YES/NO

I understand that the medicine must be delivered by an adult to the school. I understand that I remain responsible for any medication that my child receives. I understand that use of non-prescribed medicines is normally limited to a 24-48 hrs period (except for seasonal conditions such as hay fever). I agree that if symptoms persist medical advice will be sought.

Signed: …….. Parent / Carer

Address & daytime telephone number:

……

……

……

Date: ……

PLEASE RETURN THE FORM TO THE SCHOOL OFFICE AND NOT THE CLASS TEACHER

For completion by the school:

I agree to arrange for the administration of medicines as requested by the parent as described above.

Signed: …… Date: ……