

# First Aid Policy

*Maple Tree is a kind and positive school that models respect and embraces diversity - where everyone feels safe and is encouraged to be the best they can be.*

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<b>Staff Responsible</b>	Kim Varley	<b>Next review</b>	November 26

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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 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's appointed person is the School Business Manager, in her absence, the Pupil Administrator will take on this role. 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 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 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 and appointed person in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/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 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 office 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
- [For more serious injuries or in instances where an injury has occurred due to issues with school property or how an activity has been organised, a Riddor form will be completed and uploaded onto the AssessNET portal within 3 working days of the incident.](#)
- 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:
  - Access to a mobile phone
  - A portable first aid kit
  - Information about the specific medical needs of pupils
  - Contact details for a named school contact who has access to all parents' contact details
- Risk assessments will be completed by the visit leader prior to any educational visit that necessitates taking pupils off school premises and approved by both the Educational Visits Coordinator and Head Teacher.
- Visits for EYFS pupils: There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.
- Visits for KS1 and KS2: There will always be at least 1 first aider on school trips and visits. Where possible, there will also be at least 1 first aider with a current paediatric first aid (PFA) certificate present.

## 5. First aid equipment

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

- |  |                                 |
|--|---------------------------------|
| ▪ Guidance leaflet                               | ▪ Medium sterile dressing       |
| ▪ Triangular bandage                             | ▪ Large sterile dressing        |
| ▪ Sterile plasters                               | ▪ Sterile eye pad dressing      |
| ▪ Disposable gloves                              | ▪ Resuscitation face shield     |
| ▪ Individually wrapped plasters (assorted sizes) | ▪ Sterile saline eye wash 500ml |
| ▪ Sterile saline cleansing wipes                 |                                 |
- Cold compresses are available in the staff room and KS2 corridor and taken out at break/lunchtimes with first aid kits
  - No medication is kept in first aid kits. Storage of medication is covered in our Medicines and Medical Conditions Policy

First aid kits are stored in:

- The Medical Room; KS1 corridor; Caretakers cupboard; Medical kits are kept in each classroom and mobile kits which are taken out at break times, lunchtimes and on any off-site visits

## 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 2
- For more serious injuries or in instances where an injury has occurred due to issues with school property or how an activity has been organised, a Riddor form will be completed and uploaded onto the AssessNET portal within 3 working days of the incident.
- Serious accidents and incidents (i.e. those resulting in more serious injury, loss of consciousness and / or the injured person requiring or being likely to go to hospital or receive other professional medical treatment), deaths and dangerous occurrences will be IMMEDIATELY reported to the CBC Corporate Health and Safety Team at [corporatehealth&safety@centralbedfordshire.gov.uk](mailto:corporatehealth&safety@centralbedfordshire.gov.uk).
- Records held in the first aid and accident book relating to pupils will be retained by the school until the child reaches 21 years of age, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- Records held in the first aid and accident book relating to staff and visitors will be retained by the school for 3 years or 40 years if it relates to exposure to hazardous substances

## 6.2 Reporting to the HSE

The Office Team 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 Office Team will report these to the HSE as soon as is reasonably practicable and in any event **within 3 working** 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 3 working** days by the Headteacher.

### **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)
  - 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
- 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 School Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

- 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

[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**

Parents will be informed 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.

### **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 child 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 Central Bedfordshire Child Protection team 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 School Business Manager every year.

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
- Policy on supporting pupils with medical conditions