

Hackness Church of England Primary School



First Aid Policy

Version	Author	Dated	Status
1	Compliance Officer	26.03.18	Approved by Trustees
2	H&S Officer	12.10.21	Approved by A,R&R
3	Head of Estates & H&S	10.08.23	Approved by A,R&R
4	Head of Estates & H&S	03.09.24	Approved
5	Head of Estates & H&S	10.07.25	Approved

Elevate Multi Academy Trust (Elevate) has agreed this Policy and as such, it applies to all Academies within the Trust. References to 'the Headteacher' includes the Executive Headteacher, Headteacher or acting Headteacher as appropriate.

Aims:

The aims of this policy are to:

- Ensure that appropriate first aid arrangements are in place for our staff, children, and any visitors to our premises.
- Provide sufficiently trained employees for our business needs and maintain an adequate supply of first aid equipment.
- A First Aid Provision risk assessment is undertaken to determine what first aid facilities and personnel are necessary to meet the needs and is reviewed periodically to ensure the provision is adequate.
- Provide enough information for members of staff to enable first aid assistance to be sought during normal working hours.
- Provide a framework for responding to an incident and recording and reporting the outcomes.
- Ensure the health and safety of all staff, children, and visitors.
- Ensure that staff, Trustees, and governors are aware of their responsibilities with regards to health and safety.

Legislation and Guidance:

This policy should be read in conjunction with the Academy Health and Safety Policy and the following guidance and legislation. (Some Academies may not have Early Years Foundation Provision).

[First Aid Regulations 1981](#)

[Early years foundation stage \(EYFS\) statutory framework](#)

[First aid in schools](#)

[Health and Safety in schools](#)

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#), (Of note - Some accidents must be reported to the Health and Safety Executive). (HSE)

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess 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, plan to implement necessary measures, and arrange for appropriate information and training.

Links with Other Policies:

This First Aid Policy is linked to:

- Health And Safety Policy
- First Aid Provision Risk Assessment
- Medical Needs Policy

Roles and Responsibilities:

The Academy's appointed person(s) is – Mrs Rowena Thorp (Interim Headteacher)

The Academy's First Aid trained staff are, (to include qualification title) -

- | | |
|---------------------|-----------------------------|
| 1. Mrs Tracy Thomas | First Aid at Work |
| 2. Mrs Deborah East | Paediatric First Aid |
| 3. Mrs Emma Harris | Emergency First Aid at Work |
| 4. Mrs Louise Peers | Emergency First Aid at Work |
| 5. Mrs Kyra Stewart | Emergency First Aid at Work |
| 6. Mrs Rowena Thorp | Emergency First Aid at Work |

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 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 children 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.

The Academy's appointed person(s) and/or first aiders are listed in appendix 1. Their names will also be displayed prominently around the Academy building(s).

The Trustees:

The Trustees have ultimate responsibility for health and safety matters in Elevates Academies. In accordance with the Scheme of Delegation they have delegated their responsibility to the Local Committee (LC) of the Academy, who in turn have delegated the operational matters and day-to-day tasks to the Headteacher and staff members.

The Headteacher:

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

- Ensuring that an appropriate number of appointed people and/or trained first aid personnel are always present in the Academy.
- Ensuring that first aiders have the appropriate qualification, and their training remains in date.
- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate control measures are put in place.
- Ensuring that adequate space is available to cater for the medical needs of the children.
- Ensuring that all minor injury and head bumps are accurately recorded either electronically or on paper.
- Reporting serious accidents to North Yorkshire Council's Health & Safety Team using their B-Safe accident reporting portal.

- RIDDOR reportable accidents will be completed by NYC H&S Team and submitted to HSE with agreement of the Academy Headteacher and Trust Head of Health & Safety.

Staff:

Academy staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders are in the Academy.
- Completing accident reports (see appendix 2) for all incidents they attend, where a first aider is not called.
- Informing the Headteacher or line manager of specific health conditions or first aid needs either themselves or children.

In-Academy First Aid Procedures:

In the event of an accident resulting in injury:

- The closest member of staff present will attend and 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 the person is too unwell to remain in the Academy, parents/next of kin/next of kin will be contacted and asked to collect them. Upon their arrival, the first aider will recommend next steps to the parents/next of kin.
- If emergency services are called, the school administrator will contact parents/next of kin as soon as is practicable.
- The first aider or nominated 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.
- If the accident is considered serious, the NYC, B-Safe accident and incident portal is completed by a designated user of the site.

Off-site Procedures:

When taking children off the Academy premises, staff will ensure they always have the following:

- A mobile phone.
- A portable first aid kit.
- Information about the specific medical needs of children.
- Parents/next of kin' contact details.

Risk assessments will be completed by the educational visit leader or nominated person prior to any educational visit that necessitates taking children off Academy premises.

Schools with Early Years Foundation Stage provision.

At least one first aider with a current pediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Schools without Early Years Foundation Stage provision, there will always be at least one first aider on school trips and visits.

First Aid Equipment

A typical first aid kit in the Academy 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 should be kept in first aid kits.

First Aid kits are in the following locations in the Academy building(s).

- School Office
- Willow Class
- Beech Class
- Sycamore Class
- Kitchen

Defibrillator Location

- School Office

First Aid and Accident Recording

- An accident form will be completed by the first aider or nominated 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 recorded on the accident form, to include relevant photographs and drawings, refer to appendix 2.
- A copy of the accident report form will also be added to the child's educational record by the first aid responder (Teacher/Teaching Assistant/Office Administrator)
- Pupil accident records should be retained in line with Elevates data retention schedule, (from the date of birth of the child plus 25 years).
- Adult accident records should be retained in line with Elevates data retention schedule, (from the date of incident plus 6 years).
- Records held in the first aid and accident book will be retained either electronically or in paper format by the Academy 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, unless individual insurers stipulate beyond this period.

Reporting Accidents to the HSE:

The Academy will keep an electronic record locally 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). Elevates Head of Estates / H&S will receive a copy and follow up and assist with any additional investigation and report to the Academy, Senior Executive Team, (SET), with findings and learning points.

A member of the NYC Traded Health & Safety Team will support the Academy / Trust by submitting RIDDOR reports to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Prior to submission the report will be agreed by Elevates Head of Estates / H&S

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.

RIDDOR reporting information is available in the legislation and guidance section on page 2.

Schools with Early Years Foundation Stage provision:

At all times, at least 1 staff member will have a current pediatric 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.

Notifying Parents/next of kin/Carers of accidents:

The school administrator or nominated person will inform parents/next of kin of any accident or injury sustained by a child, and any first aid treatment given as soon as reasonably practicable.


Reporting to Ofsted and Child Protection Agencies:

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child while in the Academy'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 local child protection agencies of any serious accident or injury to, or the death of, a child while in the Academy's care.

Training

- All Academy staff can undertake approved first aid training by a competent provider if they would like to.
- All first aiders must have fully completed a training course and must hold a valid certificate of competence to show this.
- The Academy will keep a register with 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 prior to expiry.

Signed:	
Name:	Mrs R Thorp
Position:	Interim Head Teacher
Date:	August 2025
Review Date:	July 2026

Appendix 2: Accident Report Form

Name of Academy: Hackness Church of England Primary School

Name of injured person		Role/class	
Witnesses		Role	
Date and time of incident		Location of incident	
Incident details			
<p><i>Describe in detail what happened, how it happened and what injuries the person incurred. Include drawings, photographs, direct speech of witnesses.</i></p>			
Action taken			
<p><i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i></p>			
Follow-up action required			
<p><i>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.</i></p>			
Name of person attending the incident			
Signature		Date	

Appendix 3: First Aid Training Log

Name of Academy:

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date training to be renewed (where applicable)
<i>Emergency first aid at work (6hrs)</i>	Emma Harris Louise Peers Kyra Stewart	June 23 August 24 August 24	June 26 August 27 August 27
<i>First aid at work (3 days)</i>	Tracey Thomas	May 25	May 28
<i>Paediatric first aid (2 or 3 days)</i>	Deborah East	October 24	October 27