



First Aid Policy

Approved by the Governing Body

Autumn 2025

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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 pupil

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

3. 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. Including at during times when the children are eating.

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 layout and location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

3.1 Appointed person and first aiders

The school's appointed person for First Aid is

Joanne Turner/Nichola Irwin

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 governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.3 The headteacher

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

- Ensuring that an appropriate number of appointed persons 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 and appointed persons in school are
- Completing accident reports (see appendix 2) 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 First Aider 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 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:

The following are based on the HSE's recommendation for a minimum travelling first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.

- 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

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 visit lead and approved by the school EVC and Headteacher 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.

5. First aid equipment

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

The following is based on the HSE's recommendation for a minimum first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.

- 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 main office
- The Kitchen
- The Staffroom
- The Year 1 sink (above on the shelf)

A defibrator can be found in the main school entrance

6. Record-keeping and reporting

- This policy sets out the procedures that are to be followed when any employee, pupil, visitor or contractor has an accident, near miss or dangerous occurrence on the school's premises.
- Employees who develop a work-related illness must also report via these procedures.
- Definitions: - An accident is an unplanned event that causes injury to persons, damage to property or a combination of both. –
- An incident/near miss is an unplanned event that does not cause injury or damage but could do so. –
- A work-related illness is illness that is contracted by an employee through the course of work as a result of activities carried out by the school.
- Accident Recording:
- All accidents resulting in personal injury (SEE FLOW CHART) must be recorded on the HS1 Form – Accident, Incident, Near Miss Report Form.
- Completed Accident Report Forms will be stored to comply with the requirements of the General Data Protection Act.
- Completed Accident Report Forms will be reviewed regularly by Health and Safety Manager to ascertain the nature of incidents that have occurred in the school. This review will be in addition to any investigation of the circumstances surrounding each incident.
- All near misses must be reported to the Health and Safety Manager as soon as possible, on the HS1 Form – Accident, Incident, Near Miss Report Form so that action can be taken to investigate the causes and to prevent recurrence.
- Appendix 4 'EMET Child/Young Person Accident Reporting Flowchart') provides additional clarification on accident/serious incident reporting requirements.

6.1 Serious incidents

- Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority via the Health and Safety Executive website under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Page 10 of 17
- A 'HS1 Form – Accident, Incident, Near Miss Report Form must be completed for all serious incidents, which must be reported to the EMET Estates Team immediately. Where applicable a report must be made to the Health and Safety Executive under RIDDOR.
- The HSE website contains guidance for schools on when an accident is RIDDOR Reportable.
- This includes major injury includes any fracture (other than to fingers, thumbs or toes), amputation, loss of sight, crush injury resulting in internal damage, serious burns, scalping, loss of consciousness from a head injury or asphyxia, an injury from working in an enclosed space, hospitalisation of a non-employee as a result of a work activity.
- Incapacitation for work of a person for more than 7 consecutive days as a result of an injury caused by an accident at work must be notified within 15 working days. To calculate whether the absence classifies as 'over 7-day': - Exclude the day of the incident if they went home or did not return to work on the day - Include weekends, bank holidays and weekdays (whether the person would normally work on them or not). For example: if a person has an accident on Friday and comes back to work the following Friday, then count Saturday, Sunday, Monday and Tuesday etc. but this is still only 6 days; however, if their next day of work is the Monday it would count as 9 days and would be reportable. - Non-consensual violence - major or over 7 day injuries to people at work arising from non-consensual violence are notifiable

6.2 RIDDOR reporting of accidents involving pupils or visitors

- If a pupil or visitor has an accident this must be reported if: - The person involved is killed or taken to hospital; and - The accident arises out of or in connection with a work activity. Examples of 'in connection with a work activity' are; Work organisation – supervision of a field trip Plant or substances – lifts, machinery, experiments Condition of premises, play grounds, play or PE equipment Sports activities as part of the curriculum where there is death or hospitalisation Playground accidents due the condition of the premises or inadequate supervision.
- For further advice on injuries, diseases or dangerous occurrences requiring notification please contact either the EMET Estates Team, the Trust nominated health and safety support service provider, or the HSE website
- Contact details for the Health and Safety Executive are: Tel: 0845 300 9923 (Monday to Friday 8:30am to 5:00pm) Page 11 of 17 Website: <http://www.hse.gov.uk/riddor/report.htm>
- The completed report form sent back by the HSE should be kept with other accident records and documents on the accident investigation. Forms are kept to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.
- Records are to be kept for 7 years from the date of the incident.

6.3 Accident Investigation

- All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated.
- Time allocated to each investigation will depend on the seriousness of the accident. A guide to the time required to investigate is as follows: - Simple investigation (minor accident) 1 hour - Standard investigation (reportable accident) 6 hours
- During or on completion of the investigations, a risk assessment should be carried out or existing risk assessment amended to avoid reoccurrence of the accident
- The investigation aim should be: - to ensure that all necessary information in respect of the accident or incident is collated - understand the sequence of events that led to the accident or incident - to identify the unsafe acts and conditions that contributed to the cause of the accident or incident - to identify the underlying causes that may have contributed to the accident or incident - to ensure that effective remedial actions are taken to prevent any recurrence - to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties - to enable all statutory requirements to be adhered to
- The investigation will include obtaining signed witness statements, photographs and drawings as appropriate

6.4 Notifying parents

The first aider 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 not be informed of minor cuts and grazes unless we have concerns around about the wound.

6.4 Reporting to Ofsted and child protection agencies

The first aider 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 first aider will also notify the schools DSL of any serious accident or injury to, or the death of, a pupil while in the school's care and the DSL will report to the Local Child Protection Agency.

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 Headteacher every year.

At every review, the policy will be approved by Health and Safety Governor

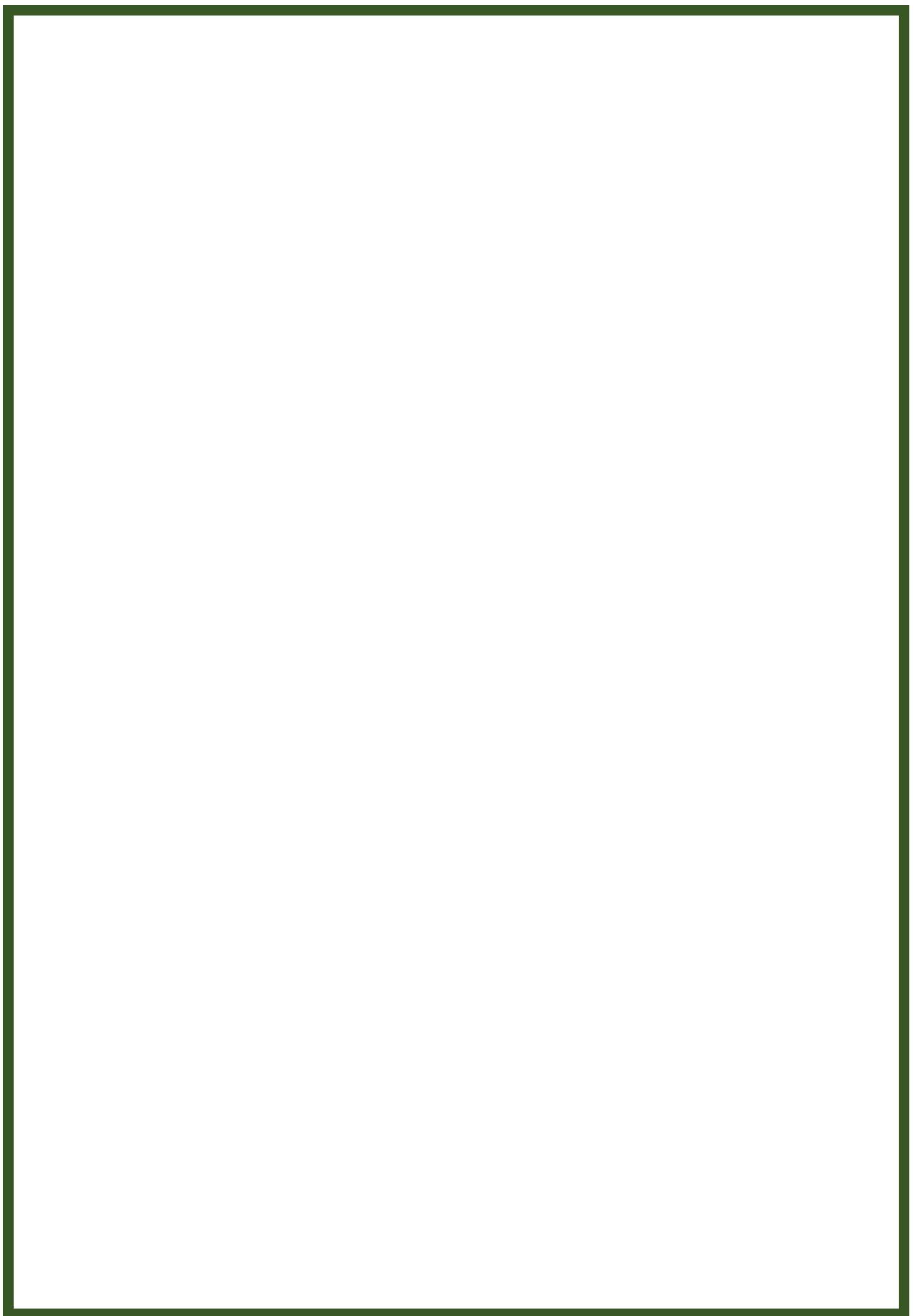
9. Links with other policies

This first aid policy is linked to the:

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

Appendix 1: list of First Aiders at Larkfields Infant School

STAFF MEMBER'S NAME	ROLE	EXPIRY
Joanne Turner	First Aider At work	Nov 27
	Paediatric First Aider	Nov 27
Julie Jones	Paediatric First Aider	Dec 28
	Emergency First Aider	Jan 27
Teresa Reed	Paediatric First Aider	Dec 27
Nichola Irwin	Emergency First Aider	Jan 27
Natalie Cochrane	Emergency First Aider	Jan 27
Hope Lager	Emergency First Aider	Jan 27
Daisy Speakman	Emergency First Aider	Jan 27
Kerry Bear	Emergency First Aider	Jan 27
Catherine Taylor	Emergency First Aider	Jan 27
Helena Tooth	Emergency First Aider	Jan 27
Jodie Theakstone	Emergency First Aider	Jan 27
Clare Bostock	Emergency First Aider	Jan 27
Katie Thompson	Emergency First Aider	Jan 27
Jane Maltby	Emergency First Aider	Jan 27
Vicky Lloyd	Emergency First Aider	Jan 27
Jean Shelton	Emergency First Aider	Jan 27
Julie Crunkhorn	Emergency First Aider	Jan 27
Adele Makin	Emergency First Aider	Jan 27
Joanna Kalinowska	Paediatric First Aider	Oct 26
Lauren Spooner	Emergency First Aider	Jan 27



Appendix 2: accident report form

HS1: Accident/Incident/Near Miss Report Form

Contact the EMET Estates Team in the event of a serious accident:

estates@emet.uk.com

Chris Punter (EMET Estates Director) – 07469 509982

Harry Segrove (EMET Estates Business Partner) – 07881 621554

Peter Griffiths (EMET Estates Business Partner) – 07796 463012



**THIS SIDE TO BE COMPLETED BY THE INJURED PERSON OR RESPONSIBLE PERSON ACTING ON THEIR BEHALF
(IF THE INJURED PERSON IS A PUPIL, THIS FORM SHOULD BE COMPLETED BY A MEMBER OF STAFF BUT ALL
DETAILS BELOW SHOULD BE THOSE OF THE INJURED PERSON)**

FORENAME(S)	SURNAME	AGE	GENDER Male <input type="checkbox"/> Female <input type="checkbox"/>
HOME ADDRESS		CATEGORY (Please tick)	
POST CODE		EMET/School staff <input type="checkbox"/> Temp/Agency Staff <input type="checkbox"/> Contractor <input type="checkbox"/> Work experience <input type="checkbox"/> Trainee <input type="checkbox"/> Member of public <input type="checkbox"/> Pupil <input type="checkbox"/> Self-employed <input type="checkbox"/>	
TEL NO.		ADDRESS/LOCATION OF THE ACCIDENT	
EMET/SCHOOL STAFF ONLY		WHERE ON THE ADDRESS/LOCATION	
SITE	TEACHING/SUPPORT STAFF		
OCCUPATION	LINE MANAGER'S NAME		
WHEN DID THE ACCIDENT OCCUR? Date	WHAT WAS THE INJURY? (e.g. cut, bruise, sprain, unconsciousness etc.)	WHAT PART OF THE BODY WAS INJURED? (Specify exact location e.g. left, right, upper or lower)	
Time	<input type="checkbox"/> Not applicable (near miss)	<input type="checkbox"/> Not applicable (near miss)	
MEDICAL TREATMENT RECEIVED/ACTION TAKEN		NAME OF WITNESS(ES)	
None <input type="checkbox"/>	Sent/taken home <input type="checkbox"/>		
First Aid <input type="checkbox"/>	Doctor <input type="checkbox"/>		
Returned to Work <input type="checkbox"/>	Straight to hospital <input type="checkbox"/>		
PLEASE DESCRIBE THE ACCIDENT (use an additional sheet if necessary)			
<ul style="list-style-type: none"> • Events leading up to the accident • Environmental conditions • Name of any substance, type of machinery/equipment involved, tools being used • What job/activity was being undertaken • Personal protective equipment used • Why it happened • If a fall, state the distance fallen in metres 			
WHO WAS THE ACCIDENT REPORTED TO? (IF NOT THE LINE MANAGER)		ON WHAT DATE WAS THE ACCIDENT REPORTED?	
I SUBMIT THESE DETAILS AS BEING A TRUE ACCOUNT OF THE ACCIDENT			
Signed	Date	Work phone number	

Accident/Incident/Near Miss Report Form

THIS SIDE TO BE COMPLETED BY THE LINE MANAGER/H&S REPRESENTATIVE



WERE ANY OF THE FOLLOWING CONTRIBUTING FACTORS? (Tick more than one box if necessary)

Unsafe methods (system of work)	<input type="checkbox"/>	Lack of employee training	<input type="checkbox"/>	Housekeeping	<input type="checkbox"/>
Lack of supervision	<input type="checkbox"/>	Lack of employee information	<input type="checkbox"/>	Not wearing protective equipment	<input type="checkbox"/>
Condition of tools/equipment	<input type="checkbox"/>	Environmental conditions	<input type="checkbox"/>	Other	<input type="checkbox"/>

WHAT ARE THE FINDINGS OF YOUR INVESTIGATION?
 Please describe contributing factors in detail and any disagreement you may have with anything stated by the injured party.
 (Use a separate sheet if necessary)

STATE THE ACTION TAKEN (OR PLANNED) TO PREVENT A RECURRENCE, AND BY WHOM?

IS THERE A RISK ASSESSMENT FOR THIS ACTIVITY? Yes No HAS THIS INCIDENT (same task or location but not necessarily the same person) OCCURRED BEFORE? Yes No

HAVE YOU DISCUSSED THE FINDINGS OF THE INVESTIGATION / ACTIONS TAKEN WITH THE INJURED PERSON? Yes No

YOUR FULL NAME	SIGNATURE	SITE	
JOB TITLE	PHONE NO.	DATE FORM RECEIVED	TODAY'S DATE

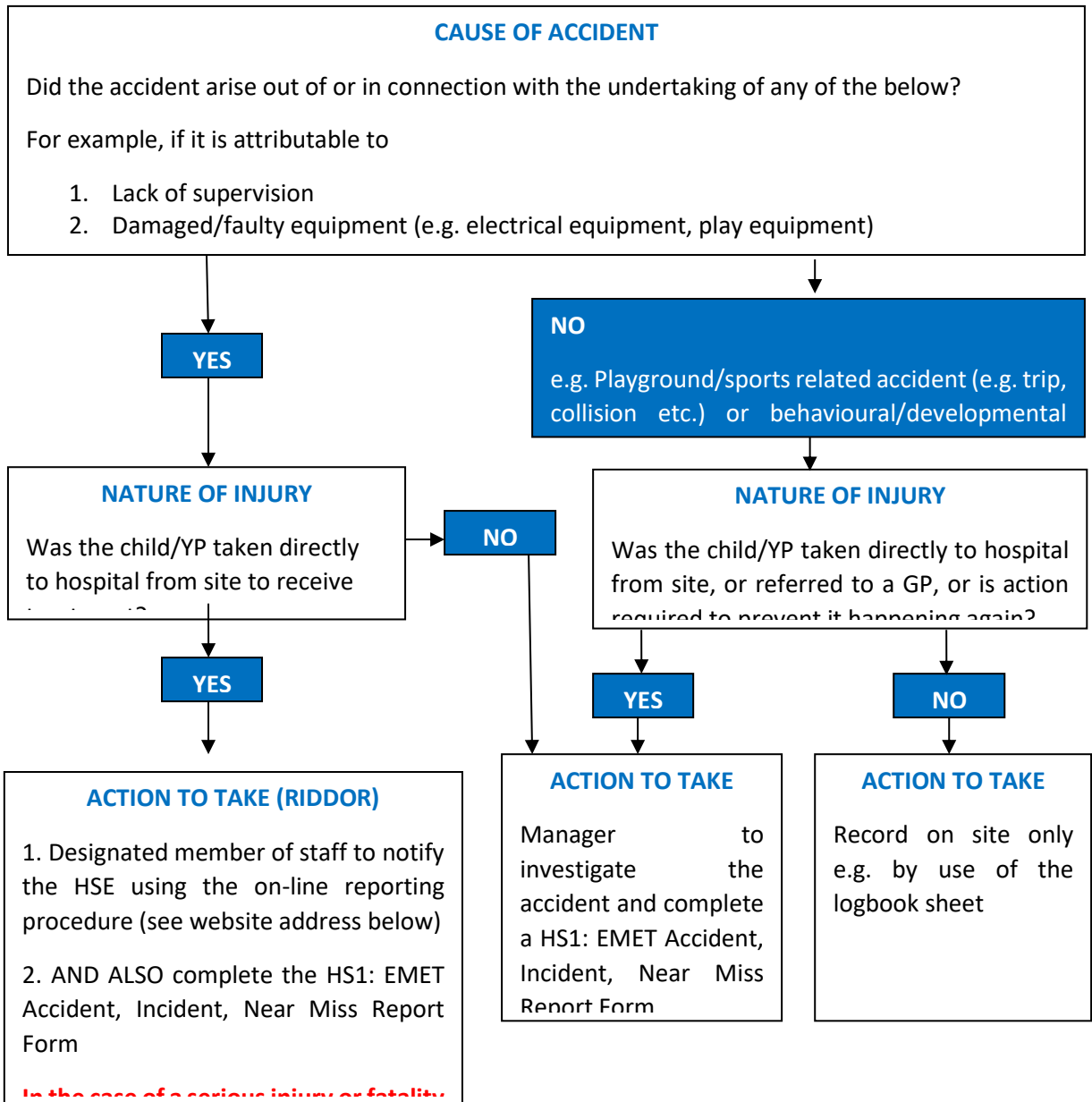
INCIDENTS REPORTABLE TO THE HEALTH AND SAFETY EXECUTIVE
 a) Has the person been involved in a RIDDOR reportable incident, including those causing absence, or likely to cause absence for more than 7 days? Yes No **If yes email a copy of this form to the Estates Director, along with a copy of the RIDDOR report. In the event of a serious incident also phone the Estates Director immediately**
 b) Estates Team notified (time and date):

HEALTH AND SAFETY

Appendix 3:

Child/Young Person Accident Reporting Flowchart

ACCIDENT TO CHILD/YOUNG PERSON (YP)



Report to the HSE (under RIDDOR regulations):

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

Send a copy of the RIDDOR report & HS1: Accident/Incident Report Form to the EMET Estates Team

Harry Segrove (EMET Estates Officer)

Emily Leverton (EMET Estates Officer)

07469 809982
07881 621554
07796 463012

