HOLBROOK PRIMARY SCHOOL

First Aid Policy

DELEGATION OF APPROVAL:	**FGB**
FREQUENCY OF REVIEWS:	***Annually***
DATE APPROVED:	**July 2025**
CHAIR OF RESOURCES	
CHAIR OF GOVERNORS:	**Paul Hesketh**
DATE RECEIVED BY WGB:	**May 2025**
DATE NEXT REVIEW DUE:	**June 2026**

Contents

1. Aims 3
1. Legislation and guidance 3
2. Roles and responsibilities 3
3. First aid procedures 5
4. First aid equipment 6
5. Record-keeping and reporting 6
6. Training 7
7. Monitoring arrangements 8
8. Links with other policies 8
Appendix 1: first aid training log 9

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

In accordance with DfE guidelines First aid is defined as:

- where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.
- treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse; H&S (First Aid) Regulations 1981(as amended).

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 and Safety Executive (HSE) on incident reporting in schools, and the following legislation: 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

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate 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, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. 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 persons are: Chris Perry, Suzette Jennings and Caroline Hetherington.

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 with permission from a member of the Senior Leadership Team (SLT)
- Ensuring staff are suitably trained on recording incidents on Medical Tracker within the expected timeframes
- Ensure incidents are recorded on Medical Tracker, as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's appointed person(s) and 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

Suffolk LA 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 Head of School and staff members.

3.3 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 Head of School and staff members.

3.4 The Head of School

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

- Ensuring that the 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) via Suffolk County Council.

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 Medical Tracker for all incidents they attend
- Informing the Head of School 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
- If the first aider and a member of the SLT judge that a pupil is too unwell to remain in school, parents will be contacted
- If emergency services are called, a member of the Admin Team or SLT will contact parents immediately
- The first aider will complete Medical Tracker on the same day or as soon as is reasonably practical after an incident resulting in an injury, this will activate a notification to parents alerting them of the incident.
- Suffolk CC must be informed of any RIDDOR notifiable incidents available on the following link:

  https://suffolklearning.com/safety-health-wellbeing/incident-reporting/

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 a minimum of:
  - 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
  - Individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves
  - Assorted sized plasters
- Information about the specific medical needs of pupils
- Access to 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, a minimum of:

  - 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 × 20 cm)
  - 2 sterile eye pads, with attachments
  - 1 pair of rustproof blunt-ended scissors
- Generic risk assessments for all school trips which can be found in the trips policy.

For out of the ordinary trips, specific risk assessments will take place in the form of Event Specific Notes. These will be completed by the trip leader and entered on Evolve prior to the trip taking place. These Event Specific Notes will relate to the specifics of the trip and the participants.

For local trips, the trip leader will complete a local trip signing out form, which will include assessing any risks relating to the specific trip and the participants.

For those involving EYFS there will always be at least one first aider with a current paediatric first aid certificate 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
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- 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 hall (opposite the staff room)
- Classrooms
- The school kitchen

6 Record-keeping and reporting

6.1 First aid and accident reporting

- An entry on Medical Tracker will be completed by the first aider or relevant member of staff as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, using the notes facility on Medical Tracker if necessary. First aid records 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

6.2 Reporting to the HSE and LA

The school office 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). This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply

to schools https://www.hse.gov.uk/pubns/edis1.pdf. It gives practical advice to schools about what they need to report and how to do it. Most incidents in schools or on school trips do not need to be reported to HSE.

The Head of School will also follow LA guidance and inform the Suffolk LA Corporate and Schools' Health and Safety Advisor of any reportable injuries 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 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

6.3 Notifying parents

Parents will be informed 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. When a bump to the head has been sustained, parents will be contacted as soon as possible via Medical Tracker or by phone for more serious injuries.

6.4 Reporting to Ofsted and child protection agencies

The Head of School 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 of School will also notify any relevant local child protection agencies (where involved) 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 subject to the needs of the school.

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 updated by the Admin Team annually.

At every review, the policy will be approved by the Head Teacher and Governing board.

9 Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- SEND

6 Appendix 1: first aid training log

Name/type of training	Staff member	Date attended	Date for training to be updated (where applicable)
Pediatric and Forest School First Aid	Lucy Bradshaw	May 2025	May 2028
Pediatric First Aid	Barlie Allsop	September 2022	September 2025
Pediatric First Aid	Sophie Raybould	May 2023	May 2026
Pediatric First Aid	Daniel Clover	June 2023	June 2026
Pediatric First Aid	Emma Clubb	November 2023	November 2026
First Aid	Frances Andrews	September 2022	September 2025
First Aid	Rebecca Wallis	September 2022	September 2025
First Aid	Holly Harnett	September 2023	September 2026
First aid	Joanne Parkinson	September 2023	September 2026
First Aid	Lucy Johns	September 2023	September 2026
First Aid	Helen Sharp	November 2023	November 2026
First aid	Jade Potter-Lyttelton	January 2024	January 2027
First Aid	Mark Byam	January 2024	January 2027
First Aid	Suzette Jennings	June 2024	June 2027
First Aid	Chris Perry	September 2024	September 2027
First Aid	Sarah Thompson	February 2025	February 2028
First Aid	Lisa Coburn	February 2025	February 2028