



First Aid Policy

Debden CE Primary Academy

Reviewed by: Matt Hawley	March 2024
Shared with staff:	March 2024
Shared with Governors:	March 2024
Review date:	March 2026

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](#) 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 persons and First Aiders

The Head of School (Matt Hawley) is 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 (this is delegated to Jo Arundell and Sally Dale – the administration assistants, but the Head of School periodically checks these kits);
- Ensuring that an ambulance or other professional medical help is summoned when appropriate;

In the absence of the Head of School, the Deputy Headteacher and then Senior Teacher (first Mrs Sarah Bailey and then Mrs Holly Caparelli) will take on these responsibilities.

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 1)
- Keeping their contact details up to date

Our school's first aiders are displayed prominently in the school office, the kitchen and the staff room. The list at the time of writing this policy is included as appendix 2.

Our admin team (Mrs Jo Arundell and Mrs Sally Dale) are responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits every term;

All users have a responsibility to replenish items as necessary.

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 Head of School

The Head of School 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 1) for all incidents they attend to;
- 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 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 school office or a member of the leadership team 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

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' contact details

Risk assessments will be completed by the visit leader 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.

5. First Aid Equipment

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

- A leaflet giving general advice on first aid
- Regular and large bandages
- Eye pad bandages
- Triangular bandages

- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold Compress Packs
- Burn Dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- School office
- Every 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 1;
- A copy of the accident report form will also be added to the pupil's educational record by the admin team;
- 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 Head of School 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 Head of School will report these to the HSE 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)
- 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>

6.3 Notifying parents

The class teacher/ school office 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 Head of School 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 Head of School will also notify Essex Safeguarding Children's Board 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 LSAs are first-aid trained, as are the midday assistants.

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.

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. The PFA certificate will be renewed every 3 years. Mrs Holly Caparelli (EYFS Lead) and Mrs Sarah Cameron (EYFS LSA) always hold up-to-date paediatric first-aid training qualifications, as do other staff where we feel this is necessary.

8. Monitoring arrangements

This policy will be reviewed by the Head of School every 2 years, or before if required.

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 assessments
- > Educational visits policy
- > Safeguarding policy
- > Medical policy

APPENDIX I – Accident Record Form



Accident Record Form		Date:	Time:
Name of child and class:	Others Involved:	Location:	
Description of the Incident			
Action Taken			
Initial action taken by staff present:	Any further action needed?		
	Head injury letter?	(Yes/no)	
	Phone call to parents?	(Yes/no)	
	Class teacher informed?	(Yes/no)	
Reporting Member of Staff:	Actioned/monitored by:		

APPENDIX 2 – List of current first-aiders (as of March 2024).

Name		Expires
Paediatric First Aid		
Caparelli	Holly	March 27
Cameron	Sarah	June 24
Clark	Sarah	March 27
Howse	Lauren	March 27
McPherson	Kimberley	September 24
Dixon	Kathy	March 26
Emergency First Aid at Work for Schools		
Cox	Elaine	March 26
Anstead	Clare	September 25
Day	Maria	September 25
Hoskins	Jo	March 26
Adams	Becca	March 25
Barden	Chloe	September 25
Diabetes Training		
Cox	Elaine	Updated when needed by diabetes nurse
Dixon	Kathy	