

# IDLE C.E. (A.) PRIMARY SCHOOL



## FIRST AID POLICY

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Policy Last Reviewed: March 2025

Next Review Due: March 2026

Jesus' promise of "life in all its fullness" (John 10.10)

**Idle C.E. (A.) Primary School**  
**Policy & Guidelines for Administering First Aid in School**

**Vision Statement**

At Idle CE (A) Primary School we celebrate being part of God's family. We inspire our children with a love of learning in a safe, caring environment, which is theologically rooted in our Christian Vision of:

**Jesus' promise of "life in all its fullness" (John 10.10)**

for children, young people and adults within our school community to flourish. We are driven by our vision to nurture Christian hope and high expectations for all involved with education of the pupils in our care and to serve the common good.

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## Appendices

## 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](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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 Appointed Person is the person nominated to take charge of first aid arrangements. This may also be the first to attend the scene where First Aid is required.

Our school's first aiders are displayed prominently around the school and in the Medical rooms. An example of the first aider list displayed around school can be seen in Appendix 1.

They are responsible for ensuring that:

- First aid facilities under their control are available and maintained in a good condition
- First aid boxes under their control are stocked and maintained in a good condition, including replacing any damaged or out of date items
- They provide immediate first aid treatment to injured or ill students, staff and visitors
- They always take a first aid kit with them when evacuating the building during a fire or other emergency, as long as it is safe to do so
- Accidents or incidents requiring first aid treatment are recorded in the first aid/sickness record and if required on an accident form, on the same day or as soon as is reasonably practicable.
- They take the lead in accidents or incidents involving injury or ill health.

Ensuring that an ambulance or other professional medical help is summoned when appropriate and ensure ongoing communication with them.

- The parent/carer is contacted if the student needs to be sent home or has an injury anywhere above shoulder height.
- Their training remains up to date and copies of their First Aid Training certificates are provided to School.

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
- Keeping their contact details up to date

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

Bradford 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 trained first aiders 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 in school are
- Completing accident reports for all incidents they attend to where a first aider 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. If emergency services are required, where possible, two first aiders should stay with pupil/adult.
- 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, school 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

There will be at least one person who has a current paediatric first aid (PFA) certificate and at least one person who has a current First Aid at Work 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
- A portable first aid kit
- Information about the specific medical needs of pupils

Risk assessments will be completed by the lead teacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits for Reception, as required by the statutory framework for the Early Years Foundation Stage. This is also the case for any visits across KS1 & KS2.

#### **5. First aid equipment**

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

- Selection of bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters and assorted dressings
- Scissors
- Ice packs

- Burns dressings
- Resus guard
- Tweezers
- Eye wash
- Foil blanket
- No medication is kept in first aid kits.

First aid kits are stored in:

The KS1 & KS2 Medical Rooms and each Year group has an allocated First Aid kit which is easily accessible through the school day.

## 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.
- 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 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 Business Manager 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 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
- 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](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

### **6.3 Notifying parents**

The First Aid staff 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.

### **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 the LADO 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).

Staff are encouraged to renew their first aid training when it is no longer valid.

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.

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

#### **10. EPIPENS:**

The administering of Epipens must be carried out by the nearest member of staff in the event of an emergency and/or when anaphylactic shock is apparent irrespective of whether Piriton has been administered first.

Epipen training is delivered by GEM Compliance to all staff at the start of each academic year.

#### **11. PUPIL MEDICAL INFORMATION:**

Class Medical lists and photographic lists of children with specific need (eg medical and/or dietary) may be found within the medical file on the T:> and also in each first aid room. Staff are regularly reminded to familiarise themselves with the pupils' details and their individual needs.

#### **12. FIRST AID TREATMENT ROOMS:**

School has two first aid rooms – one situated in the Reception/KS1 building and one in the KS2 building.

Each room is equipped with an emergency pull-cord alarm.

Each room has a ready supply of first aid equipment.

There is an AED on the wall to the left as you enter the Reception/KS1 first aid room.

The administering of items such as antiseptic creams etc are not permitted in case of allergic reaction.

Cuts and grazes should be treated with gauze and clean water and a dressing applied where applicable.

Buckets and bags are located in each First Aid room for pupils who feel sick.

## First Aid at Work

I can administer First Aid to **adults at work**.



Adam Boocock



Michelle Clark



Alison Craven



Rachel Philips



Rachel Beraj



Amy Mitchell

## Idle C of E Primary School



## Emergency First Aid at Work

I can administer First Aid to **adults at work in an emergency**.



Laura Miller



Wendy Sykes



Ellie  
Wojtkow



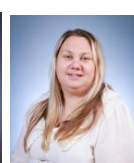
Danielle Brown



Raj Kaur



Rebecca  
Winterburn



Tara Stevens

## Paediatric First Aid

I can administer First Aid to those **aged under 18 years**.



Emma Halliday



Adam Boocock



Rachel Philips



Rachel Beraj



Allison Carr



Alison Craven



Rebecca Winterburn



Wendy Sykes



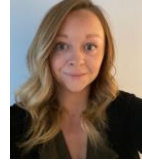
Laura Miller



Ellie W



Raj Kaur



Amy Mitchell



Danielle Brown



Tara Stevens



Michelle Clarke