

Ribble Drive Primary School



First Aid Policy

RATIONALE

There will always be times in schools where pupils slip, trip or fall and may require First Aid. We take this duty seriously and ensure that we always have sufficient trained First Aiders.

Thus we will be enabled to realise both our Mission Statement:

"Be the Best You Can Be."

And our Disability Statement:

"To make all reasonable adjustments to ensure that any member of the school community with a disability is not placed at a disadvantage and to endeavour to anticipate their needs in advance of their participation in any activities within the school"

This policy applies to the **whole school**, including the EYFS

This policy supports Article 3(Best Interests of the Child), UNICEF: The Convention on the Rights of the Child.

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

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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

ROLES AND RESPONSIBILITIES

Appointed person(s) and first aiders

The school has a designated first aid lead. They are responsible for:

- Taking charge when someone is injured or becomes ill and giving immediate help to casualties
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits. Items will be safely discarded after the expiry date has passed.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Ensuring First Aid records are up to date.

The school has designated paediatric first aiders who 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 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
- Keeping their contact details up to date

First Aiders names are displayed prominently around the school.

The Trust and Local Governing Board

The Trust 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 local governing board.

The governing board delegates 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 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 and visitors are aware of first aid procedures including location of equipment, how to contact a first aider and the key principles of this policy.
- 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)
- Ensuring a first aid needs assessment is undertaken to inform policy, practice and protocol.
- Ensuring the first aid provision is sufficient and can be and can be always administered without delay
- Ensuring induction training includes information on the provision of first aid in school

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 is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs
- The school will expect teachers and other staff working with pupils to always use their best endeavours, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children.
- The school will make staff aware of the government guidance which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

FIRST AID PROCEDURES

In-school procedures

In the event of an accident resulting in injury:

- The closest members 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 Headteacher or if not available the School Administrator team will contact parents immediately
- The 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

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

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.

There will always be at least one first aider on school trips and visits in Key Stage 1 and 2

FIRST AID EQUIPMENT

We will ensure we have suitably always stocked first aid boxes in line with the first aid needs assessment. As there are no statutory requirements in place, we will where there is no special risk identified, follow HSE guidelines on the minimum provision of first aid items as set out below:

- A leaflet with general first aid advice
- Medium individually wrapped sterile unmedicated wound dressings
- Large individually wrapped sterile unmedicated wound dressings
- 2 sterile eye pads

- 2 triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors

No medication is kept in first aid kits.

First aid kits are stored in:

- The main office
- The corridors

RECORD KEEPING AND REPORTING

First aid and accident record book

- An accident form is completed if the injury needs are only very minor first aid- a wipe, cold compress, plaster or ice pack for a short time. A note is sent home if there has been a slight head injury followed up with a phone call home. Bands are worn by pupils - Red = Bumped Head, Yellow = First Aid administered.
- An accident form (Major or Minor Accident/Near Miss Reporting Form will be completed by the relevant member of staff on the same day or as soon as possible after the incident resulting in an injury and this will be added to Iris Adapt by the SBM.
- As much detail as possible should be supplied when reporting an accident.
- A copy of the accident report form will also be added to the pupil's educational record by the school administrative team.
- Records held in the first aid and accident log 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, an AIRS 1 form will be kept until the child is 21 years old.

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 this 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 is 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>

Notifying parents

The class teacher or teaching assistant 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.

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 local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

TRAINING

We will ensure that all first aiders hold a valid first aid certificate, issued by an HSE-approved organization. First aid certificates are usually valid for 3 years and we will ensure that adequate monitoring procedures are in place to ensure that refresher training is arranged before certificates expire. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

We will ensure that first aid training is paediatric and is therefore relevant for the school community. We will also ensure that first aid courses cover mental health training in order to help staff members recognize the warnings signs of mental ill health and develop the skills required to approach and report someone, while keeping themselves safe. Pupils will be supported in accordance with the school's SEMH policy.

When selecting first aiders, we will consider the following factors set out in government guidance:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and skills
- Ability to cope with stressful and physically demanding emergency procedures
- Availability to respond immediately to an emergency

EARLY YEARS

The school will ensure it meets the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS), which also includes arrangements for off-site activities. In doing so the school will ensure the following:

- At all times, at least 1 person who has a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework is on the premises and available and accompanies them on any outings.
- We will display staff PFA certificates or a list of staff who have PFA in our EYFS unit.
- Any member of staff who has sole responsibility for looking after a group of children will hold a PFA certificate.

- All newly qualified staff to the early years workforce who have completed a L2 or 3 qualification on or after 30 June 2016, have either a full PFA or an emergency PFA certificate within 3 months of starting work in order to be included in staff: child ratios. Training will be renewed every 3 years.

FIRST AID PROVISION

The school will regularly monitor and assess its first aid arrangements by conducting a first aid needs assessment, at least annually. We will ensure that this assessment informs first aid policies and protocols and that arrangements continue to be appropriate and take account of:

- Hazards and risks on the school premises
- The size of the school
- The needs of any vulnerable individuals on site
- The nature and distribution of pupils and staff throughout the school
- The school will provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment and ensure that these are suitably labelled, accessible and available at all times.

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