

Balfour Infant School



First Aid Policy

Date of Policy:	January 2026
Headteacher/Principle: Name	J Pomeroy
Date ratified by Governors:	Awaiting ratification
Next review date:	January 2027

Aims

Balfour Infant School will comply with the requirements of the **Health and Safety (First-Aid) Regulations 1981 as amended 30/9/2013** and the Health and Safety Executive's **Approved Code of Practice L74 (3rd Edition) 2013 HSE**.

The aim of first-aid is to reduce the effects of injury or illness suffered at work, either caused by the work itself or by some other factor. Balfour Infant School's provision is based on assessments of the risks to health and safety.

Balfour Infant School will ensure there are sufficient first-aid personnel and facilities to:

- give immediate assistance to casualties with common injuries or illness and those likely to arise from specific hazards at work;
- summon an ambulance or other professional help;
- meet the first aid requirements of staff who work alone and outside of normal school hours taking in to account the type of work involved and the risks;
- ensure safety for staff and pupils while off site on local walks or local visits taking in to account the risk assessments of the venue, the provision provided and the risks involved.

Managing Risk

The Headteacher reviews all accidents in relation to frequency, type and location. Accidents are assessed termly to ensure any patterns are identified and acted upon to minimise risk. Risk is reviewed after any major incident or increase in incidents with a view to improving safety for all. Visitors with unknown health needs, individuals with particular needs or those new to role with less training are assessed for any increased risk. Planned and unplanned absences are taken in to account when planning provision to ensure safety

Training and CPD

An updated record is kept in the medical room of all first aid staff. Certificates are displayed of each qualified member of staff. The Headteacher is responsible for ensuring there are enough first aid staff on the premises and on outings as part of the local risk assessment.

The headteacher ensures that appropriate first aid supervision is provided for both pupils and staff, whether on school premises or during off-site trips. The Headteacher is responsible for ensuring that the needed number of staff refresh their training while leaving adequately trained staff to meet the needs of those on site/attending local visits/trips.

Considerations need to be made when selecting staff to be trained as First Aid Responders. It is recommended by the local authority that the school considers:

- reliability, disposition and communication skills;
- aptitude and ability to absorb new knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures
- normal duties. These should be such that they may be able to respond

- immediately and rapidly to an emergency.
- office based staff e.g. someone whose duties are normally executed without the need to leave the building.

Induction and Information Updates

First Aid procedures are explained to all staff and volunteers new to the school. Notices are displayed and emailed to ensure all staff are kept informed of any updates to first aid procedures.

First Aid Provision

Balfour Infant School provides three stocked first aid boxes in three locations:

- The medical room
- The EYFS kitchen area
- The playground (stored in the medical room until break and lunchtime)

There are also small first aid pouches stocked with basic supplies in each KS1 classroom.

First Aid Kits

A first aid kit should be easily identifiable with a white cross on a green background. Portable first aid kits are taken on all school outings and prepared by the First Aider accompanying the outings.

The kits need to be checked regularly and re-stocked as needed.

There is no mandatory list for a first aid kit, however, there needs to be sufficient supplies to cover the risks identified.

First-aid kit contents

According to the NHS a basic first aid kit might contain

- plasters in a variety of different sizes and shapes
- small, medium and large sterile gauze dressings
- at least 2 sterile eye dressings
- triangular bandages
- crêpe rolled bandages
- safety pins
- disposable sterile gloves
- tweezers
- scissors

- alcohol-free cleansing wipes
- sticky tape
- thermometer (preferably digital)
- distilled water for cleaning wounds
- eye wash and eye bath

Where tap water is not readily available for eye irrigation, sealed containers with 900 ml of sterile water or sterile normal saline (0.9%) must be provided.

Defibrillator

Balfour Infant School has a defibrillator on site stored in the medical room in a labelled location.

First Aid at Balfour Infant School

- All major accidents or incidents must be recorded via the Medway Accident reporting forms which are to be found in the school office.
- Injuries are treated with cold water only. **Cotton wool must not** be used to treat cuts or grazes.
- The Staff and Visitor Accident Book is stored in the medical room.
- The person administering first aid must then make sure an entry into the first aid book is completed. The Health and Safety Executive must be notified of any fractures, accidents which result in hospital treatment, or more than three days absence from school or workplace and any major injury or accidents causing death.
- Each of the first aid boxes contains an accident book for recording minor injuries and head bumps
- Any first aid administered in class rooms must be recorded in the Medical Room accident log.
- Red Head Bump forms (appendix i) are sent home for head bumps and injuries to the face or neck. Class teachers are informed. Children are given stickers to wear indicating they have suffered a head bump, rendering them easily identifiable for monitoring purposes.

- Children who have suffered a head bump on the playground are monitored closely and need to be sat on the first aid table and supervised by the first aider on duty. Any children with a potentially severe head bump are sat in the school medical room and are observed/monitored by a first aider. If there is any doubt a child is always supervised in the medical room by a first aider.
- Children continue to be observed/monitored and parents are informed if concerns are raised.
- Parents are advised of further symptoms and of further possible first aid/treatment if necessary.

The school has a duty to report to the relevant enforcing authority by the quickest practicable method any injury or dangerous occurrence where:

- any person dies as a result of an accident arising out of or in connection with work;
- any person at work suffers a major injury as a result of an accident arising out of or in connection with work;
- any person not at work suffers an injury as a result of an accident arising out of or in connection with work and that person is taken from the site of the accident to a hospital for treatment in respect of that injury;

There are legal obligations under the Social Security Act and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), to report, investigate and keep records of all accidents causing injury, dangerous occurrences and occurrences of reportable diseases of ill health. The accident investigation procedure is an important part of Medway Council's accident prevention strategy and hence all accidents must be reported to the Health and Safety Executive. RIDDOR forms can be found online on the HSE website and are submitted electronically.

Medicines in school

Please see separate policy.

Blood Spillages

Staff who undertake messy jobs, which may involve regular contact with blood, urine, faeces, vomit or other bodily fluids should wear disposable plastic gloves and if necessary aprons.

Spillages of blood, urine, faeces, vomit etc. should be cleaned up as quickly as possible using a Bodily Fluid Disposal Kit. Afterwards, the affected area should be thoroughly rinsed with water.

Risk Assessment

According to legislation, all educational visits are preceded by a risk assessment. The venue and any possible dangers are identified and a responsible person and first aider are named. The appropriate proforma are used for this purpose and are completed by the senior teacher undertaking the educational visit. The Headteacher is the Educational Visits Lead. All practices and procedures adopted in school are subject to risk assessment.

This policy needs to be read in conjunction with the school's Child Protection and Safeguarding Policy, Risk assessment Policy and Health and Safety Policy.

It is expected that all staff pay due regard to safeguarding children at all times and should report any concerns as soon as reasonably possible to the Designated Safeguarding Lead. All policies can be found on the Balfour Infant School Staff drive, the school website if applicable and paper copies can be requested from the school office.

Monitoring and Evaluation

This policy will be reviewed annually in line with the Health and Safety Policy and the school's Child Protection and Safeguarding Policy and will be ratified by governors.

The Headteacher is responsible for ensuring the effective implementation of this policy.

Appendix i



Head Injury Notification

Date	Time:	Staff Initials:
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Dear Parent/Carer,

Today your child sustained a bump to the head.

Child's Full Name:	Class <i>(Please circle)</i>		
	Bumblebee	Dragonfly	Ladybird
	Nightingale	Sparrow	Woodpecker
	Badger	Hedgehog	Otter

Location:

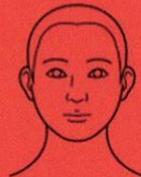
Playground	School Hall	Classroom	Corridor	Other
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How the injury happened: (Please tick)

	Details and action taken:
<input type="checkbox"/> Bumped head with another child.	
<input type="checkbox"/> Falling against/on a	
<input type="checkbox"/> Falling on the ground	
<input type="checkbox"/> None of the above: (Other)	

Mark with a cross where the bump occurred:

Front:



Back:



This incident has been logged and the child has been given a cold compress.

If you have any concerns or they exhibit any of the symptoms listed below, we would recommend that you seek medical help.

- vomiting more than once
- confusion
- extreme drowsiness
- weakness or inability to walk
- severe headache
- loss of memory of the event (amnesia)