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# A First Aid Policy

March 2025

## 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 (DfE) 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

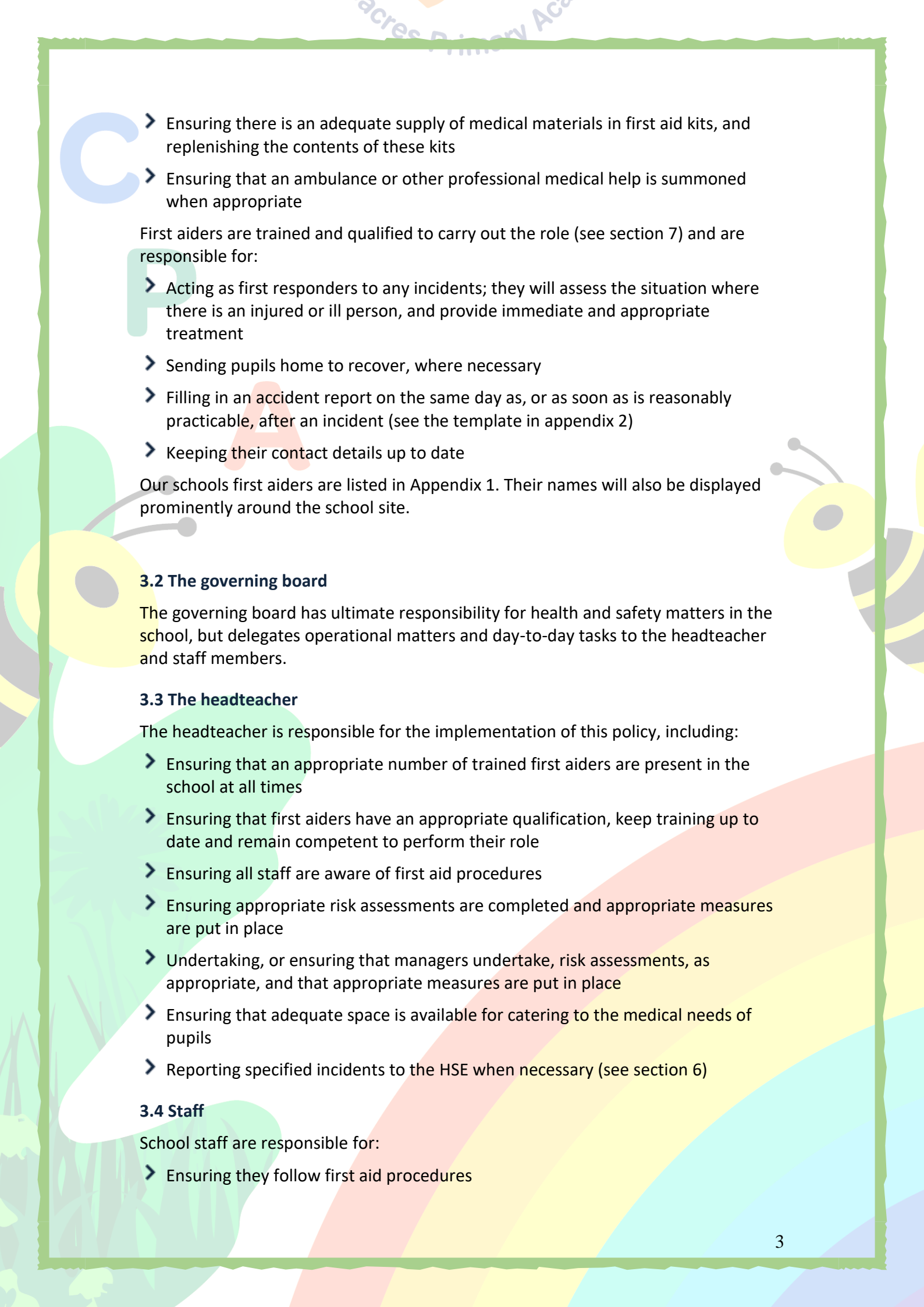
This policy complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The school's appointed person is Julie Harrison. They are responsible for:

- Taking charge when someone is injured or becomes ill

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- 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:

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- 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 as, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
  - Keeping their contact details up to date

Our schools first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school site.

### **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 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

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- 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. **All bumps to the head will be reported to a first aider for further guidance/assessment.**
- 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/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the a member of SMT will contact parents/carers immediately
- 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

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 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

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- Individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves
  - Information about the specific medical needs of pupils
  - Parents/carers' contact details

**R** Risk assessments will be completed by the the Teacher in Charge prior to any educational visit that necessitates taking pupils off school premises. These will be approved by the Head of School for KS2 trips and the Deputy Head for EYFS/KS1.

**A** For children with serious medical conditions an individual risk assessment will be completed by the Teacher

in Charge. These will be approved and signed off by the Pastoral Deputy Head and will then be shared with

the child's parents and staff involved with the trip who will also sign off the risk assessment.

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 (EYFS).

### **5. First aid equipment**

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

- A leaflet giving general advice on first aid
- sterile adhesive dressings (assorted sizes)
- sterile eye pads
- individually wrapped triangular bandages (preferably sterile)
- safety pins
- sterile unmedicated wound dressings
- unmedicated wound dressings
- disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The First Aid rooms in KS1 and KS2
- Reception – main school office
- Basic first aid kits are kept in each classroom.
- The School Kitchen

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- An accident form will be completed by the first aider 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 form at appendix 2
- 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 Business Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Business Manager 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 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

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- 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 Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
  - 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 where 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/carers (early years only)**

The First Aider 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 (registered early years providers ONLY)**

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.

**C** The Business Manager will notify Manchester Children's Services of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **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 1).

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 that 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 Julie Harrison every year.

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

### **9. Links with other policies**

This first aid policy is linked to the:

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



## Appendix 1 – List of trained first aiders



### FIRST AID QUALIFICATIONS

Updated MARCH 2025



Full First Aid at work including Emergency Paediatric			
First Aider	Notes	Date Qual	Next Due
Briony Sommerville	RGG/KS1	09/10/24	8/10/27
Bridgid Neary	Year 5	09/10/24	08/10/27
Amanda Bell	KS1 (RGG)	9/10/24	8/10/27

Full First Aid at work			
First Aider	Notes	Date Qual	Next Due
Gaynor Gorton	Reception	31/10/22	2/10/25
Lynn Hilditch	SLO- EYFS based	31/10/22	2/10/25
Gayle O'Shea	Office	27/6/22	26/6/25
Simon Dorey	KS2 – Year 3/ Forest School	17/6/24	16/6/27

Emergency Paediatric First Aid			
First Aider	Notes	Date Qual	Next Due
Teachers			
Victoria Hutchinson		18/04/23	17/04/26
Holly Mahon		21/10/22	20/10/25
Lexy Hughes		18/04/23	17/04/26
TA's – highlight Yellow if lunchtime organiser			
Lunchtime Organisers			
Vicky Dobson – Rainbow		15/11/23	14/11/26

**Evacuation Mat Training**- This training is to operate the evacuation mat in the KS1 building in the event of a fire. This is a one off training, that does not have a renewal date. **All staff trained on the Evac Mat in September 2024**

Defibrillator Training: Trained to administer: Full First Aid at Work

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Paediatric First Aid			
First Aider	Notes	Date Qual	Next Due
<b>Teachers</b>			
Laura Christie	The Nest	7/12/22	6/12/25
Jennifer Pang	Nursery (cabin)	2/10/24	1/10/27
Julie Harrison	SLT	14/11/23	13/11/26
Jocelyn Kirkwood	Main Nursery	14/11/23	13/11/26
TA's – highlight Yellow if lunchtime organiser			
Lisa Cartledge	Nursery (Main)	7/12/22	6/12/25
Lauren Hornsey	Nursery ( Main)	7/12/22	6/12/25
Natalie Mealing	Nursery (Cabin)	9/02/24	8/02/27
Danielle Coffey	Rainbow Room	2/10/24	1/10/27
Nicola Kaye	Reception	2/10/24	1/10/27
Leanne Hugh	Year 6	2/10/24	1/10/27
Lisa Higgins	Nurse (Main)	7/12/22	6/12/25
Sarah Norman	1AJ	2/10/24	1/10/27
Carly Kirby	The Nest	02/10/24	01/10/27
Holly Richards	Year 3	02/10/24	01/10/27
<b>Lunchtime Organisers</b>			
Bridget Whitney	EYFS	7/12/22	6/12/25
Sharon Wilson	KS1	7/12/22	6/12/25
<b>Office Staff</b>			
Julie Brewer	Office	2/10/24	1/10/27

Emergency First aid at Work combined with Emergency Paediatric First aid			
First Aider	Notes	Date Qual	Next Due
<b>Teachers</b>			
Sam Richmond	Year 2	14/03/2025	13/03/2028
Sonya Russell	Rainbow	14/03/2025	13/03/2028
TA's – highlight Yellow if lunchtime organiser			
Kirsty Culbert	Reception	14/03/2025	13/03/2028
Tahseen Javid	KS1	14/03/2025	13/03/2028
<b>Lunchtime Organisers</b>			
Madonna Feehan	KS2	14/03/2025	13/03/2028
Michelle Roscoe	Nursery	14/03/2025	13/03/2028
Amanda Howe	Year 3	14/03/2025	13/03/2028
Leanne Newton	Nursery	14/03/2025	13/03/2028
Joanne Dickens	Rainbow	14/03/2025	13/03/2028
<b>Office Staff</b>			
Gayle O'Shea	Office	14/03/2025	13/03/2028



**Appendix 2 – Accident Report Form**



**Crossacres Primary Academy**



**Accident Form**

Full name and class of injured child:	
Date:	Time:
What is the injury/illness?	
What first aid was given?	
What happened to the child afterwards? (back to class/sent home/phone call etc)	
Was the parent informed?	
Name and signature of first aider or person dealing with the incident:	