



First Aid Policy

‘Educational Inclusion’ is about equal opportunities for all pupils. It pays particular attention to the provision for, and achievement of, different groups of pupils’

Developed by **West Sussex Model Policy**

In consultation with **Staff and Governors**

Responsible Committee **R&F (Resources and Finance)**

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Communication **Staff Shared Drive
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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 first aid
- 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 (DfE) 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 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's appointed lead first aiders are Kirsten Campbell and Emma Elvery. Other first aiders are available throughout the school and have received Paediatric First Aid Training. A full list of their names is kept by the Operations Manager and also in the First Aid Room. There are posters throughout the school showing pictures and names of those staff members who are trained in First Aid. 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 (lead first aid)
- 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 illness or incident; 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 – prior SLT consent must be given before a child is sent home.
- Filling in the daily first aid log and, where applicable on the same day, or as soon as is reasonably practicable, after an online accident report.
- Reading and understanding any health care plan that is in place for pupils
- Relaying information to lead first aid/SENDCO should they feel that a care plan needs to be reviewed or updated

Note – WSCC Employees who hold a valid first aid qualification are indemnified by the county council's insurance against any claims for negligence of injury, provided they relate to the first aid provided in the course of their employment and they have acted in good faith and in accordance with their training. The indemnity is regardless of where and to whom the first aid was provided.

Some training providers also provide indemnity cover for the period of the certificate to protect the first aider from claims when providing first aid in any situation and not restricting its use to the workplace.

3.2 The local authority and governing board

West Sussex 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.

3.3 The Headteacher

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

- Ensuring that an appropriate number of trained first aiders are present in the school at all times – this may involve carrying out a First Aid risk assessment if it is felt that the minimum number of first aiders required for the establishment by WSCC could be insufficient
- Ensuring all staff, visitors and volunteers 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 via WSCC when necessary (see section 6)
- Ensuring that a health care plan is drawn up for any pupil that requires one and that this is communicated to all first aiders and any other staff who may need to know eg class teacher
- Signing off any health care plan drawn up by the Lead First Aiders and/or

3.4 Staff

Operations Manager is responsible for:

- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- There are sufficient, appropriately qualified staff – following the advice given on the West Sussex Services for Schools First Aid page.

School staff are responsible for:

- Ensuring they follow first aid procedures – see Appendix 1
- Ensuring they know who the first aiders in school are and calling them when needed. Contributing to accident reports where required
- Informing the Headteacher or their manager of any specific health conditions or first aid needs
- Passing on to the Headteacher/lead first aiders any information they have about pupils or staff that could warrant a health care plan being drawn up or revised.

4. First aid procedures

4.1 Hygiene and Infection Control procedures

First Aiders must maintain good standards for infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste. WSCC advises that human hygiene waste that is produced in places like schools is generally assumed not to be clinical waste because the risk of infection is no greater than for domestic waste; however the first aid room and disabled/staff W/Cs have a clinical waste disposal bin.

4.2 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 to provide the required first aid treatment
- The first aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services. The first aider will also decide whether the injured person should be moved or placed in a recovery position. They will remain on scene until help arrives. Urgent care should not be delayed in order to consult with parents or carers
- If an ambulance is called then the Headteacher/teacher in charge must be advised as soon as possible and parents/carers contacted immediately
- If the first aider judges that a pupil is too unwell to remain in school, they should liaise with a member of SLT before contacting the parents to ask them to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called whenever possible there should be one or max two people who are allocated to taking/receiving phone calls relating to the incident to minimise confusion
- Where it is required the first aider and Operations Manager will complete the WSCC accident report form on the same day or as soon as is reasonably practicable after an

incident resulting in an injury and may need to speak to other members of staff for information

- Very minor injuries (such as scratches or bruises) experienced by pupils caused by play or inattention should be recorded in the daily first aid log
- A copy of the first aid log each break/playtime should be given to the Headteacher daily to monitor
- If a child suffers any injury to their head whilst at school then the bumped head procedures should be followed
- Some other incidents may necessitate a phone call to parents, if in doubt check with Headteacher or teacher in charge
- First Aiders should pass on any information to classroom staff that may be applicable during the school day eg should a child need monitoring.
- In turn parents or The Hive should be advised at the end of the day of any incidents if this hasn't already been carried out by phone
- A serious incident should be handled in accordance with the School's Emergency Plan
- Bumped Head Procedure: Any injuries to the head or face should be reported to parents using a text message. Injuries during break/lunch, the child should be taken to the office in order that a text message can be sent to parents. If the bump has resulted in a raised lump/swelling/bruising/cut, the first aider or office staff will ring the child's parents to inform them of the injury. The first aider will inform the teacher and/or teaching assistant so the child can be monitored.

See Appendix 1 for the full first aid procedure for minor injuries obtained during lunch/break time, in the classroom and during PE/other events.

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
- Information about the specific medical needs of pupils
- Information about the specific medical needs of staff and helpers (kept in a sealed brown envelope with the trip leader)
- Medicines that may be required such as inhalers
- Parents' contact details

Risk assessments will be completed by the lead teacher prior to any educational visit that necessitates taking pupils off school premises. The risk assessment must be signed off by the Headteacher and the trip authorised by the EVC via the online portal, Evolve.

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

If an accident occurs whilst on the trip then the Headteacher or Teacher in Charge at school should be contacted as soon as possible.

Any accident that happens on a school trip must be written up in school in the usual way. A serious accident or incident would be handled in accordance with the School's emergency procedures.

5. First aid equipment

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

- A leaflet with general first aid advice
- 2 x regular and 1 x large conforming bandages
- 2 x medium sterile unmedicated wound dressing
- Individually wrapped sterile adhesive dressings of assorted sizes
- 2 x eye pad bandages
- 2 x Triangular bandages
- Adhesive tape
- Disposable gloves
- Disposable tweezers
- Sick bags
- Gauze
- Face shield
- Plasters of assorted sizes
- Scissors
- Disposable ice pack
- Burns dressings
- Emergency red card
- Foil blanket
- Eye wash
- Clinical Waste Bag
- No medication is kept in first aid kits.
- In addition a supply of disposable gloves, aprons and waste bags should be kept as part of the school's infection control procedures.

First aid kits are stored in:

- The First Aid room
- Front Office

Burns kits are stored in:

- The Food Technology Room
- The Staff Room kitchen

A minimum of three smaller first aid kits are kept in the First Aid Room for use as traveling first aid kits for off-site visits. These should be appropriate to the type and duration of the visit but should contain as a minimum:

- A leaflet giving general advice on first aid
- Individually wrapped sterile adhesive dressings of assorted sizes
- 2 x medium sterile wound dressing

- 2 x triangular bandages
- 2 x regular 1 x large conforming bandages
- 2 x eye pad bandages
- Two safety pins
- Adhesive Tape
- Disposable gloves
- Scissors (blunt ended if kept on the kit)
- Sick bags
- Disposable Ice pack
- Bottle of water
- Clinical waste bag
- Plasters of assorted sizes
- Face shield
- Gauze
- Eye Wash
- Emergency Red Card

Medical Accommodation

Schools must have accommodation to care for children during school hours, and for health professionals to carry out medical examinations. It does not need to be used solely for these reasons, but it must be appropriate for this use and be available when needed. It must be well lit and also contain a washbasin and have a toilet reasonably nearby, and the floor and surfaces must be easy to clean and disinfect. It should be located on the ground floor with reasonable access for a wheelchair or gurney to the space reserved for emergency vehicles. The room should be equipped with adequate first aid facilities and equipment. It would be reasonable to expect:

- a sink with hot and cold running water;
- soap and paper towels;
- disposable gloves;
- drinking water and disposable cups;
- a range of first aid equipment (at least the contents of a standard first aid kit);
- apparatus for the safe disposal of clinical waste such as a foot-operated refuse container lined with disposable yellow clinical waste bag;
- a sharps container if it is foreseeable that sharps will be used;
- blankets and towels;
- a chair;
- a telephone;
- a record book for recording the first aid given;
- a current edition of the First Aid Manual; and
- a copy of the Health Protection Agency poster 'Guidance on Infection Control in Schools and other Child Care Settings'.

6. Record-keeping and reporting

6.1 First aid and accident record book

- All incidents whether for pupils, staff, volunteers, visitors must be logged
- The daily first aid log and accident form (where applicable) will be completed by the first aider 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 and in particular details of any head injury which would require the appropriate reporting to parents
- If required a copy of the accident report form will also be added to the pupil's educational record by the school office
- 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
- Records held in the first aid and accident book for staff and visitors will be held on file in accordance with the Schools Record Retention Guide before being securely disposed of.

6.2 Reporting to the HSE

The Operations Manager or Headteacher will report 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) via the WSCC online reporting system.

The WSCC Health and Safety team will then 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 hour
- 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, the School Business Manager 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 where 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:

[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

The teacher or 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, other than minor bumps, grazes or cuts.

Any injury to the head would require the bumped head procedure to be instigated.

6.4 Reporting to Public Health England

The lead first aider will notify Public Health England as advised eg flu outbreaks and pass on any

information to first aiders/SLT following the referral.

6.5 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 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. A copy of the certificate will be held on staff files.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 3 staff members will have a current pediatric 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. At least 1 staff member will have a current First Aid at Work certificate.

All staff who have qualified as first aiders and agreed to provide first aid will be given a letter of appointment using the WSCC template.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher every year or in line with updated Government or Local Authority Guidance. At every review, the policy will be approved by the SLT.

9. Links with other policies

This first aid policy is linked to the

- Health and Safety Policy
- Policy on Supporting Pupils with Medical Conditions
- Managing Medicines Policy
- Intimate Care Policy
- Emergency Plan

Appendix 1:

Thakeham Primary School

First Aid Procedure

First Aid at break time/lunch time:

Staff are to take a walkie-talkie or mobile phone outside with them or know how to communicate quickly with nearby adults.

The child will be briefly assessed by a member of staff outside on the playground and if necessary sent to the First Aider on duty.

First Aid will then be administered to the child and the incident recorded. A brief outline of what happened, the injuries sustained and first aid administered is to be recorded.

In the event of a bumped head, a message is sent to the parents. If there is a visible mark/cut/bruise/swelling from then a phone call to the parent is made by the first aider.

It is the responsibility of the first aider on duty in the First Aid Room to photocopy the records and give a copy to the Headteacher. They will also need to inform the class teacher of any bumped heads and any other injuries/illness that the teacher needs to monitor.

If inhalers are administered, this needs to be recorded on the administering medicines record, an inhaler slip sent home and a text to parents.

First Aid during a lesson/in the classroom/curriculum activity:

In the event of an injury in the classroom, it is initially the responsibility of the class teaching assistant, if first aid trained, to administer first aid. This can be done in the classroom/first aid room.

If the class TA is not first aid trained, the child is to be sent to the office. If the teacher is on their own, the child can be sent to the office.

The first aider will need to let Kirsten Campbell know the timeline of events so that she can record a brief outline of what happened, the injuries sustained and first aid administered.

In the event of a bumped head, a message is sent to the parents. If there is a visible mark/cut/bruise/swelling from then a phone call to the parent is made by the first aider.

It is the responsibility of the first aider to inform the class teacher of any bumped heads and any other injuries/illness that the teacher needs to monitor.

The class TA will need to assist with administering inhalers and record on any given record sheets. Parents are notified if the inhaler is used.

All classrooms have their own first aid kit. It is the responsibility of the teaching assistant/first aider in the class to ensure the kit is kept well stocked. Requests for new stock can be made at the office. The First Aid Leads will carry out periodic checks and update bags/kits as needed.

Ice packs are stored in the freezer in the medical room. They are to be returned immediately after

use.

First Aid during after school clubs:

There is to be a first aider in school for the duration of time of after school clubs. First Aid and any medicines administered are to be recorded by the first aider.

Information of any medicines administered, including inhalers needs to be passed on to parents at pick up.

It is the first aider's responsibility to inform parents at the end of the club of any injuries or if necessary to phone the parents when the accident occurs.

TA's/first aiders need to ensure that inhaler/epipen boxes are taken to the club with the child.

The child is to be reminded to return their box to their classroom after the club and the TA is to check it has been returned the following morning.