



Title: First Aid Policy

Aims and Objectives:

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

Policy into Practice:

This policy is based on the 'Statutory Framework for the Early Years Foundation Stage', the guidance 'First Aid in Schools, Early Years and Further Education' 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

Roles and Responsibilities

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to

have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Below are the expectations of the roles in school for appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance.

Appointed Person(s) and First Aiders

The school's appointed persons are Mandy Crowley (Bedford Road), Kerry Smith and Alison Fishwick (Harris Way). If they are absent, a member of SLT will become the appointed person. 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
- Sending pupils home to recover, where necessary
- Recording on Assessnet when any pupil or staff member has to seek medical treatment as a result of an injury sustained in school

First aiders are trained and qualified to carry out the role 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
- 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)

Our school's appointed persons and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school in both offices and staffrooms.

The Local Authority and Governing Body

Bedford Borough 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 body.

The governing body delegates operational matters and day-to-day tasks to the Head Teacher and staff members.

The Head Teacher

The Head Teacher 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
- Reporting specified incidents to the HSE when necessary

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures

Ensuring they know who the first aiders in school are:

- Ensuring that completed accident reports (Bump notes) are given to parents
- Informing the headteacher or their manager of any specific health conditions or first aid needs

First Aid Procedures

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 appointed person decides that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the appointed person will recommend next steps to the parents.

If emergency services are called, the Office Manager or Senior Leader on site will contact parents immediately.

The 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 each site at all times.

Off-site Procedures

When taking pupils off the school premises a trained first aider will always be in attendance. Staff will ensure they always have the following:

A mobile phone

A portable first aid kit (multiple kits for a class group - 1 per small group)

Information about the specific medical needs of pupils

Parents' Contact Details

Risk assessments will be completed by the trip leader 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, as required by the statutory framework for the Early Years Foundation Stage.

First aid equipment

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

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Cold compresses (these are kept in the staff room or the cool bags near the main office)
- Burns dressings
- Scissors

No medication is kept in first aid kits. All medication must be stored in the main office and administered by the appointed person.

First aid kits are stored in:

The main office

Each classroom

The identified central places for breaktime and lunchtime

The school kitchens

Record-Keeping and Reporting

First Aid and Accident Record Book

An accident log 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 log appendix 2

The Office Managers are responsible for collating the first aid sheets and storing the records.

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.

Reporting to the HSE

The Office 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 Head Teacher 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

Notifying Parents

The office manager/relevant member of 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. If a child receives a head bump of any kind a bump note will be completed by the First Aider and must be given to the parent that day.

Reporting to Ofsted and Child Protection Agencies

The Head Teacher 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 Head Teacher will also notify Bedford Borough Council of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

All school staff are encouraged to be first aid trained.

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.

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.

Monitoring and Review:

This policy will be reviewed by the Local Governing Body every two years.

At every review, the policy will be approved by the Head Teacher and the Full Governing Body.

Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Administration of Medicines policy
- <https://www.gov.uk/government/publications/first-aid-in-schools>

Signed **Date**

Appendix 1

First Aid/Nominated person Register

Course	Requirements	Staff	Expiry Date
1 st Aid at Work (Pupils 12yrs+)	1 (Up to 50 staff)	Mandy Crowley Kerry Smith	July 2024 July 2024

Paediatric Emergency 1 st Aid		Emma Prestedge	5 January 2025
		Kelly Anderson Allison Bygraves Vicky Churchman-Hall Sallyann Clanachan Stacy Crearer Maria Donovan Jennie Dunkley Peter Jacques Rachel Johnston Debbie Lawrence Sarah Marrows Rosey Matu Ethan Mead Tina Platt Nicola Tresidder Jo Urwin	April 2025
		Finlee Panter	6 June 2025
		Fiona Blackman Natalie Bonser-Lightfoot Sam Bright Diane Churchman Alison Fishwick Ana Lanovaja Claire McDougall Tracy McGruer Jennie Moseley Sally Pointon Alison Wilson	24 April 2026
Emergency 1st Aid at Work		Rebecca Jones Karen Birmingham Anna Knott	24 March 2024 27 November 2024 18 March 2025

Appendix 2 - First Aid Forms

First Aid Log

		WOOTTON LOWER SCHOOL		FIRST AID SHEET						
DATE	TIME	INJURED PERSON	INJURY	SPECIFIC LOCATION	TREATMENT	RED LTR	FIRST AIDER	PARENT CONTACTED	AssessNET Ref.	

First Aid Bump Note (for any Head injury)

Dear Parents,

I wish to make you aware that

..... has bumped his/her
..... today.

Time:

Location:

Treated by:

Your child has been attended by a qualified first aider. However, should you have any concerns you may wish to take further medical advice.

Yours sincerely

Chris Tavener
Head Teacher