

## **First Aid Policy**

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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 persons are the school office team. 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, 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.

### **3.2 The local authority and governing board**

Surrey County 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.

### **3.3 The governing board**

The governing board has 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. The Headteacher**

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

- Ensuring that an appropriate number of appointed persons and/or 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 and staff
- 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 and/or appointed person(s) 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**

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, a member of the office admin team will contact parents immediately
- The first aider/relevant member of staff 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
- Information about the specific medical needs of pupils
- Parents' contact details
- A portable first aid kit

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors
- First Aid Notification slips for parents

Risk assessments will be completed by the class teachers prior to any educational visit that necessitates taking pupils off school premises. All offsite visits are subject to approval by the Educational Visits Coordinator and the Headteacher.

For Reception school trips, 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.

For all other school trips, there will always be at least 1 first aider on school trips and visits.

## **5. First aid equipment**

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room / school office
- Grab bags
- The school kitchen
- After school/breakfast club
- School minibus

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- An accident form will be completed by the first aider/relevant member of staff 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
- A copy of the accident report form will also be added to the pupil's educational record by a member of 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 (Health & Safety Executive)**

The School Business Manager 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 Admin Assistant 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 School Business Manager 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**

The admin team 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.

### **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 annually.

At every review, the policy will be approved by the Learning and Welfare committee.

### **9. Links with other policies**

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions

**Appendix 1: list of Trained First Aiders**

<b>Surname</b>	<b>Forename</b>	<b>First Aid</b>	<b>Expiry date</b>
Armella	Cristina	First Aid at Work for Schools	01/09/2025
Atkins	Hayley	First Aid at Work for Schools	01/09/2025
Ayling	Maheshwary	First Aid at Work for Schools	03/09/2027
Barber	Kerry	First Aid at Work for Schools	01/09/2025
Barnett	Carol	Paediatric First Aid	06/10/2026
Batterbee	Abi	First Aid at Work for Schools	03/09/2027
Boyle	Camilla	First Aid at Work for Schools	03/09/2027
Bubb	Jo	Paediatric First Aid	01/09/2025
Bull	Andi	Paediatric First Aid	01/09/2025
Buttaci	Katie	Paediatric First Aid	05/06/2025
Cowden	Lee	Paediatric First Aid	09/01/2027
Dodd	Sally	Paediatric First Aid	03/09/2027
Doyle	Christy	Paediatric First Aid	03/09/2027
Evans	Vicky	Paediatric First Aid	04/09/2027
Flower	Ricki	First Aid at Work for Schools	01/09/2025
Fraser	Robyn	First Aid at Work for Schools	03/09/2027
Garces Bosch	Gladys	Paediatric First Aid	01/09/2025
Griffiths	Donna	Paediatric First Aid	01/09/2025
Herbert	Jenny	Paediatric First Aid	04/09/2027
Hill	Tara	Paediatric First Aid	27/02/2026
Kelly	Kathryn	Paediatric First Aid	29/02/2027
Kennedy	Jackie	First Aid at Work for Schools	01/09/2025
Kerswill	Sophie	First Aid at Work for Schools	03/09/2027
Lawrence	Marion	Paediatric First Aid	04/09/2027
Marchington	Maya	Paediatric First Aid	04/09/2027
Mattingly	Hella	Paediatric First Aid	05/06/2025
McMenamin	Jo	First Aid at Work for Schools	01/09/2025
Michaelides	Kate	Paediatric First Aid	04/09/2027
Montgomery	Kim	Paediatric First Aid	01/09/2025
Moore	Gill	Paediatric First Aid	01/09/2025
Murphy	Rebecca	Paediatric First Aid	27/02/2027
Patel	Pragna	Paediatric First Aid	01/09/2025
Peters	Leigh	Paediatric First Aid	04/09/2027
Powick	SJ	First Aid at Work for Schools	03/09/2027
Procter	Claire	Paediatric First Aid	04/09/2027
Punter	Emma	First Aid at Work for Schools	01/09/2025
Radchenko	Kateryna	First Aid at Work for Schools	03/09/2027
Radha	Thuraya	First Aid at Work for Schools	03/09/2027
Rao	Sudha	First Aid at Work for Schools	03/09/2027
Reid	Chloe	Paediatric First Aid	04/09/2027
Richardson	Heather	First Aid at Work for Schools	03/09/2027
Sawyer	Joe	Paediatric First Aid	01/09/2025
Sykes	Faith	First Aid at Work for Schools	03/09/2027
von Eynern	Ute	First Aid at Work for Schools	01/09/2025
Wong	Jo	First Aid at Work for Schools	01/09/2025

## Appendix 2: Accident or Near Miss Report Form



### **Accident or Near Miss on School Premises - Internal Report Form**

This internal accident report form is for use by school staff only and is to be completed using the guidance notes over the page. Upon completion, this form should be retained at the school – either in the pupil's file or in the staff member's file. If the accident relates to a third party (neither pupil nor member of staff) then the form should be kept by the Business Manager for audit purposes.

In the first instance, all accidents should be listed in the accident book – whether they relate to pupils, staff or visitors. This form should be used to record more serious accidents to pupils or members of staff or visitors, where significant first aid is administered and the person is either sent home or straight to hospital. Some of these incidents need to be reported to the Health & Safety Executive, and in these instances this form can be used as the basis for those reports.

Injured person's name			
Injured person's address			
Injured person's age, date of birth and class (for pupils only)	Age	DOB	Class

Date of incident		Time of incident	
Location of incident			
Nature of injury			
Was the activity permitted?	Yes	No	
If this was not permitted please give further details			

Description of the incident by the supervising adult or first on scene – please complete a diagram showing where the individuals were located:

Please sketch a diagram showing where this happened including the surrounding area and the location(s) of any equipment. Please include positions of the injured party (mark as 'A'), any adults in/near the area (mark as 'B1', 'B2' etc.) and any other children in the immediate vicinity (C1, C2 etc.) who may be connected to this incident.

<b>Details of witnesses:</b> please provide names and contact details for key witnesses
<b>If the activity was not witnessed</b> please briefly explain why it was not witnessed in the box below:

<b>Action taken immediately after the incident:</b> Please describe what first aid was given and any observational notes

<b>Please tick the relevant boxes below to record the action taken:</b>			
First aid provided	<input type="checkbox"/>	Ambulance called	<input type="checkbox"/>
Parents / carers contacted		<input type="checkbox"/>	<input type="checkbox"/>
Accident reported to Headteacher (in all cases where pupils are sent home or to hospital)			
What initial action was taken by the parent / carer? (e.g. taken to doctor / hospital etc.)			

<b>Accident consequences:</b> (i.e. in the hours/days following the incident, what was the outcome of this injury / accident for the injured party?)	<b>Was the pupil / staff member absent from school?</b>	<b>Yes</b>	<b>No</b>

<b>School action taken as a result of the incident (for completion by member of SLT):</b>			
Equipment made safe	<input type="checkbox"/>	Repairs arranged	<input type="checkbox"/>
Area isolated / reconfigured		<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment reviewed? (if appropriate)			

<b>Signatures:</b>	<b>Report completed by:</b>	<b>Report reviewed by (Headteacher):</b>
Signature:		
Name:		
Date:		

<b>Additional Guidance notes for completion</b>	
<b>Pupils</b>	<b>Complete one of the three following actions:</b>
Routine injury, e.g. graze from playground fall	Enter details in the accident book & record first aid given
More serious incident, e.g. significant first aid provided & parents contacted	Complete this form, inform Headteacher and SBM, retain form in school
Incident reportable to Health & Safety Executive (if advised to do so)	Office/ SBM SBM to complete the online OSHENS report
<b>Employees &amp; Visitors</b>	<b>Complete as appropriate:</b>
Minor accidents	Enter in accident book, investigate if appropriate
More serious incident, e.g. significant first aid provided & employee sent home	Complete this form, inform Headteacher and SBM head, retain form in school
Reportable to the Health & Safety Executive – refer to guidance	Office/ SBM to complete the online OSHENS report

**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)
Epipen Training	All staff	October 2023	