



## First Aid Policy

***“Striving for Excellence. Making Every Day Count.”***

***We aim to provide a secure and caring environment where every individual can thrive, aiming high and becoming lifelong learners.***

**Approved by:** Ernehale Governing body

**Date:**

**Last reviewed on:** October 2024

**Next review due by:** October 2025



## Contents

1. Aims .....	3
2. Legislation and guidance .....	3
3. Roles and responsibilities .....	3
4. First aid procedures .....	5
5. First aid equipment.....	6
6. Record-keeping and reporting.....	6
7. Training.....	7
8. Monitoring arrangements .....	8
9. Links with other policies .....	8
Appendix 1: list of first aiders.....	9
Appendix 2: first aid form.....	10
Appendix 3: first aid training log .....	11

## 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](#), 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

## 3. Roles and responsibilities

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

The school's appointed first aiders are:

Name	Emergency First Aid Expiry Date	Pediatric Expiry Date	First Aid at Work Expiry Date
Catherine Tizzard	05 June 2026		
Clare Turner	06 June 2025		
Dawn Newham	05 June 2026		
Emma Turner		14 Oct 2025	
Felicity Chapman	05 June 2026		
Jackie Lowson	05 June 2026		
Jane Bardwell	05 June 2026		
Jane Vance	05 June 2026		

Jessica Newham	05 June 2026		
Jo Hendry	05 June 2026		
Jo Hudson		20 Jan 2026	
Julie Rimmer-James	05 June 2026		
Karen Harris	05 June 2026		
Leanne Dessaur-Furr	05 June 2026		
Lindsay Cooper	05 June 2026		
Lisa Lee	06 June 2025		22 Mar 2025
Michelle Price		27 April 2026	
Monika Dabroska	05 June 2026		
Nicola Iwanejko	05 June 2026		
Nancy Littlewood	06 Jun 2025		
Nicola Payne	06 Jun 2025		
Nicola Toombes	05 June 2026		
Parit Sehra	05 June 2026		
Pauline Hayes		27 April 2026	
Rachel Tams	06 Jun 2025		
Rosie Bull	05 June 2026		
Ruth Holdstock	05 June 2026		
Shaun Wright	05 June 2026		
Sheryl Fecak	05 June 2026		
Trudie Short	06 Jun 2025		28 Sept 2025
Zoe Fowler		27 April 2026	

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

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

Flying High Trust 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 board delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **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
- 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, 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 aider will contact parents 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

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

Risk assessments will be completed by the teacher and or school office 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 certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

For other year groups there will always be at least one first aider on school trips and visits.

## **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
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The school office
- All classrooms
- The school kitchens

## 6. Record-keeping and reporting

### 6.1 First aid forms

- A first aid form will be completed by the first aider or adult – teaching, midday or office 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 first aid form.
- A copy of the first aid form will be sent to the parent/guardian.
- Records held in the first aid 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 Health and safety officer 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 Health and safety officer 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.

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) 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 Health and Safety officer will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational disease 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

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**

The first aider/ appointed member of 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.

### **6.4 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 MASH 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 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 and is updated at least every 3 years.

## **8. Monitoring arrangements**

This policy will be reviewed every 2 years. 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
- Administering medications policy

## Appendix 1: list of first aiders

Contactable via school office: 0115 9568008

Name	Emergency First Aid Expiry Date	Paediatric Expiry Date	First Aid at Work Expiry Date
Catherine Tizzard	05 June 2026		
Clare Turner	06 June 2025		
Dawn Newham	05 June 2026		
Emma Turner		14 Oct 2025	
Felicity Chapman	05 June 2026		
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**Appendix 2: First Aid form**

DATE:

**ACCIDENT / INCIDENT**

NO: .....

*I have had an **accident / incident** today*

Dear Parent / Carer


Childs Name:	Year Group:
Location of accident/incident:	
Today your child has had an accident/incident at	a.m. / p.m.

We have kept an eye on him/her and he/she appears to be ok.

He/she has had a:

Bump <input type="checkbox"/>	Cut <input type="checkbox"/>
Bruise <input type="checkbox"/>	Graze <input type="checkbox"/>
Other: (please specify)	

Location of injury



First aid administered:

Antiseptic Wipe <input type="checkbox"/>	Plaster <input type="checkbox"/>
Ice Pack <input type="checkbox"/>	Observation <input type="checkbox"/>
Other: (please specify)	

Any additional information: (if relevant)


Parent / Carer informed at:	(time). By telephone / in person
First aid administered by:	teaching staff / dinner staff
Accident book completed by:	teaching staff /dinner staff
Receiving teacher:	

Signature of Lead First Aider:	Time:
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GDPR COMPLIANCE: Remove ALL copies on completion and file according to your GDPR policy.

**Appendix 3: first aid training log**

<b>Name/type of training</b>	<b>Staff who attended (individual staff members or groups)</b>	<b>Date attended</b>	<b>Date for training to be updated (where applicable)</b>
<i>E.g. first aid</i>			
<i>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			