

# Fairhouse Primary School



## First Aid Policy

**Approved by:** Governing Body

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**Last reviewed:** September 2025

**Next review due by:** September 2027

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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

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 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

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

The school's appointed persons are [Nadine Blackwell, Alison Kirkham and Kelly Styles](#). 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 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.

#### 3.4 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)

### 3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident report forms (see appendix 3) for all incidents they attend to
- 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
- If first aid is needed in a more “intimate” area of the body e.g. torso (not arms/legs/face etc which might typically be exposed in warm weather at school) , staff should first seek permission from the child to take a look to help. **Any support with injuries to this area, should be supervised by another adult.**
- 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
- 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 give an account of how the injury has been sustained, the first aid already given and may recommend next steps to the parents i.e. speaking to eh GP, pharmacist or visiting hospital
- If emergency services are called, the Headteacher/Deputy Headteacher or most senior staff member on site will contact parents immediately
- The **first aider** will complete a log of the accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury – for minor injuries e.g. grazes, bruises etc., this will be a log in the first aid book. For more significant injuries which may require further medical attention, this will be logged on an accident form and reported to My Safety online.

### 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
- Information about the specific medical needs of pupils

Risk assessments will be completed by the trip leader and overseen by the EVC (Educational Visits coordinator) prior to any educational visit that necessitates taking pupils off school premises.

For all EYFS visits, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, 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
- Micropore 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:**

- Each classroom (small first aid kits)
- Main office
- Staffroom
- Art cupboard in KS2 (trip bags and supplies)
- KS1 staff toilet store cupboard (portable first aid kits for visits)

## **Record-keeping and reporting**

### **5.1 First aid and accident record book**

- For pupil accidents, a log will be kept in the pupil first aid book for each year group (see Appendix 2) As much detail as possible should be supplied when reporting an accident.
- An accident log will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- For notable injuries (large grazes, large bumps or bruises, bumps or cuts to head or face) parents will be given notification via note, text or call. (see Appendix 3)
- For more significant injuries e.g. lump on head, head injury or for a significant injury e.g. laceration, significant bruising etc, we will call parents to notify them and offer them and perhaps offer for them to come and assess the situation.
- 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.

## 6.2 Reporting to the CEO

The School Business 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 Headteacher will report these to the CEO as soon as is reasonably practicable on the day of the accident.

## 6.3 Reporting to the HSE

The School Business 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 School Business 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:

- 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

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>

## 6.4 Notifying parents

The school office 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. This will be via studybugs

message or via a note home (see Appendix 3)". We will only call parents if the injury is more significant e.g. head injury (large bump) or laceration etc.

### **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 Designated Safeguarding Lead will also notify The Essex Families safeguarding hub and any relevant social workers of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **6. 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 4).

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.

## **7. Monitoring arrangements**

This policy will be reviewed by the First Aid appointed person and the Headteacher annually.

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

## **8. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Administering medicines in school policy

## Appendix 1: list of appointed person(s) for first aid and/or trained first aiders


Staff member's name	Role/Training	Training last updated (date)
Nadine Blackwell	Appointed person First Aid for Schools – Level 2	01/09/2025 12/02/2025
Alison Kirkham	Appointed person	01/09/2025
Kelly Styles	Appointed person Paediatric First Aid – Level 3	01/09/2025 20/05/2024
April Baldock	Paediatric First Aid – Level 3	20/05/2021
Alexandra Blackwell	Paediatric First Aid – Level 3	01/09/2025
Sharon Concannon	Paediatric First Aid – Level 3	01/09/2025
Clair Gseir	Paediatric First Aid – Level 3	19/02/2024
Gemma Sewell	Paediatric First Aid – Level 3	01/09/2025
Kerri-ann Styles	Paediatric First Aid – Level 3	20/05/2024
Nina Wise	Paediatric First Aid – Level 3	20/05/2024
Natalie Bradford	First Aider	06/01/2025
Lynnette Brimecombe	First Aider	06/01/2025
Sasha Byrne	First Aider	06/01/2025
Natasha Cook	First Aider	05/09/2023

Lyn Courtnell	First Aider	01/09/2025
Tina Dorney	First Aider	01/09/2025
Sarah Dye	First Aider	01/09/2025
Aaron Flynn	First Aider	12/02/2025
Jonathan Gatenby	First Aider	01/09/2025
Sam Haley	First Aider	06/01/2025
Skye Hamilton	First Aider	01/09/2025
Charlotte Hare	First Aider	06/01/2025
Kim Hayward	First Aider	12/02/2025
Natasha Kennedy	First Aider	06/01/2025
Samantha King	First Aider	01/09/2025
Lorraine Langton	First Aider	05/09/2023
Joanne Monahan	First Aider	05/09/2023
Maddison Neville	First Aider	06/01/2025
Shelby Norris	First Aider	06/01/2025
Melanie Otter	First Aider	06/01/2025
Diane Pulham	First Aider	01/09/2025
Jade Prior	First Aider	12/02/2025

Sophie Stanley-Hine	First Aider	01/09/2025
Lauren Staplehurst	First Aider	05/09/2023
Stephanie Webb	First Aider	06/01/2025
Clare White	First Aider	12/02/2025
Clari Whittington	First Aider	01/09/2025
Sharon Wilton	First Aider	05/09/2023
Siobhan Wisker	First Aider	06/01/2025



## Appendix 3

Pupil's Name:		Date:	
		Time:	
		Class:	
Details of accident/illness			
Head Injury		Well enough to remain in school	
Asthma		Observations in class	
Bump/Bruise		Parent/Carer contacted	
Cut/Graze		Unable to contact Parent/Carer	
Headache		Referred to Inclusion Team	
Temperature		Collected from school	
Vomiting/Nausea		First Aider Name / Signature:	
Sprains/Strains			
Nosebleed			
<p style="text-align: center;"><b><u>Important Information</u></b></p> <p>Please consult your doctor if your child experiences any drowsiness, vomiting, impaired vision or excessive pain after returning home.</p>			
			
Details of treatment/ additional comments:			

## Appendix 4: first aid training log – all training given

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>E.g. first aid</i>			
<i>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			