

South Avenue Primary School



First Aid Policy

Version (Date):	November 2025
Review (Date):	November 2026
Member of Staff Responsible:	Miss Cadwallader Head of School

Contents

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](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and 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 Education \(Independent School Standards\) Regulations 2014](#), 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

Head of School, First Aid Officer & Designated First Aiders:

- 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 first aiders and responsible staff are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The governing board

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

3.3 The Head of School

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

- Ensuring that an appropriate number of trained 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)

3.4 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 for all incidents they attend to where a first aider is not called
- Informing the Head of School 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 first aider will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury and pass this to a responsible staff member listed in roles and responsibilities section 3
- Parents will be notified by e-mail that their child has had a bump to the head and will only be contacted by telephone if the bump to the head has resulted in a very visible bump or swelling.

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
- Parents' contact details

Risk assessments will be completed by the staff member leading the offsite activity 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.

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
- Disposable gloves
- Wound Wash and/or Cooled Boiled Water
- Plasters of assorted sizes
- Cold compresses (Stored in freezers – Infant & Junior building)
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- Designated first aid posts : Corridor year 2
Playground entrance year 5
OPAL Shed on Infant Playground
All mobile rooms

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the 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, including all of the information included in the accident form.
- Records held in the first aid and accident book will be retained by the school for a minimum of 25 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

- Bumps to the head will be written in the first aid book and the office will be requested to send a bumped head notification e-mail to parents

6.2 Reporting to the HSE

The First Aid Officer 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 First Aid Officer 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)) 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
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These 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)
- 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 is available here:

- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

6.3 Notifying parents

The relevant First aider will inform parents of any accident or injury deemed not to be minor that has been sustained by a pupil. They will also provide details of any first aid treatment given. This will be relayed to parents on the same day, or as soon as reasonably practicable.

Bumped heads will be notified by an e-mail sent by the school office.

6.4 Reporting to Ofsted and child protection agencies

The Head of School 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 Head of School will also notify Kent County council Social Services 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.

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 First Aid Officer every 2 years.

At every review, the policy will be approved by the Head of School.

9. Links with other policies

This first aid policy is linked to the

- Health and Safety policy
- Policy on supporting pupils with medical conditions

Appendix 1: list Responsible adults

Staff member's name and role	First aid trained	Level	Renewal date
Miss Cadwallader	Yes	Paediatric First Aid & Emergency First Aid at Work	1 st February 2026
Mrs Lofts	Yes	Paediatric First Aid & Emergency First Aid At Work	1 st February 2026
Miss Honey	Yes	Paediatric First Aid Awareness Emergency First Aid at Work	22 nd October 2027
Mrs Young	Yes	Emergency First Aid at Work	22 nd October 2027
Mrs Musha	Yes	Paediatric First Aid & Emergency First Aid At Work	22 nd October 2027
Mrs Ehrlich	Yes	Paediatric First Aid & Emergency First Aid At Work	22 nd October 2027
Mrs Rose	Yes	Paediatric First Aid & Emergency First Aid At Work	1 st February 2026
Mrs Darling-Ampofo	Yes	Paediatric First Aid & Emergency First Aid At Work	1 st February 2026
Mrs Dighton	Yes	Paediatric First Aid & Emergency First Aid At Work	1 st February 2026
Mrs Harrison	Yes	Paediatric First Aid & Emergency First Aid At Work	1 st February 2026
Mrs Little	Yes	Paediatric First Aid & Emergency First Aid At Work	1 st February 2026
Mr Boorman	Yes	Paediatric First Aid & Emergency First Aid At Work	1 st February 2026
Mr Savva	Yes	Paediatric First Aid & Emergency First Aid At Work	11 th July 2026

Miss Smith	Yes	Paediatric First Aid & Emergency First Aid At Work	11 th July 2026
Miss Baker	Yes	Paediatric First Aid & Emergency First Aid At Work	11 th July 2026
Mrs Millen	Yes	Paediatric First Aid & Emergency First Aid At Work	11 th July 2026
Mrs Brown	Yes	Paediatric First Aid & Emergency First Aid At Work	11 th July 2026
Mrs Williams	Yes	Paediatric First Aid & Emergency First Aid At Work	22 nd October 2027
Mrs Day	Yes	Paediatric First Aid & Emergency First Aid At Work	22 nd October 2027
Mrs Wood	Yes	Paediatric First Aid & Emergency First Aid At Work	22 nd October 2027
Mrs Leadbetter	Yes	Paediatric First Aid & Emergency First Aid At Work	22 nd October 2027
Miss Titchener	Yes	Paediatric First Aid & Emergency First Aid At Work	22 nd October 2027
Mrs Spicer	Yes	Paediatric First Aid & Emergency First Aid At Work	22 nd October 2027