



## First Aid Policy

<b>Approved by</b> <b>Chair of Governors:</b> Stephen Prudence		<b>Date of approval:</b> November 2025
<b>Headteacher:</b> Sarah Kitching		
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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

Our policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) guidance, advice from the Department for Education on [first aid in schools](#), [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

## 3. Roles and responsibilities

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

The school has an appointed person, the Health and Safety Manager – who is responsible for First Aid across school. A named member of staff, is delegated responsible person for First Aid. We have a range of teachers, LSAs and admin team staff trained in First Aid across school. We have an NHS School nurse on-site at all time.

The Health and Safety Manager is responsible for:

- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

Delegated responsible person is responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits.

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, in conjunction with the Headteacher and SLT;
- Filling in VIR forms on CPOMS is completed on the same day, or as soon as is reasonably practicable, after an incident. Staff and visitors are still required to complete a VIR form and report to Health and Safety lead.

Our school's appointed person(s) and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

The Nurse is employed by the NHS to administer medicines and medical procedures on those children who require them, and not to administer First Aid.

### **3.2 The local authority and governing board**

Hampshire County 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.

There is also an appointed Governor, Stephen Prudence, who oversees and monitors all aspects of Health and Safety within school.

### **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 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).

The member of staff responsible for training, Cassie Garland, is responsible for:

- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.

### **3.5 Staff**

School staff are responsible for:

- Ensuring they follow first aid protocol;
- Ensuring they know who the first aiders in school are;
- Completing CPOMS and VIR forms when necessary;
- 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 member of staff present will and seek the assistance of a qualified first aider, who will provide the required first aid treatment if necessary;
- The first aider 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.
- If the first aider judges that a pupil is too unwell to remain in school, they will contact SLT. SLT will ask for parents to be contacted so child can be collected.
- If emergency services are required, the admin team will contact parents immediately.
- The first aider and relevant member of staff will record information all first aid incidents on CPOMS.

### **4.2 Off-site procedures**

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

- A school mobile phone, or when permission is given by SLT, a personal mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' / Carers contact details
- Risk assessments will be completed by the lead Teacher prior to any educational visit that necessitates taking pupils off school premises and processed through Hampshire Evolve.

- There will always be at least 1 first aider on school trips and visits, or access to first aid at the venue by the external provider of the activity.
- There will always be at least 1 first aider attending any Forest School sessions.

## 5. First aid equipment

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

- Regular and large bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- No medication is kept in first aid kits.

Contents of the first aid kits in school may vary, dependent on the risk assessment for the room or by location.

All first aiders have been trained to use an AED in situ at Hollywater. The AED is checked by a member of SLT monthly.

## 6. Record-keeping and reporting

### 6.1 First aid reporting internally

First aiders will record any injuries and treatment on CPOMS after the incident.

Records (accident forms) are held with the Appointed person and 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 Health and Safety Manager 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 Health and Safety Manager 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:

- 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**

Class team or admin office to inform parents of any injury. This will be done via homelink book, email or phone call to parent.

### **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 Headteacher will also notify the Local Authority Designated Officer 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 appointed person annually.

At every review, the policy will be approved by the full governing body.

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

This first aid policy is linked to the

Health and Safety policy

Policy on supporting pupils with medical conditions

Safeguarding policy

Child Protection policy

## **Appendix 1: list of trained first aiders**

First Aiders to be called upon in school are the Admin Team. Teachers and LSAs who are First Aiders are able to assess injuries in class as and when necessary.



**Appendix 2: Certificates for individual first aid training are stored securely in training folder in Admin office. Here is a summary of trained First Aiders and their qualification.**

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	TRAINING TO BE UPDATED
Paediatric first aid	Early Years staff and additional staff across school	Every 3 years
Emergency First Aid at work	Primary / Secondary staff, site manager and admin team	Every 3 years
Forest School First Aid	All Forest School Teachers	Every 3 years