



# POLICY FOR FIRST AID

## Procedure and Arrangements



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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](#) 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

### 3. Roles and responsibilities

#### 3.1 First aiders

The school's first aiders 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 using CPOMS.

Our first aiders are listed in appendix 1-3. Their names will also be displayed prominently around the school.

### **3.2 The Board of Directors**

The Board of Directors has ultimate responsibility for health and safety matters in the academies within the Trust, 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**

Academy staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports on CPOMS 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 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 administrator or a member of the senior leadership team 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 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 including, at minimum:
  - A leaflet giving general advice on first aid
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing
  - 2 triangular bandages – individually wrapped and preferably sterile
  - 2 safety pins
  - Individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details (these are stored electronically and can be accessed by calling the academy)

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

Risk assessments will be completed by the lead adult of the trip and signed off by the Educational Visits Co-ordinator 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.

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:

- Reception (at the desk)
- All classrooms
- First Aid room (Blenheim Park and Reffley Academy)
- The school kitchen

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

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

- An accident form will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. Accidents are reported electronically on CPOMs.
- As much detail as possible should be supplied when reporting an accident, including the time of the incident, the location, details of the incident/injury and the first aid/action taken. It should also include any relevant follow up information including when and how parents have been made aware.
- For head injuries, parents should be informed at the time of the incident and invited into school to check their child and decide if they feel they need to seek medical attention. For all head injuries, the office will email the NHS guidance to parents.
- Records held for first aid and accidents 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.

### **6.2 Reporting to the HSE**

The academy 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 academy will report these to the HSE 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 class teacher or teaching assistant 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 academy'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 local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

All academy 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 academy will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1-3).

The academy will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the academy 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 headteacher annually. At every review, the policy will be approved by the Board of Directors.

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

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Accident and incident reporting policy

**Appendix 1: list of trained first aiders – Blenheim Park Academy**

<b>Training – Emergency first aid</b>	<b>Expiry date of training – an update will be required at this point</b>
Chris Marsh	04/10/2024
Clare Endersby	03/09/2023
Jacki Rockley	03/09/2023
Jo Riseborough	03/09/2023
Lisa Black	03/09/2023
Lorrayne Starr	11/10/2024
Lucy Belton	03/09/2023
Mandy Hurn	04/10/2024
Megan Way	03/09/2023
Michael Nodes	03/09/2023
Nikki Taylor	03/09/2023
Rachel Way	03/09/2023
Sarah Cranstoun	03/09/2023
Suzette Coulson	03/09/2023

<b>Training – Paediatric First Aid</b>	<b>Expiry date of training – an update will be required at this point</b>
Jacki Rockley	02/09/2023
Lisa Black	02/09/2023
Lorrayne Starr	11/10/2024
Megan Way	02/09/2023
Rachel Way	02/09/2023
Sarah Cranstoun	02/09/2023

<b>Training – Pro Anaphylaxis Awareness &amp; Epi-pen</b>	<b>Expiry date of training – an update will be required at this point</b>
Chris Marsh	04/10/2024
Clare Endersby	03/09/2023
Jacki Rockley	03/09/2023
Jo Riseborough	03/09/2023
Lisa Black	03/09/2023
Lorrayne Starr	11/10/2024
Lucy Belton	03/09/2023
Mandy Hurn	04/10/2024
Megan Way	03/09/2023
Michael Nodes	03/09/2023
Nikki Taylor	03/09/2023
Rachel Way	03/09/2023
Sarah Cranstoun	03/09/2023
Suzette Coulson	03/09/2023

<b>Training - Diabetes</b>	<b>Expiry date of training – an update will be required at this point</b>
Megan Way	Ongoing.

## Appendix 2: List of trained first aiders – Greenpark Academy

<b>Training – Emergency first aid</b>	<b>Expiry date of training – an update will be required at this point</b>
Wendy Poucher	21/03/2023
Heidi Wright	21/03/2023
Anna Squires	21/03/2023
Kevin Wales	21/03/2023
Russell Jones	21/03/2023
Jill Graver	21/03/2023
Sue Crumpler	21/03/2023
Dawn Stevens	21/03/2023

<b>Training – Peadiatric first aid</b>	<b>Expiry date of training – an update will be required at this point</b>
Sarah Pearson	21/03/2023
Libby York	21/03/2023
Jordan Garrett	21/03/2023
Petra Weissova	21/03/2023
Ramune Eikens	21/03/2023
Jessica Hoare	21/03/2023
Tiegan Proctor	21/03/2023
Eddie McGahren	21/03/2023
Kimberly Dover	30/06/2025
Adam Stanton	30/06/2025
Giorgia Micco	30/06/2025
Katie Rye	30/06/2025
Victoria York-Harrod	30/06/2025
Alex Hill	30/06/2025
Rabia Chaudhry	30/06/2025
Helen Barwick	30/06/2025
Fiona Boss	30/06/2025
Mia Howell	30/06/2025
Eleanor Parle	30/06/2025



### Appendix 3: List of trained first aiders – Reffley Academy

<b>Training – Emergency first aid</b>	<b>Expiry date of training – an update will be required at this point</b>
Claire Hodgson	21/10/2023 – L3
Helen Hill	21/10/2023 – L3
Jane Bowman	21/10/2023 – L3
Julie Hammond	21/10/2023 – L3
Kizzie Aarons	21/10/2023 – L3
Libby (Elizabeth) Pearson	21/10/2023 – L3
Maxine Pearman	21/10/2023 – L3
Michelle Twaite	21/10/2023 – L3
Sarah Ellis	02/09/2023
Susan Hamer	21/10/2023 – L3
Lynne Smith	21/10/2023 – L3

<b>Training – Emergency first aid at work</b>	<b>Expiry date of training – an update will be required at this point</b>
Michelle Twaite	07/09/2025
Susie Royal	07/09/25

<b>Training – Peadiatric First Aid</b>	<b>Expiry date of training – an update will be required at this point</b>
Leanne Howell	02/09/23
Adam Punchard	02/09/23

<b>Training – Peadiatric first aid</b>	<b>Expiry date of training – an update will be required at this point</b>
Nicola Anderson	01/09/2023
Kirstie Nicholson	01/09/2023
Caitlin Reed	01/09/2023
Susie Royal	01/09/2023
Lizzy Swales	01/09/2023
Kizzie Aarons	02/09/2023
Wendy Brown	02/09/2023
Zoe Bunting	02/09/2023
Helen Hill	02/09/2023
Jane Bowman	02/09/2023
Lynne Smith	02/09/2023

## Appendix 4: NHS guidance on treating minor head injuries.

### Introduction

Minor head injuries are common in people of all ages and rarely result in any permanent brain damage. If your child experiences a knock, bump or blow to the head, sit them down, comfort them, and make sure they rest. You can hold a cold compress to their head – try a bag of ice or frozen peas wrapped in a tea towel. The [symptoms of a minor head injury](#) are usually mild and short lived. They may include:

- a mild [headache](#)
- nausea (feeling sick)
- mild dizziness
- mild blurred vision

If your child's symptoms get significantly worse, take them straight to the [accident and emergency \(A&E\) department](#) of your nearest hospital or call 999 for an ambulance.

### What to look out for

Signs of a brain injury after a head injury include:

- **unconsciousness** – either brief ([concussion](#)) or for a longer period of time
- **fits or seizures**
- **problems with the senses** – such as hearing loss or [double vision](#)
- **repeated vomiting**
- **blood or clear fluid coming from the ears or nose**
- **memory loss** ([amnesia](#))

If any of these symptoms occur after a head injury, immediately go to [your nearest A&E department](#) or call 999 and ask for an ambulance.

### How common are head injuries?

Each year around 700,000 people attend A&E departments with a head injury in England and Wales. Of these, more than 80% only have a minor injury.

The most common causes of head injuries are [falls](#), assaults, and road traffic collisions.

Children are more likely to sustain a minor head injury because they're very active.

### Treating a minor head injury

Most people who attend hospital with a minor head injury are allowed to return home shortly afterwards and will make a full recovery within a few days.

After attending hospital with a minor head injury, you will usually be discharged fairly soon and be able to recover at home. Most people will make a full recovery in a few days.

For the first 24 hours after the injury, it is important for someone to stay with the injured person to keep an eye out for any new symptoms that develop.

It is also important to rest, avoid aggravating the injury with stressful situations, and avoid contact sports until fully recovered.