

# First Aid in Schools policy

Ashbury Meadow Primary School



Approved by:	L Thomas	Date: 8.3.21
Last reviewed on:	March 2024 L Thomas	
Next review due by:	March 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](#), 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 Workplace 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
- <https://www.hse.gov.uk/legislation/hswa.htm> Health and Safety at Work Act

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The school's appointed person is C Nagle. 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 local authority and governing board

Manchester City 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 board.

The governing board 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 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 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 appointed person or a member of SLT 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 a minimum:
- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular dressings- individually wrapped and preferable sterile

- 2 safety pins
- Individually wrapped, moist cleaning 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 lead teacher 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:

- A leaflet with general first aid advice
- 6 medium sized individually wrapped sterile unmedicated wound dressings and 2 large ones
- Regular and large bandages
- 2 sterile Eye pad bandages
- 2 Triangular bandages
- Adhesive tape
- 6 Safety pins
- 3 pairs Disposable gloves
- Antiseptic wipes
- 20 Plasters of assorted sizes
- Scissors
- Cold compresses

- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- Reception (at the desk)
- The school kitchens
- All phases
- All first aid wall cabinets

## 6. Record-keeping and reporting

In addition to the below, maintained schools should check whether they have any obligations to report accident and first aid records to their local authority.

### 6.1 First aid and accident record book

- An accident form will be completed by the first aider on the same day, 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
- 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 in line with our GDPR policy and retention periods.
- A copy of the accident form will be added to the individual pupil's educational record by C Nagle and sent to the council as below.
- Accident slips will be given to pupils to take home

### 6.2 Reporting to the HSE

The appointed person, C Nagle 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 appointed person, C Nagle 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. 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.

Accident report forms and violent incident report forms are filled in and sent by the appointed person and faxed to Manchester City Council Health and Safety team, who determine as to whether a RIDDOR has to be filled **School staff: reportable injuries, diseases or dangerous occurrences**

These 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) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, C Nagle will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
- Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- 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

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment

\*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

### 6.3 Notifying parents

The office staff or class teacher 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 head teacher, L Thomas 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, L Thomas will also notify Manchester Safeguarding Team 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).

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 and is updated at least every 3 years.

## 8. Monitoring arrangements

This policy will be reviewed by the headteacher or a member of SLT annually.

At every review, the policy will be approved by the headteacher.

## 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
- Asthma Policy
- Safeguarding Policy
- Equality Policy
- GDPR policy



## Appendix 1: accident report form

Organisation:		Site/place:																									
Name of person involved:		Date:	Time:																								
Description of incident (injury/illness):																											
Tick all that apply: <table border="0"> <tr> <td><input type="checkbox"/> Allergy/anaphylaxis</td> <td><input type="checkbox"/> Choking incident</td> <td><input type="checkbox"/> Rash</td> <td><input type="checkbox"/> Swallowing</td> </tr> <tr> <td><input type="checkbox"/> Anxian</td> <td><input type="checkbox"/> Diabetic episode/emergency</td> <td><input type="checkbox"/> Seizure</td> <td><input type="checkbox"/> Toothache/loose or missing tooth</td> </tr> <tr> <td><input type="checkbox"/> Asthma/airway sensitivity</td> <td><input type="checkbox"/> Dizziness/light headedness</td> <td><input type="checkbox"/> Splinter</td> <td><input type="checkbox"/> Vomiting/diarrhoea</td> </tr> <tr> <td><input type="checkbox"/> Bleeding</td> <td><input type="checkbox"/> Fainting</td> <td><input type="checkbox"/> Sprain/strain/suspected fracture</td> <td><input type="checkbox"/> Wet/soiled underwear/clothing</td> </tr> <tr> <td><input type="checkbox"/> Bump/bruise</td> <td><input type="checkbox"/> Headache</td> <td><input type="checkbox"/> Stomach pain/upset</td> <td><input type="checkbox"/> Other (please state):</td> </tr> <tr> <td><input type="checkbox"/> Burn/scald</td> <td><input type="checkbox"/> Poisoning/bite/sting</td> <td><input type="checkbox"/> Suspected condition (e.g. chicken pox, meningitis)</td> <td></td> </tr> </table>				<input type="checkbox"/> Allergy/anaphylaxis	<input type="checkbox"/> Choking incident	<input type="checkbox"/> Rash	<input type="checkbox"/> Swallowing	<input type="checkbox"/> Anxian	<input type="checkbox"/> Diabetic episode/emergency	<input type="checkbox"/> Seizure	<input type="checkbox"/> Toothache/loose or missing tooth	<input type="checkbox"/> Asthma/airway sensitivity	<input type="checkbox"/> Dizziness/light headedness	<input type="checkbox"/> Splinter	<input type="checkbox"/> Vomiting/diarrhoea	<input type="checkbox"/> Bleeding	<input type="checkbox"/> Fainting	<input type="checkbox"/> Sprain/strain/suspected fracture	<input type="checkbox"/> Wet/soiled underwear/clothing	<input type="checkbox"/> Bump/bruise	<input type="checkbox"/> Headache	<input type="checkbox"/> Stomach pain/upset	<input type="checkbox"/> Other (please state):	<input type="checkbox"/> Burn/scald	<input type="checkbox"/> Poisoning/bite/sting	<input type="checkbox"/> Suspected condition (e.g. chicken pox, meningitis)	
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Treatment details:																											
Medical/emergency services contacted?	YES / NO	Details:	Further advice/treatment recommended?																								
			YES / NO																								
What happened afterwards? e.g. parent/carer called, resumed normal activities:		First aider's name:	First aider's signature:																								

## Appendix 2: List of trained first aiders and first aid training log STAFF WITH FIRST AID TRAINING

### STAFF WITH FIRST AID TRAINING PAEDIATRIC FIRST AID

04.03.24

NAME	POSITION	RUNS OUT
SARAH MORGAN	LO/CLEANER/TA	15/06/2026
TRACEY MORGAN	LO/OOS	24/05/2026
SHARON ASTON	LO/OOS	11/07/2026
ANNETTE HOLLAND	TA/OOS	13/10/2024
RENA LANDELL	TA	24/05/2026
MANDY WARD	TA	19/09/2026
JANET JACKSON	TA	16/03/2025
JAMIE WALL	TA	11/07/2026
MIKE FOSTER	TA	20/09/2024
STEVEN HEWLETT	TA	15/09/2024
AMIE BARRATT	PASTORAL SUPPORT	11/07/2026
LAUREN MILLINGTON	TEACHER	20/10/2025

JACKIE HODGE	TA	11/10/2026
ROSEMARIA JONES	TA	19/10/2026
DEBRA BUTTERWORTH	TA	14/11/2026
MICHELLE JONES	TA	13/03/2027
COURTNEY DAVIES	TA	15/09/2025
JADE WILKINSON	TA/CLEANER	17/01/2026
EMMA SMITH	TA	14/07/2025
DEBRA JONES	LO/CLEANER	14/07/2025
BEATA BEDNARSKA	TA	19/09/2026
SARAH ROCHE	TEACHER	09/11/2025
ROSALIND MILLER	TEACHER	27/09/2026
REBECCA ROCQUE	TA	24/11/2025
NATALIE JONES	TA	20/09/2024
LOUDMY VAZ	TA	21/09/2025
EMMA FISK	TA	24/11/2025
EMMA NICHOLSON	TEACHER	14/03/2026
ALLI DRONSFIELD	TA	14/03/2026
REBEKAH WOODCOCK	TEACHER	19/10/2025
FILOMENA DE ALMEIDA	TA	09/02/2027
ALINA NICOLAE	TA	09/02/2027

#### **FIRST AID AT WORK**

EVE PETERS	ADMIN	17/11/2024
CATHERINE NAGLE	ADMIN	10/05/2025
MARTIN FULLER	TEACHER	23/09/2024
MARK ONEILL	CARETAKER	12/07/2026