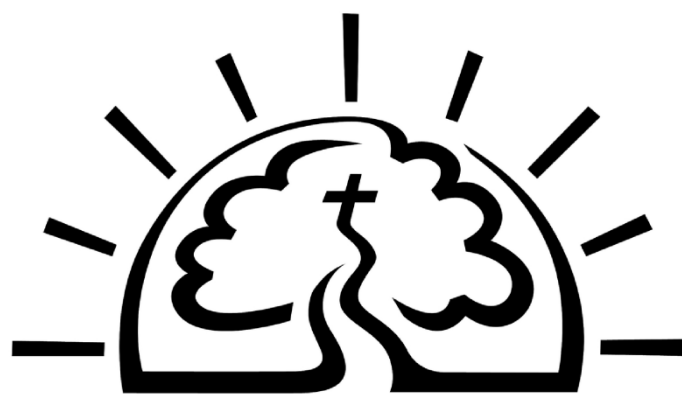




Bringing Out The Best

ST JAMES PRIMARY
CHURCH OF ENGLAND (AIDED)

First Aid Policy

Policy Schedule	
Written	March 2026
Agreed by Staff	
Ratified by Governing Body	
Next Review	March 2029

FIRST AID POLICY

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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

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 assess 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, plan 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

Roles and responsibilities

Within in our Early Years Foundation Stage (EYFS) classes, at least 1 person has a current paediatric first aid (PFA) certificate and is on the premises at all times when children are present, this also includes all outings.

Appointed person(s) and first aiders

The school's appointed person is the Headteacher.

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 the accident book as soon as possible after incident.
- Keeping their contact details up to date

Our school's first aiders are all teachers, office staff, and the caretaker and are trained to full HSE guidelines. All other staff, receive regular training to a lesser degree, except Early Years where all staff are paediatric first aid (PFA) trained.

The Governing Body

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.

The Headteacher

The Headteacher is responsible for the implementation of this policy, and delegates the following to the School Business Manager:

- Ensuring that an appropriate number of trained first aid personnel are always present in the school
- 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 Paragraph 18)

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing the accident book as soon as possible with details of all incidents they attend to, seeking advice from a first aider where necessary
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

First aid procedures

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
- In the event of a bump to the head, however minor, the injury will be referred to the school office where the injury will be assessed and treated by a first aider. Any child who has a head injury will be given a sticker to wear, highlighting the injury, name of the child and time of the bump. A text notifying the primary parent/carer will be sent before the end of school
- The first aider, if called, will assess the injury, and decide if further assistance is needed from a colleague, medical professional, 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 office staff will contact parents immediately
- The relevant member of staff will complete the accident book as soon as possible 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.
- Only water is used to clean cuts and grazes, not wipes. No creams are applied without the prior consent of the parent/carer. Foreign bodies are not removed by school staff, either a plaster is applied to the affected area until it can either be dealt with by the parent/carer or the parent/carer is called.

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

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off the school premises.

There will always be at least one first aider with a current paediatric first aid certificate present on Early Years 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 all other school trips and visits. If it is necessary to contact the parent/carer of a child whilst on a school trip the group leader will contact the school office.

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
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- Medical room in the Admin Area
- The Lodge, used for our Nursery, Little Ducks

Reporting

First aid and accident record book:

- The accident book will be completed by the 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.

Reporting to the HSE

The office staff will ensure that 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) is entered on the Surrey CC website.

The office staff will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days (about 1 and a half weeks) 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 significant 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>

Notifying parents

The office staff or Early Years Foundation Stage 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 practical.

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 practical, and no later than 14 days after the incident.

The Headteacher will also notify Surrey Children's Services, where appropriate, of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The School Business Manager will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are expected to renew their first aid training before it is due to lapse. This is monitored and arranged by the School Business Manager/staff training coordinator.

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.

Monitoring arrangements

This policy will be reviewed by the Headteacher every three years.

. At every review, the policy will be approved by the governing body. The first aid provision will be reviewed by the Headteacher annually.