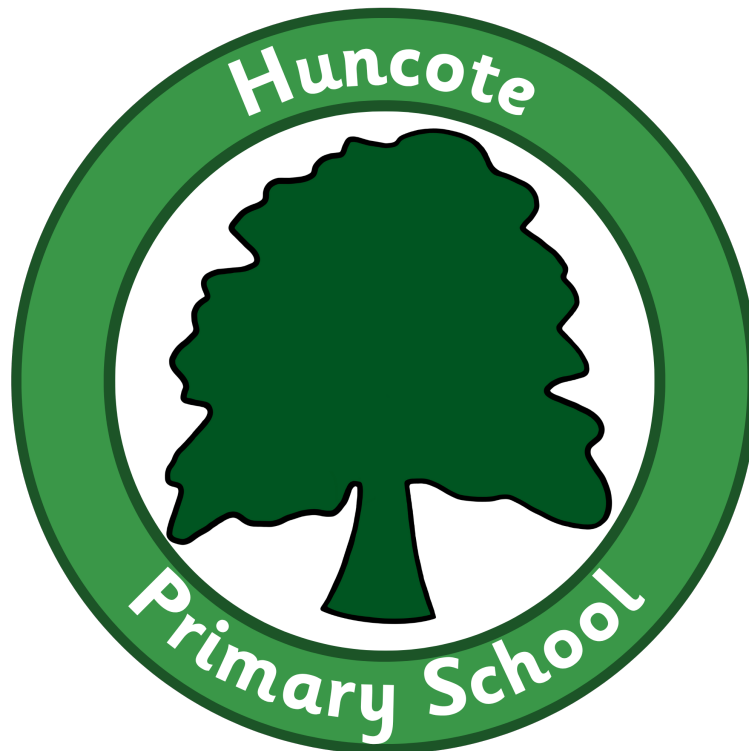


# First aid policy

Huncote Primary School



<b>Approved by:</b>	Martin Towers – Chair of Governors	<b>Date:</b> 25/06/2025
<b>Last reviewed on:</b>	12/06/2025	
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# Contents

1. Aims .....	2
2. Legislation and guidance .....	2
3. Roles and responsibilities .....	3
4. First aid procedures .....	4
5. First aid equipment.....	5
6. Record-keeping and reporting.....	6
7. Training .....	8
8. Monitoring arrangements .....	8
9. Links with other policies .....	8
Appendix 1: list of appointed persons for first aide and trained first aiders	9
Appendix 2: accident report form .....	10
Appendix 3: first aid training log.....	10

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

### 3. Roles and responsibilities

In schools with Early Years Foundation Stage (EYFS) provision, at least 1 person who has a current paediatric first aid (PFA) certificate must always be on the premises.

Beyond this, all settings – dependent on an assessment of first aid needs – employers must have enough suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has considered the nature of employees’ work, the number of staff and the layout of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

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

The school’s appointed people are Mrs Sally Houghton and Mrs Rhydell Poole. 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 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 school’s appointed 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 appointed persons and trained first aiders are always present in the school
- 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 and appointed staff in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider or appointed person 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 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 the next steps to the parents/carers
- If emergency services are called, the headteacher 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 school mobile phone

- A portable first aid kit including, at minimum:
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing
  - 1 triangular bandage – individually wrapped and preferably sterile
  - 2 safety pins
  - Individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves
- 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 containing, at minimum:

- 5 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 1 triangular bandage
- 1 packet of 24 assorted adhesive dressings
- 1 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 1 sterile eye pads, with attachments
- 6 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

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

There will always be at least 1 first aider on school trips and visits. If this is a class within the Early Years, there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on the trip/visit, 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:

- 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. Inhalers are kept in red medical bags in each classroom.

First aid kits are stored in:

- The medical room

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the member of staff who has carried out the first aid 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 the information included in the accident form at appendix 2
- For accidents involving pupils, a copy of the accident report form will also be sent home to the pupil's parents
- 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 headteacher 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 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 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 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**

A member of school staff 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. This will usually be the class

teacher or the office manager. Parents can be notified by receiving the first aid report slip, a message via Class Dojo or a telephone call. Parents/carers will also be informed if emergency services are called.

## 7. Training

All school staff can 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).

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 headteacher every 2years.

At every review, the policy will be approved by the Local Governing Committee LGC.

## 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 appointed persons and trained first aiders.**

STAFF MEMBER'S NAME	ROLE	TRAINING EXPIRY DATE
Sally Houghton	Appointed person	N/A
Rhydell Poole	Appointed person & Emergency First Aid	01/09/2026
Mandy Clarke	Emergency First Aid in Schools	25/08/2026
Linda Hadley	Emergency First Aid in Schools	25/08/2026
Dawn Howarth	Emergency First Aid in Schools	25/08/2026
Jayne Milne	Emergency First Aid in Schools	25/08/2026
Karen Moore	Emergency First Aid in Schools	25/08/2026
Suzy Chandler	Emergency First Aid in Schools	25/08/2026
Dianne Bannister	Emergency First Aid in Schools	25/08/2026
Kate Noble	Emergency First Aid at work	05/10/2025
Sue Tomkins	Emergency Paediatric First Aid	24/01/2025
Heather Hubbard	Paediatric First Aid	13/12/2027
Samantha Nutt	Paediatric First Aid	28/06/2026
Rebecca Clarke	Paediatric First Aid	25/01/2028
Marie Kilby	Paediatric First Aid	25/01/2028
Vikki Harmer	Paediatric First Aid	25/01/2028
Linda Fleming	Paediatric First Aid	25/01/2028

Appendix 2: accident report form

Bumped head letter

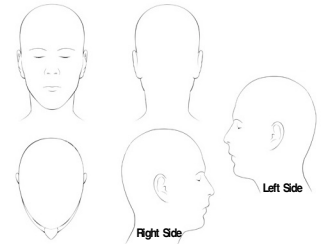
This is printed on red paper and a head bump sticker is also given

Huncote Primary School

Name of injured person \_\_\_\_\_ in Class \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_



Dear Parent/Carer,

Your child (named above) suffered a head injury at school today in the following circumstances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Treatment given -

\_\_\_\_\_  
\_\_\_\_\_

These details have been entered into our accident record. For extra safety, please monitor them at home this evening. If they complain of headaches, dizziness or feel unwell, we advise you to seek medical advice. **Please let us know at school if you had to take any further action.**

Signed by First Aider \_\_\_\_\_

Injury letter

This is printed on white paper.

Huncote Primary School

Name of injured person \_\_\_\_\_ in Class \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Dear Parent/Carer,

Your child (named above) suffered an injury at school today in the following circumstances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Treatment given -

\_\_\_\_\_  
\_\_\_\_\_

These details have been entered into our accident record. For extra safety, please monitor them at home this evening. If they complain of headaches, dizziness or feel unwell, we advise you to seek medical advice. **Please let us know at school if you had to take any further action.**

Signed by First Aider \_\_\_\_\_

### 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 RENEWED (WHERE APPLICABLE)
Appointed person & Emergency First Aid	Rhydell Poole	10/09/2023	01/09/2026
Emergency First Aid in Schools	Mandy Clarke	25/08/2023	25/08/2026
Emergency First Aid in Schools	Linda Hadley	25/08/2023	25/08/2026
Emergency First Aid in Schools	Dawn Howarth	25/08/2023	25/08/2026
Emergency First Aid in Schools	Jayne Milne	25/08/2023	25/08/2026
Emergency First Aid in Schools	Karen Moore	25/08/2023	25/08/2026
Emergency First Aid in Schools	Suzy Chandler	25/08/2023	25/08/2026
Emergency First Aid in Schools	Dianne Bannister	25/08/2023	25/08/2026
Emergency First Aid at work	Kate Noble	14/01/2019	05/10/2025
Emergency Paediatric First Aid	Sue Tomkins	24/01/2022	24/01/2025
Paediatric First Aid	Heather Hubbard	20/01/2022	13/12/2027
Paediatric First Aid	Samantha Nutt	02/07/2021	28/06/2026
Paediatric First Aid	Rebecca Clarke	25/01/2025	25/01/2028
Paediatric First Aid	Marie Kilby	25/01/2025	25/01/2028
Paediatric First Aid	Vikki Harmer	25/01/2025	25/01/2028
Paediatric First Aid	Linda Fleming	25/01/2025	25/01/2028