



## HILDENBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL

“I can do all things through Christ who strengthens me,” (Philippians 4:13) so that I can be the best that I can be, for myself, for others and for God.

# FIRST AID POLICY

## February 2024

We aspire for our community to flourish as we journey together to fulfil our God given potential by encouraging a delight in the pursuit of wisdom and knowledge. We cherish each person as unique and special, and celebrate God’s creation through providing rich experiences, which enlighten, challenge, shape and enhance life’s opportunities for all.

Last Reviewed	February 2024
Next Review Date	February 2025
Ratified by	FGB
Ratified on	07.03.2024
Lead Person	Rachel Forward

## 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 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 Ruth Ardrey, Rachel Forward and Joe Kenward. 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
- Completing the relevant first aid form and ensuring this is sent home with the child to inform parents (see templates in appendix 2)

- Recording the first aid incident on CPOMS on the same day, or as soon as is reasonably practicable, after an incident. If the incident causes a serious injury, e.g., a broken bone, a serious accident report will be completed as well (see template in appendix 3)
- 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.

### 3.2 The local authority and governing board

KCC 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 persons and 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)

### 3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing a first aid form (see appendix 2) and recording on CPOMS 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 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 staff will contact parents immediately
- The first aider/relevant member of staff will complete a first aid form (see Appendix 2) to inform parents record the accident on CPOMS 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 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 class teacher 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 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 medical room
- Class Rooms

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- All first aid incidents will be recorded on CPOMS on the same day, or as soon as is reasonably practicable, after an incident. If the incident causes a serious injury, e.g., a broken bone, a serious accident report will be completed as well (see template in appendix 3).
- A copy of all serious accident report form will also be added to the pupil's educational record (paper file and Arbor) by the Office Manager, as well the medical folder that is kept in the school office
- Records 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. All paper records will then be securely disposed of

### 6.2 Reporting to the HSE

The office will keep a record in the Medical folder 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 Health and Safety Executive 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 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
- 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](#)

### **6.3 Notifying parents**

For all injuries requiring first aid, a first aid form (see Appendix 2) will be completed and sent home to parents on the same day, or as soon as reasonably practicable. If a child sustains a bumped head that requires treatment, parents will also be informed at the time via a phone call from the school office.

### **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 KSCMP 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 administer first aid for minor injuries e.g., bumps and grazes.

All appointed 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 1).

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 by the Headteacher every year, in line with government recommendations. 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
- Supporting Pupils with Medical Conditions Policy

## Appendix 1: list of appointed person(s) for first aid and trained first aiders qualification

Mrs Rachel Forward (12 hr paediatric First Aid)	Exp: 01/02/2027
Mr Joe Kenward (12 hr paediatric First Aid)	Exp: 01/02/2027
Mrs Helen Almond (2 hr Immediate Action)	Exp: 23/01/2026
Mrs Ioana Bonner (2 hr Immediate Action)	Exp: 23/01/2026
Mrs Jane Horner (2 hr Immediate Action)	Exp: 23/01/2026
Mrs Johanna Morrish (2 hr Immediate Action)	Exp: 23/01/2026
Mrs Collette Wiseman Jones (2 hr Immediate Action)	Exp: 23/01/2026
Mrs Cassie Francis (12 hr paediatric First Aid)	Exp: 28/11/2026
Miss Ruth Ardrey (First Aid at Work)	Exp: 05/10/2025
Mrs Diane Rugg (Wilderness First Aid)	Exp: 12/10/2025

## Appendix 2: First Aid Forms (to inform parents)

### General First Aid Form

Child's Name: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Dear Parent/Carer,

Your child sustained an injury at school today. They were checked by a member of staff at the time of the accident and the relevant first aid was administered (see details below). They have been monitored since the accident and we have not identified anything that caused concern up to the time of them going home. Please continue to monitor for any side effects at home.

Further details:

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Signed: \_\_\_\_\_



**Bumped Head First Aid Form**

Child's Name: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Dear Parent/Carer,

Your child sustained a head injury at school today. They have been monitored since the accident and we have not identified anything that caused concern up to the time of them going home.

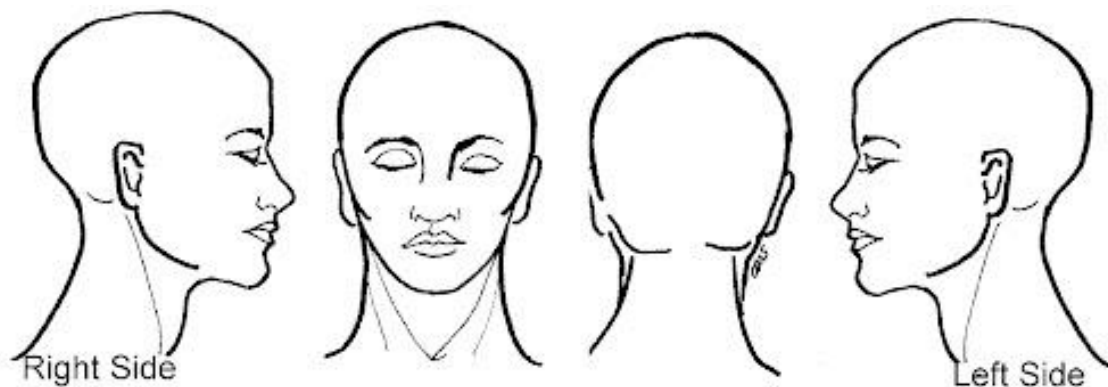
Details:

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If any of these symptoms are present over the next week, you should seek medical advice (via 111 or 999):

- Persistent and/or worsening headache
- Difficulty staying awake (unusually sleepy). *Note: It is fine to let children go to sleep after a slight bump to the head, but you should check on them regularly and make sure you are able to wake them.*
- Nausea and/or vomiting
- Downiness or unconsciousness
- Unequal pupil size
- Confusion, feeling lost or dizzy, or difficulty making sense when talking
- Changes in behaviour (is not their usual self)
- Pale yellow fluid or watery blood, coming from the ears or nose (this suggests a skull fracture)
- Not being able to use part of the body, such as weakness in an arm or leg
- Difficulty seeing or double vision
- Slurred speech
- Having a seizure or fit

Signed: \_\_\_\_\_

### Appendix 3: Serious Accident Report Form

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<b>Action taken</b>			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
<b>Follow-up action required</b>			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	