Allscott Meads Primary School and Nursery

First Aid Policy

Approved by:	Governing body	**Date:** September 2026
Reviewed on:	September 2026	
Next review due by:	September 2027	

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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 School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

- The Education (Independent School Standards) Regulations 2014, 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 person is Kirsty Parkinson. 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 (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 (appendix 2)
- Keeping their contact details up to date

Our school's appointed person and 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

Allscott Meads Primary School and Nursery / Learning Community Trust 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.

3.2 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.

3.4 The headteacher

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

- Ensuring that an appropriate number of appointed persons and 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)

3.5 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 (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

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
- 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 or Administration staff 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

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details
- Inhalers or necessary medications (this includes food for named individuals)

Risk assessments will be completed by the class teacher with guidance from the first aider or Lead LSM prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one 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 with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The EY/Y1 corridor
- Reception (at the desk)
- The school kitchens
- School vehicles

Medicines are kept in a locked box in the fridge in the first aid room, or in a locked box in the first aid room.

6. Record-keeping and reporting

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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 the Admin staff
- 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 school 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 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
- 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:

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

6.3 Notifying parents

The school 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 school 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 school will also notify the Local Authority and LCT Trust 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 annually.

At every review, the policy will be approved by the governing board

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

Appendix 1: list of first aid staff

Staff member's name	Role Expiry date	Qualification	Expiry date
Kirsty Parkinson	Headteacher	Level 3 First Aid at Work Level 3 Paediatic First Aid	November 2027
Hayley Roberts	Administrator	Level 3 First Aid at Work Level 3 Paediatric First Aid	November 2027
Samantha Cowan	Deputy Headteacher	Level 3 Paediatric First Aid	September 2028
Jolli Wilson	EYFS First Aider EYFS Teacher	Level 3 Paediatric First Aid	January 2026

Charlotte Hughes	EYFS/ KS1 First Aider KS1 Teacher	Level 3 Paediatric First Aid	September 2027
Natalie Bailey	EYFS TA	Level 3 Paediatric First Aid	July 2026
Libby Lloyd-Goffin	EYFS TA	Level 3 Paediatric First Aid	April 2027
Beth Tudor	First Aider KS2 Teacher	Level 3 Paediatric First Aid	July 2027
Alexandra Livesey	First Aider KS1/KS2	Level 3 Paediatric First Aid	September 2028
Hunny Stirling	KS1/ 1:1 TA	Level 3 Paediatic First Aid	August 2026
Tasha Stirling	Lunchtime Supervisor Casual TA	Level 3 Paediatric First Aid	March 2028

Appendix 2: Accident report form

PART A: TO BE COMPLETED BY EMPLOYEE OR ON BEHALF OF OTHER INJURED PERSON			
Who? (*Personal details of injured person)*			
Surname *(capitals please):*			
Forename/s:			
Date of Birth:	Male:	Female:	
Address: Post Code:		Telephone No:	
Status *(please tick one category)*			
Employee	Pupil/Trainee	Visitor	Public
Client	Contractor	Other *(please specify)*	
When?			
Date:		Time:	
Time finished work on day of accident:		Normal time of finishing:	
Where?			
Name of site and address:			
Precise location of accident:			
How?			
What was the person doing at the time of the accident?			
How did it happen? (Attach sketch/plan if this would illustrate sequence of events more clearly)			
Equipment involved; item/make/model/fleet/condition			
Control Measures			
What control measures were in place at time of incident? (eg guards, personal protective equipment, training etc.)			
Injuries			
Nature and extent of injuries (describe in detail – left or right side, body parts, other)			
What was done?			
To whom was the accident reported?			
Date:		Time:	
Was first aid or treatment rendered?	Yes	No	If Yes by whom?
Was the injured person taken to hospital from the scene?		Yes	No
Witnesses			

Give names, addresses and telephone numbers of anyone who saw the accident happen:

(Obtain witnesses wherever possible. Attach signed statements from each witness in serious cases)

For employees injured at work

Occupation: Payroll No:

Name of Trade Union Representative:

REPORTED BY - SIGNATURE:

PRINT NAME: SECTION/ESTABLISHMENT:

TEL NO:

PART B: TO BE COMPLETED BY SUPERVISOR/MANAGER

Comments

Are you satisfied that the information in **PART A** is correct? If **NO** give details:

Was the person authorised to do what they were doing?

Has **any** time been lost from work?

Date of first absence:

Prevention

What has been done to prevent a recurrence of the incident?

Signature: Print Name: Date:

Complete the form as soon as possible and return to:

The Health & Safety Co-ordinator for your Portfolio/area (details can be found under Health & Safety - Who's Who on the intranet).

(Unless another person has been nominated to process these in your service area)
And a copy to TU Safety Representative