

# Ethelbert Road Primary School



## First Aid Policy

Together We Thrive

Reviewed	July 2025	
Next Review	July 2027 or when appropriate	
Headteacher	Michele Kirkbride	Date:
Chair of Governors	Jonathan Richardson	Date:

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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](#) and [Early years foundation stage](#), advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#), guidance from the Health 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

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

The school's appointed persons are Michele Kirkbride, Headteacher; Lisa Vitiello, Deputy Headteacher/SENCo; Matt Adkins, KS2 Leader; Alex Kelleher, KS1 Leader; and Sally Rix, EYFS Leader. 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 Persons 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 Body

Kent 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 Body.

The Governing Body 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 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 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 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 recommend next steps to the parents
- › If emergency services are called, the Appointed Person will contact parents immediately
- › The First Aider/relevant member of staff 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
- › Information about the specific medical needs of pupils
- › Access to parents' contact details via contacting school. If the site being visited has poor connection, paper copies can be taken in a locked bag.

Risk assessments will be completed by Visit Leader and checked by the Educational Visit Coordinator or Headteacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) 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
- Adhesive tape
- Safety pins
- 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:

- The Staff Room
- Every Classroom
- Reception (at the desk)
- Portable Lunchtime/Breaktime Box
- School Wraparound Care
- School vehicles

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the First Aider/Appointed Person 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 in Appendix 2
- If a child or adult requires hospital treatment, a HS157/HS160 Accident Report form will be completed by the First Aider/Appointed Person to notify Kent County Council
- A copy of the HS157/HS160 Accident Report form (if child requires Hospital treatment) will also be added to the pupil's educational record by the Office Staff and saved on CPOMs.
- Records held in the first aid and accident book will be retained by the school for a maximum of 25 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 HSE

The Headteacher 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 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 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
- 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>

### **6.3 Notifying parents**

A member of staff/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.

### **6.4 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 Kent County Council 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 (see appendix 3 and kept in the School Office).

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 reviewed by the Deputy Headteacher/SENCo every two years.

At every review, the policy will be approved by the Headteacher and the Full Governing Body.

## **9. Links with other policies**

This first aid policy is linked to the

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

**Appendix 1: list of Appointed Persons for First Aid and trained First Aiders- accurate at the time of writing. Up to date list is available in school**

Training Log kept in School Office

	ROLE
Michele Kirkbride	Headteacher Appointed Person
Lisa Vitiello	Deputy Headteacher/SENCo Appointed Person
Matt Adkins	KS2 Leader Appointed Person Paediatric First Aider
Alex Kelleher	KS1 Leader Appointed Person
Sally Rix	KS1 Leader Appointed Person
Sienna Constantine	Teacher Paediatric First Aider
Kelvin Jones	Teacher Paediatric First Aider
Nell Appleton	Teacher Paediatric First Aider
Sue Schreur	Office Assistant First Aid Manager Paediatric First Aider
Liane Jago	Class TA Paediatric First Aider
Katie Davies	Class TA Paediatric First Aider
Sharon Cassell	Class TA Paediatric First Aider
Jo Starkey	Class TA Paediatric First Aider
Lisa Clegg	Class TA Paediatric First Aider

	ROLE
Lucy Da Costa	Class TA Paediatric First Aider
Tiffany Willis	Class TA and MMS Paediatric First Aider
Kathy West	Creative Arts Leader Paediatric First Aider
Julie Willis	TA Paediatric First Aider
Hannah Morgan	MDMS and WAC Paediatric First Aider
Jess Place	MDMS and Cleaner Paediatric First Aider

## Appendix 2: accident report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

### Appendix 3: first aid training log

Training Log kept in School Office

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			