

First Aid Policy

Dormers Wells Primary School



Believe Aspire Flourish

Diversity, Opportunity, Resilience, Moral values, Excellence, Respect, Self-Belief

| | |
|---|----------|
| Policy last reviewed, ratified and adopted by Full Governing Body | March 26 |
| Policy / Document due for review | March 27 |

This NON statutory policy will be reviewed every year.
It's not a legal requirement to have a separate first aid policy.

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1. Aims and Rationale

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
- **Rationale-** Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our schools.

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 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

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

As a school with Early Years Foundation Stage provision, at least one person, who has a current pediatric first aid certificate (PFA), must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

3.1 Appointed person(s) and first aiders

The school’s appointed person is **Kimberley Scott**. 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 appointed person(s) and/or first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school.

3.2 The governing board

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.

3.3 The headteacher

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

- Ensuring that an appropriate number of appointed persons and/or 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)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed persons in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person 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 **appointed person/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 the scene until help arrives
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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 **Attendance & Welfare Officer** will contact parents immediately
- The **appointed person/ 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 school mobile phone
- A portable first aid kit including, at minimum:

The following are based on the HSE's recommendation for a minimum travelling first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing 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 **Educational Visits Co-ordinator (EVC)** prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

There will always be at least one first aider with a current paediatric first aid certificate (PFA) on Foundation Stage 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 school trips and visits for Years 1-6.

4.3 Guidance for cleaning any spillages of body fluids

- All spillages of body fluids must be cleaned promptly and safely using the school's approved cleaning materials and PPE.
- Staff should wear disposable gloves and follow infection-control procedures throughout the cleaning process.
- Contaminated surfaces must be thoroughly disinfected with appropriate antibacterial products.
- All waste, including used gloves and cleaning materials, must be disposed of in designated clinical waste bags.
- The area must be made safe and fully cleaned before children return.
- Significant spillages should be reported to the site manager and recorded in line with the school's health and safety procedures.

5. First aid equipment and facilities

The School has a designated medical room. The school also has first-aid provision in the Nursery building. These are supplied with sufficient first-aid materials to administer first aid as recommended by the HSE. The school also has travelling first-aid rucksacks used for off-site visits, are kept by the Welfare Officer. Inventories are kept of all first-aid supplies including expiry dates.

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

The following is based on the HSE's recommendation for a minimum first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 Safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings

- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical rooms
- Reception (at the desk)
- Classrooms (Basic First aid kits)
- The school kitchen
- All design and technology classrooms

3 Defibrillators are stored in:

- Main Reception entrance
- Finance Office
- Nursery

See section 4.2 for first aid equipment off the school site.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the Appointed person/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, including all of the information included in the accident form at Appendix 2
- For accidents involving pupils, a copy of the accident report form will also be added to the child and major/serious incidents are also **logged on medical tracker/ pupil's educational record** by the **Attendance & Welfare Officer or First Aiders**.
- 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.
- The school records (and reports to Ealing using the Info Exchange system) major/serious staff incidents using the Corporate Health and Safety form:

<https://www.egfl.org.uk/sites/default/files/Accident%20report%20template.pdf>

6.2 Reporting to the HSE

The **Attendance & Welfare Officer** 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 **Attendance & Welfare Officer** 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.

School staff: 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) 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 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
- 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 Attendance and Welfare Officer, Kim Scott**, 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 **Attendance & Welfare Officer** will inform parents of any accident or injury sustained by a pupil (required for early years pupils), and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

7. Training

All school support 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 1 and 3*). Certificates are kept in the Medical Room and the Welfare Officer ensures that certificates are kept up-to-date. The Headteacher is responsible for organising first-aid training.

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

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. The PFA 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 full governing board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Supporting pupils with medical conditions policy

Appendix 1:

FIRST AIDERS 2025-26

| TOTAL | SURNAME | FIRST NAME | ROLE/PHASE/TEAM | QUALIFICATION | TRAINING DATE | EXPIRY DATE |
|-------|-----------|------------|------------------------------------|--------------------------------|---------------|-------------|
| 1. | Sanghera | Balbinder | Admin-Administrator | Paediatric Emergency First Aid | 13/02/2026 | 13/02/2029 |
| 2. | Doyle | Sharon | Office Manager | Paediatric Emergency First Aid | 30/06/2023 | 30/06/2026 |
| 3. | Cornelius | Rabia | Admin- Pupil & Family Worker | Paediatric Emergency First Aid | 13/02/2026 | 13/02/2029 |
| 4. | Needham | Sandra | Admin/Relief TA | First Aid at Work | 28/06/2024 | 28/06/2027 |
| 5. | Scott | Kim | Admin-Attendance & Welfare Officer | Paediatric First Aid | 19/05/2025 | 18/05/2028 |
| 6. | Khan | Sumrah | Admin-Administrator | Paediatric Emergency First Aid | 13/02/2026 | 13/02/2029 |
| 7. | Obaro | Daniel | JNR –Y5 HLTA | First Aid at Work | 30/06/2023 | 30/06/2026 |
| 8. | Cornelius | Fadeel | Site Manager | First Aid at Work | 28/06/2024 | 28/06/2027 |
| 9. | Singh | Amardeep | Assistant Caretaker | Paediatric Emergency First Aid | 13/02/2026 | 13/02/2029 |
| 10 | Wazcszuk | Isabelle | Finance Assistant | First Aid at Work | 30/06/2023 | 30/06/2026 |
| 11 | Francois | Camille | INF-Nurs HLTA | Paediatric First Aid | 28/06/2024 | 28/06/2027 |
| 12 | Thakker | Rashmi | INF – NNEB | Paediatric First Aid | 28/06/2024 | 28/06/2027 |
| 13 | Purewal | Ruby | INF-YR HLTA | Paediatric First Aid | 28/06/2024 | 28/06/2027 |
| 14 | Woods | Kayleigh | INF – NNEB | Paediatric First Aid | 28/06/2024 | 28/06/2027 |
| 15 | Khan | Afshan | JNR-Y5 HLTA | Paediatric Emergency First Aid | 13/02/2026 | 13/02/2029 |
| 16 | Green | Jackie | JNR-Y3 HLTA | First Aid at Work | 28/06/2024 | 28/06/2027 |
| 17 | Plaha | Dee | INF-YR TA | Paediatric Emergency First Aid | 13/02/2026 | 13/02/2029 |
| 18 | Gray | Susheela | INF-Y1 TA | Paediatric Emergency First Aid | 13/02/2026 | 13/02/2029 |
| 19 | Masood | Aysha | EMA HLTA | Paediatric Emergency First Aid | 13/02/2026 | 13/02/2029 |
| 20 | Whitfield | Sandra | JNR-Y6 HLTA | First Aid at Work | 28/06/2024 | 28/06/2027 |
| 21 | Nandhra | Rani | Kitchen/Cleaner | First Aid at Work | 28/06/2024 | 28/06/2027 |
| 22 | Joshi | Urmilla | JNR-Y2 TA | First Aid at Work | 28/06/2024 | 28/06/2027 |
| 23 | Francis | Shireen | Senior SMSA | Paediatric Emergency First Aid | 13/02/2026 | 13/02/2029 |
| 24 | Willetts | Jackie | INF-Y4 TA | Paediatric Emergency First Aid | 13/02/2026 | 13/02/2029 |
| 25 | Pritchard | Jo Jo | Whole school HLTA | Paediatric Emergency First Aid | 13/02/2026 | 13/02/2029 |
| 26 | Marcus | Javon | Sports Coach | Paediatric Emergency First Aid | 13/02/2026 | 13/02/2029 |
| 27 | Seferi | Antuela | JNR –Y3 TA | Paediatric Emergency First Aid | 13/02/2026 | 13/02/2029 |

Appendix 2: accident report form

DATE:

ACCIDENT / INCIDENT

NO:

*I have had an **accident / incident** today*

Dear Parent / Carer

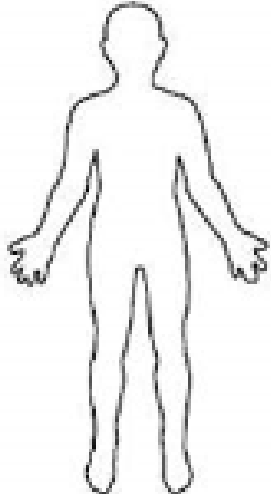
| | |
|--|-------------|
| Childs Name: | Year Group: |
| Location of accident/incident: | |
| Today your child has had an accident/incident at | a.m. / p.m. |

We have kept an eye on him/her and he/she appears to be ok.

He/she has had a:

| | |
|---------------------------------|--------------------------------|
| Bump <input type="checkbox"/> | Cut <input type="checkbox"/> |
| Bruise <input type="checkbox"/> | Graze <input type="checkbox"/> |
| Other: (please specify) | |
| <input type="text"/> | |

Location of injury



First aid administered:

| | |
|--|--------------------------------------|
| Antiseptic Wipe <input type="checkbox"/> | Plaster <input type="checkbox"/> |
| Ice Pack <input type="checkbox"/> | Observation <input type="checkbox"/> |
| Other: (please specify) | |
| <input type="text"/> | |

Any additional information: (if relevant)

| |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |

| | |
|-----------------------------|----------------------------------|
| Parent / Carer informed at: | (time). By telephone / in person |
| First aid administered by: | teaching staff / dinner staff |
| Accident book completed by: | teaching staff /dinner staff |
| Receiving teacher: | |

| | |
|--------------------------------|----------------------|
| Signature of Lead First Aider: | Time: |
| <input type="text"/> | <input type="text"/> |

Appendix 3: first aid training log

| Name/type of training | Staff who attended (individual staff members or groups) | Date attended | Date for training to be updated (where applicable) |
|---|---|--|--|
| <i>First Aid (includes Anaphylaxis)</i> | See Appendix 1 | | |
| <i>Paediatric first aid</i> | See Appendix 1 | | |
| Type 1 Diabetes | <u>Kimberley Scott</u> <u>Jackie Green</u> <u>Sandra Needham</u> <u>Ruby Purewal</u> | <u>April 2025</u> | |
| <p><u>Training Module Two:</u> <u>Managing Medical Emergencies</u></p> <p>Anaphylaxis, Epilepsy, Asthma and Diabetes Awareness for school staff</p> <p>There will be a PowerPoint presentation with brief explanation and signs and symptoms of these conditions</p> <p>Demonstration of how to administrate medication</p> <p>Question and answer session</p> | <p>Kimberley Scott <i>(Training with School nurse)</i></p> | <u>19th June 2025</u> <u>12th February 2026</u> | |