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# First Aid Policy

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This policy sets out our approach to first aid.

## 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 Board of 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
- Cover out of hours arrangements, e.g. extended care services, parents evenings, school events etc.

## 2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) 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 trust's 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 paediatric first aid certificate must be on the premises at all times.

Beyond this, 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 requirements is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has considered the nature of employees' work, the number of staff, and the layout and 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 appointed person(s) is 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 as, or as soon as is reasonably practicable after, an incident (see the template in appendix 3)
- Keeping their contact details up to date

The school's appointed person(s) will be displayed prominently around the school site.

### **3.2 The Governing Board**

The board has ultimate responsibility for health and safety matters but delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **3.3 The headteacher**

The headteacher is responsible for implementation of the 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 and equipment is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

### **3.4 School staff**

All school staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know how the first aiders and/or appointed person(s) in school are
- Using the school's nominated online reporting system to complete accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their line 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 the 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/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, parents/carers immediately
- The first aider/relevant member of staff will complete an incident 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 one 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, this includes when transporting pupils in a vehicle
- Information about the specific medical needs of pupils
- Parents/carers contact details

Risk assessments will be completed 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 on school trips and visits.

As required by the statutory framework for the Early Years Foundations Stage, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits.

## 5. First aid equipment

All first aid equipment must be marked with a white cross on a green background, and must be signposted where sited.

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

- A leaflet with general first aid advice ([available from the Health & Safety Executive](#))
- Individually wrapped sterile plasters of assorted sizes
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Large and medium-sized sterile, individually wrapped, unmedicated wound dressings
- Disposable gloves

This is a suggested contents list. If buying a kit it must meet British Standard (BS) 8599.

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The school hall
- Foundation disabled toilet
- Nursery
- Year 2

## 6. Record-keeping and reporting

### 6.1 First aid and accident record

An accident form will be completed on the online reporting system by the first aider/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 as determined by the online system.

Records held in the first aid reporting system will be retained by the school for a minimum of three years, in accordance with section 25 of the Social Security (Claims and Payments) Regulations 1979, and the expectations of the Risk Protection Arrangement (RPA), and then disposed of securely.

### 6.2 Reporting to the HSE

The online reporting system will maintain the record of any accidents which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). For further information see [HSE Incident reporting in schools](#) guidance.

The Appointed Person or Headteacher will report these to the HSE 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) 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 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal duties for more than seven consecutive days (not including the day of the incident). In this case, the Chief Operating Officer or Trust Estates Manager 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 event
- 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 or 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 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 where 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 or PE lesson)
- 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, HSE](#)

### **6.3 Notifying parents/carers**

The relevant staff member will inform parents/carers 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. Parents/carers will also be informed if emergency services are called.

## **7. Training**

All staff are able to undertake first aid training if they would like to.

All first aiders must have completed a first aid 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.

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 one staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the EYFS statutory framework. The PFA certificate will be renewed every three years.

## **8. Monitoring arrangements**

The first aid provision for each school will be reviewed by the headteacher or appointed person at least annually.

At every review the policy will be approved by the Board of Governors.

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

The first aid policy is linked to the:

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