



Date Policy Agreed by Governors:		Date Policy to be Reviewed:	
----------------------------------	--	-----------------------------	--

First Aid Policy

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](#), 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 School Premises \(England\) Regulations 2012](#), 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 has several trained first aiders, paediatric first aiders and 1 member of staff who holds first aid at work qualification.

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 the accident book on the same day, for accidents that has needed a hospital visit, SBM to advise Safety Services via the incident reporting link as soon as is reasonably practicable, after an incident.

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

3.2 The local authority and governing board

East Riding of Yorkshire Council 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.



3.3 The headteacher

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

- Ensuring that an appropriate number of appointed first aid personnel are present in the school at all times.
- Together with the SBM, ensure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Together with the SBM, ensure 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 the accident book for all incidents they attend to where a first aider is not called
- If you are a first aider, completing the accident book for all incidents you 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 SBM, HT, Admin Officer, Admin Assistant, will contact parents immediately
- The first aider will complete the accident book on the same day for an incident resulting in an injury. For severe accidents, see below, SBM to advise Safety Services via the incident reporting link as soon as is reasonably practicable, after an incident.

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

Type of Accident	Example	Action	When
Minor	<ul style="list-style-type: none"> • Grazes • Minor bumps to the head 	<ul style="list-style-type: none"> • Details logged in first aid book • Treated in the playground/medical room • Bumped head note given to child to take home 	The same day
Possibly requiring medical/dental treatment	<ul style="list-style-type: none"> • Severe cuts/lacerations • Impact injury (bank of blow) to the head (the head is defined as whole head & face) 	<ul style="list-style-type: none"> • Details logged in first aid book • Call parents to inform that pupil has had a blow to the head and send home bumped head note 	The same day
Severe	<ul style="list-style-type: none"> • Major injuries e.g. Broken bones (not fingers) • Loss of Limbs • Accident Resulting in over 7 day injury • Where injured party leaves site in an ambulance (not reportable if taken to hospital as a precaution but the examination shows no injury) • Death 	<ul style="list-style-type: none"> • Details logged in first aid book • Incident Report completed on the ERYC website (Safety Services) 	24 hours



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 if on a residential. If a school visit takes place during the school day, staff will liaise with the school office for parents' contact details.

Risk assessments will be completed by the class teacher or visit lead 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 Y1 to Y6, for school trips and visits involving pupils in EYFS, there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate, 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
- Individually wrapped sterile adhesive dressings
- Eye bandages
- Triangular bandages
- Wound dressings
- Disposable gloves
- Disposable aprons

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room – several, including rucksacks for visits. Stock of medical supplies also stored here.



- EYFS
- KS1
- School Kitchen

6. Record-keeping and reporting

6.1 First aid and accident record book

- The accident book will be completed by the first aider on the same day
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident book
- 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 SBM/HT 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 SBM/HT 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 SBM/HT 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 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 (early years only)

The class teacher 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. Parents will also be informed if emergency services are called. Head Bump and Nose Bleed notes will be sent home with pupils for parent information.

6.4 Reporting to Ofsted and child protection agencies (early years only)

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 DSL will also notify 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 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. The PFA certificate will be renewed every 3 years.



8. Monitoring arrangements

This policy will be reviewed by the SBM every two years.

At every review, the policy will be approved by the full governing board.

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

STAFF MEMBER'S NAME	ROLE
Emma Blenkiron	Kitchen Assistant
Joe Bough	Teacher
Fran Branfield	TA
Michelle Chamberlain	Admin Officer
Claire Cruickshank	SBM
Connor Davidson	Nursery Nurse
Paula Dean	Teacher
Julie Emmott	Teacher
Katie Emson	Teacher
Beverley Fairburn	Teacher
Leanne Gear	TA/Extended School
Lisa Gillespie	Lunchtime Supervisor/Extended School
Lucy Grunner	Teacher
Alison Howson	TA
Rebecca Jackman	TA
Sam Kirk	TA/Extended School
Mary Lunn	TA
Christina Magowan	Teacher
Katie Mitchell	Teacher
Heather Ounsworth	Admin Assistant
Fenella Rawson	HLTA
Holly Rhodes	Teacher



STAFF MEMBER'S NAME	ROLE
Katie Rhodes	Nursery Nurse/Extended School
Carole Rimmington	Lunchtime Supervisor/Extended School
Helen Roberts	TA/Extended School
John Sheppard	Teacher
Chrissie Shiels	Headteacher



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)
Emergency First Aid	JB, JE, KE, BF, LG, LGil LGru, AH, RJ, SK, ML, KM, HO, HR, CR, HRo, JS,	05/02/2021	05/02/2024
Emergency First Aid	CM	28/11/2022	28/11/2025
Emergency First Aid	EB	27/02/2023	26/02/2026
Emergency First Aid	FB	21/04/2023	21/04/2026
Emergency First Aid	CD, MC	27/02/2023	27/02/2026
Emergency First Aid	CS	13/03/2023	13/03/2026
Emergency First Aid	FR	09/03/2023	09/03/2026
Paediatric First Aid (2 Day)	PD	21/04/2021	21/04/2024
Paediatric First Aid (2 Day)	KR	20/03/2023	20/03/2026
First Aid at Work (3 Day)	CC	20/10/2020	20/10/2023
Epi Pen Training/Anaphylaxis	JB, FB, PD, JE, KE, BF, AH, RJ, SK, LL, ML, KM, MP, HRh, HRo, JS, CS, CM	Feb/Mar 2021	
Epilepsy Training	JB, FB, HC, PD, ME, JE, BF, LG, JG, LGr, AH, SK, LL, CM, SN-J, JP, HRh, KR, HRI,CR, HRo, JS, CS, SS, NW	Nov 2022	

