



FIRST AID POLICY

Date	<u>Reviewed By</u>	Review Date
February 2024	Toni Cole (DSL) Jamie Ainscow (Headteacher)	September 2025

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 advice from the Department for Education on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting 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

3. Roles and responsibilities

The Trust 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.

3.1 Appointed person(s) and first aiders

- The school's appointed person is **Cheryl Ferguson**. 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). A list of First aiders can be found in the office, staff room, toilets, and around the school. They 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.
- All incidents that require first aid are to be recorded on CPOMS and a first aid form completed to be sent home with the child.
- In the case of a bumped head a bumped head sticker should be put on the child and a text sent home to inform parents.
- Where the injury is serious, resulting in obvious wound/bump or if there is any doubt over the health and welfare of a pupil, then a call should be made to the parent/carer immediately. If deemed necessary the parents can come and assess the child or take them home for further medical assistance.
- Where possible constant supervision will be provided for poorly or injured children when waiting for collection.

3.2 The Headteacher

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

- Ensuring that an appropriate number of appointed persons and 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
- Reporting specified incidents to the HSE when necessary (see section 6)

3.3 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed person in school are
- 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 or the emergency services. They will remain on the scene until help arrives
- If emergency services are called, a member of the SLT will contact parents immediately.
- All incidents that require first aid are to be recorded on CPOMS and a first aid form completed to be sent home with the child. At playtime and lunchtime, if there is no injury and no first aid given the incident can be logged in the incident book.
- In the case of a bumped head a bumped head sticker should be put on the child and a telephone made to parents to inform them of the incident.
- Where the injury results in obvious wound/bump or if there is any doubt over the health and welfare of a pupil, then a call should be made to the parent/carer immediately. If deemed necessary the parents can come and assess the child or take them home for further medical assistance.
- Where possible constant supervision will be provided for poorly or injured children when waiting for collection.

There will be various members of staff on site at all times that are qualified first aiders.

4.2 Off-site procedures

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

- A mobile phone with contacts for school office, SLT and visit leader
- A portable first aid kit containing adequate supplies to cover the size of the group
- Information about the specific medical needs of pupils
- Parents' contact details (obtainable via Bromcom database remotely)

Risk assessments will be completed by the trips leader and overseen by a member of the SLT. This will be prior to any educational visit that necessitates taking pupils off school premises.

There will always be an adequate number of staff that hold a certificate in first aid on school trips and visits, as required by the statutory framework.

5 First aid equipment

Basic first aid boxes can be found in each year group, there is a basic first aid box for playtimes and lunchtimes. A full first aid kit is available in the first aid cupboard in the disabled toilets.

No medication is kept in first aid kits.

6 Record-keeping and reporting

6.1 First aid and accident record book

- Accidents and first aid will be recorded on CPOMS listing as much detail as possible should be supplied when reporting an accident.
- First aid form should be completed and sent home with the pupil.
- Records will be held until the child involved reaches 21 years of age, at which time records will be securely destroyed

6.2 Reporting to the HSE

The Headteacher 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 Headteacher and operations manager for Inspiring Futures through Learning will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below.

Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

6.3 Notifying parents

A first aid form detailing any incident and first aid given will be sent home with the pupil concerned. For bumped heads a telephone call will be made to make parents aware. Any significant injury will lead to a phone call to inform parents or request that they collect the pupil and seek further medical support if needed. Parents will also be informed if emergency services are called.

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 designated safeguarding lead will also notify the Milton Keynes Multi–Agency Safeguarding Hub (MASH) of any serious accident or injury to, or the death of, a pupil while in the school’s care, if relevant service is involved with the child/family.

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.

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, several staff members will have a current first aid certificate, which meets the requirements set out in the statutory framework. The first aid 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 the Headteacher and the Governing Body.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Managing medicines in school