



# First Aid Policy

## Debden CE Primary Academy

Reviewed by: Sarah Bailey	April 2026
Shared with staff:	April 2026
Shared with Governors:	April 2026
Review date:	April 2028

### 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 states 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 requires 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 requires 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 Headteacher is responsible for:

- › Taking charge when someone is injured or becomes ill.
- › Ensuring that an ambulance or other professional medical help is summoned when appropriate.

In the absence of the Headteacher, the Deputy Headteacher will take on these responsibilities.

First aiders are trained and qualified to carry out the role 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 first aid room 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 Headteacher**

The Headteacher is responsible for the implementation of this policy, including:

- › Ensuring that an appropriate number of trained first aid staff are 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 that adequate space is available for catering to the medical needs of pupils.
- › Reporting specified incidents to the HSE when necessary.
- Ensure accident forms are completed and stored correctly
- Lead or delegate staff debriefs after serious incidents
- Ensure follow-up actions and risk assessment updates are completed
- Monitor accident trends and address recurring issues

### **3.4 Staff**

School staff are responsible for:

- › Ensuring they follow first aid procedures.
- › Ensuring they know who the appointed person and first aiders in school are.
- › Completing accident reports (see appendix 1) for all incidents they attend to.
- › Informing the headteacher of any specific health conditions or first aid needs.

## **4. First aid procedures**

### **4.1 In-school procedures- Pupils**

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, who will provide the required first aid treatment.
- › The first aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain with the child 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 or they have concerns that the injury may require further support, they must contact the parents. The first aider will remain with the child and continue to supervise them until collection and will provide a clear account of the incident and any first aid administered upon the parent arrival.
- › 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) on the premises at all times.

### **Staff and Visitors**

The school is responsible for ensuring that appropriate first aid provision is available for all staff and visitors on site.

- Staff injuries will be treated by a qualified first aider and recorded using the staff accident form. Completed forms are stored securely in the school office.
- Visitors who sustain an injury while on school premises will receive first aid from a qualified first aider. Their injury will be recorded using the school's visitor accident form, and a copy will be retained by the school.
- Serious injuries involving staff or visitors will be reported to the Headteacher immediately. Where appropriate, incidents will be reported to the HSE under RIDDOR.

### **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 on school trips and visits.

### **4.3 After-care**

Following the administration of first aid, the first aider will ensure appropriate after-care is provided. This includes:

- Monitoring the pupil for a short period after treatment to ensure they are comfortable and not showing signs of worsening symptoms.
- Deciding whether the pupil can return to class or needs to go home. This decision will be based on the nature of the injury, the child's level of distress, and any medical guidance received.
- Ensuring the class teacher is informed of any restrictions or adjustments needed for the remainder of the day (e.g., no PE, limited playground activity, help with writing).
- A return to school meeting may be required if the injury affects mobility, learning, or daily functioning, to ensure appropriate adjustments are in place.

A meeting will be offered when:

- The pupil has had hospital treatment or ongoing medical appointments
- The injury affects mobility (e.g., broken limb, sprain requiring support)

- The pupil requires temporary adjustments in school
- Staff need clarity on safe handling, supervision, or activity restrictions
- Parents request a meeting to share medical guidance

The meeting will agree and record:

- Medical information shared by parents/carers
- Any temporary adjustments needed (e.g., no PE, indoor play, help with writing)
- Mobility considerations (e.g., stairs, corridors, playground safety)
- Supervision arrangements
- Any required risk assessment or updates to existing assessments
- Whether a phased return is appropriate
- Emotional wellbeing and any anxieties about returning

Review

- Plans will be reviewed 1–3 weeks later, depending on the nature of the injury.
- Additional reviews will be arranged if the pupil's needs change or further medical advice is received.
- Adjustments will be updated and shared with relevant staff.

#### **4.4 Debriefing**

Following any serious injury or incident, the school will carry out an internal staff debrief to ensure that appropriate learning, reflection, and safeguarding considerations are addressed. This debrief will take place on the same day where possible, or the next working day.

The debrief will include:

- A factual review of the incident, led by the Headteacher or Deputy Headteacher, involving all staff who witnessed the event or provided first aid.
- Consideration of supervision arrangements at the time of the incident, including whether staffing levels, positioning, or routines contributed to the event.
- Review of the environment or equipment involved, identifying any hazards, defects, or conditions that may require repair, removal, or additional control measures.
- Safeguarding reflection, ensuring the incident does not raise concerns about neglect, unexplained injury, or behaviour that requires follow-up by the Designated Safeguarding Lead.
- Assessment of whether risk assessments need updating, including playground risk assessments, classroom activity risk assessments, or individual pupil risk assessments.
- Identification of any training needs, such as refresher training in first aid, behaviour management, or supervision expectations.
- Agreement of any immediate actions, including changes to routines, communication with parents, or further monitoring of the pupil involved.

A brief record of the debrief, including actions agreed, will be kept by the Headteacher and reviewed as part of ongoing health and safety monitoring.

#### **4.5 First Aid During Out-of-Hours Activities**

## **Breakfast and After-School Club-**

KidzActive operates on the school site outside core school hours. To ensure the safety and wellbeing of all pupils attending, the following first aid arrangements apply:

- KidzActive staff are responsible for providing first aid during their sessions. At least one member of the KidzActive team on duty will hold an appropriate first aid qualification.
- First aid kits will be accessible in the areas used by KidzActive, and staff will ensure they are familiar with their location.
- Any accidents or injuries occurring during KidzActive sessions will be recorded and communicated to parents using their online recording system.
- Serious injuries or incidents will be reported to the Headteacher as soon as possible. If emergency services are required, KidzActive staff will contact parents immediately and notify the school at the earliest opportunity.

## **FODS events**

Friends of Debden School (FODS) may run events on the school site outside normal hours. To ensure safe practice:

- A designated first aider must be present at all events. This may be a trained FODS volunteer or a school-based first aider who has agreed to attend.
- A first aid kit must be available and accessible throughout the event.
- Any accidents involving pupils, staff, or visitors must be recorded using the school's accident form.
- Parents/carers will be informed of any injury to a pupil during a FODS event.
- Serious incidents must be reported to the Headteacher as soon as possible, and emergency services should be contacted immediately if required.

## **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

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 I.
- › 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 Parent/carer communication**

Parents/carers will be informed of any accident/injury sustained by a pupil along with any first aid treatment given, on the same day, or as soon as reasonably practicable when:

- The injury involves the head, face, neck, or spine.
- The child has been significantly distressed or in pain.
- The injury may require monitoring at home (e.g., sprains, cuts, suspected concussion).
- There is any concern about the child's wellbeing.

Depending on the severity and context, communication may include:

- Phone call from the first aider.
- Written accident slip sent home with the child.
- Face-to-face conversation at pick-up time.

### **6.3 Reporting to the HSE**

The Headteacher 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 Headteacher 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 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.
  - Where an accident leads to someone being taken to hospital
  -

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](#)

#### **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 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 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.

### **8. Monitoring arrangements**

- This policy will be reviewed by the Headteacher 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



<b>Accident Record Form</b>		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 April 2026).**

<b>Name</b>	<b>Course</b>	<b>Expiry Date</b>
Adams, Becca	Paediatric First Aid	May 2028
Auty, Becky	Paediatric First Aid	May 2028
Cameron, Sarah	Paediatric First Aid	March 2028
Caparelli, Holly	Paediatric First Aid	March 2027
Clark, Sarah	Paediatric First Aid	March 2027
Dixon, Kathy	Paediatric First Aid	September 2028
Raven, Lauren	Paediatric First Aid	February 2027
Cornwell, Megan	Emergency First Aid at Work	February 2028
Cox, Elaine	Emergency First Aid at Work	September 2028
Day, Maria	Emergency First Aid at Work	September 2028
Adams, Becca	Mental Health First Aider	