



# First Aid Policy

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

**First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits.**

The school will provide:

- a suitably stocked first-aid container;
- an appointed person to take charge of first-aid arrangements;
- information for employees and parents on first-aid arrangements;
- first aiders to administer first aid; and
- risk assessments to determine provision.

## 1. Responsibilities

The **local authority (LA)** is responsible, under the Health and Safety at Work etc Act 1974 (HSWA), for making sure that a school has a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the school, and should cover:

- numbers of first aiders/appointed persons;
- numbers and locations of first-aid containers;
- arrangements for off-site activities/trips;
- out of school hours arrangements eg lettings, parents evenings.

The LA should also make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. It is the LA's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise. The LA must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. They must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on sick leave or off-site.

**The Health and Safety (First-Aid) Regulations 1981 set out what employers have to do.** The Regulations do not oblige employers to provide first aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non-employees. The Health and Safety Commission (HSC) guidance recommends that organisations, such as schools, which provide a service for others should include them in their risk assessments and provide for them. In the

light of their legal responsibilities for those in their care, schools should consider carefully the likely risks to pupils and visitors, and make allowance for them when drawing up policies and deciding on the numbers of first-aid personnel.

The **governing board** are required to develop policies to cover their own school. This should be based on a suitable and sufficient risk assessment carried out by a competent person. The governing body has general responsibility for all the school's policies. The governing body should follow the health and safety policies and procedures produced by the LA as the employer. In practice, most of the day to day functions of managing health and safety are delegated to the head teacher. The governing body and/or head teacher should regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate.

The **headteacher** is responsible for putting the governing body's policy into practice and for developing detailed procedures. The head teacher should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid. The head teacher must inform all staff of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs. Arrangements for refresher training and retesting of competence before certificates expire should be in place.

**Teachers'** conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. **Teachers and other staff** in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

**The Statutory Framework for the EYFS** (2023: para 3.25) states that for Foundation Stage children:

**“At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings.** The certificate must be for a full course consistent with the criteria set out in Annex A.

#### Main duties of first aiders

First aiders must complete a training course approved by the Health and Safety Executive (HSE).

At school, the main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- when necessary, ensure that an ambulance or other professional medical help is called.

#### 2. What is an appointed person?

An appointed person is someone who:

- takes charge when someone is injured or becomes ill;
- looks after the first-aid equipment eg restocking the first-aid container;
- ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons are not first aiders. They should not give first aid treatment for which they have not been trained. **The appointed persons in this school are our office staff.** However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate. These courses do not require HSE approval. They normally last four hours and cover the following topics:

- what to do in an emergency;
- cardiopulmonary resuscitation;
- first aid for the unconscious casualty;
- first aid for the wounded or bleeding.

### 3. Risk Assessments

The Management of Health and Safety at Work Regulations 1992 require the LA to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work, and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks. The school has the following main risk assessments in place as recommended by the LA:

1. Lone Working on School Premises
2. Managing Violence & Aggression in School
3. Working at Height
4. Pupil's Activities at Lunch and Breaks
5. General School Hazards (Office, Classroom & Movement around The Site)

In addition, we have a specific risk assessment for the dining hall across the lunchtime period and risk assessments relating to curriculum areas.

### 4. Providing information for employees

First-aid notices will be provided in the staffroom or other suitable places around the school. This will provide information about who the first aiders are and any specific information needed about children who have specific needs (such as nut allergies).

First-aid information is included in induction programmes and in a staff handbook. There is also a requirement to read this policy.

### 5. Accident statistics

Accident statistics can indicate the most common injuries, times, locations and activities in our school. These are used as a useful tool in risk assessment, highlighting areas to concentrate on and tailor first-aid provision to.

### 6. How many first aiders are required?

There are no rules on exact numbers. Schools have to make a judgement based on their own circumstances and a suitable and sufficient risk assessment. Governing bodies/head teachers should consider the likely risks to pupils and visitors, as well as employees, when drawing up policies and deciding on the numbers of first-aid personnel. At this school, it has been decided that all support staff should have a first aid qualification as well as all lunchtime supervisors. This

ensures that each year group has an adequate number of first aiders, including cover for activities which are off-site. It also ensures that there are always staff in the dining hall available to provide first aid.

#### 7. Deciding when first aid is needed

Usually it is obvious when a child requires first aid because an injury can be clearly seen and/or the child is upset. In this case, the first responder (ie. the first person to see the child) should always have a careful look at the injury before sending them away to another member of staff for assistance. This is to ensure that they are capable of reaching the first aider. If in doubt or if the injury looks in any way serious, then the child should always be accompanied by an adult. If the injury looks minor, the child can be sent to the first aider with another child. In some circumstances, it will not be appropriate for the child to be moved and a first aider must be called to the child.

If the child's complaint is very minor (ie. peeling skin on a finger), then the child should be reassured that they are okay before resuming his/her activity. However, if the child's complaint is somewhere in between, especially if it is anywhere on the face or mouth, then a second opinion should always be sought before deciding not to give any treatment. If in doubt, it is always better to act on the side of caution and administer first aid (ie. an ice pack and letter home for a small bump in PE that leaves no mark).

#### 8. Contacting help when needed

All school staff should know how to contact a first aider and where the first aid supplies are kept. Staff should be familiar with the lists of first aiders displayed around the school so that they know the nearest points of contact.

During playtimes on the main playground, a first aid kit with ice packs is taken out by staff to attend to children requiring first aid for a minor injury.

It is the responsibility of the first responder (ie. the person the child has come to for initial help) to ensure that the child has been treated. If you do not know whether the child has been received by an appropriate adult, you should check this as soon as possible and certainly by the end of the playtime period.

If a class is working away from the main school building such as on the school field during a PE lesson, the teacher should always have any necessary medication with them (such as inhalers or Epi-pens) and have arrangements in place to get help if necessary.

There is a "yellow butterfly" system in place throughout the school whereby a teacher sends two children with the yellow butterfly card to the nearest adult for help. The location of the class is written on the back of the butterfly card to show the adult where help is needed.

#### 9. First aid materials and equipment

The school will provide the proper materials, equipment and facilities at all times. First-aid equipment must be clearly labelled and easily accessible. There is a main fully stocked first-aid cabinet located outside the staffroom and additional first-aid containers located in each year group. **There is a defibrillator located in the school office which is on top of the filing cabinet as you go in the door.**

## 10. First aid contents

There is no mandatory list of items for a first-aid container. However, the HSE recommend that, where there is no special risk identified, a minimum provision of first-aid items would be:

- a leaflet giving general advice on first aid (see list of publications in Annex A);
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.

Equivalent or additional items are acceptable.

Year group TAs are the people responsible for examining the contents of first-aid containers. These should be checked frequently and restocked as soon as possible after use. Staff have a responsibility to let the office know when stocks are running low. There should be extra stock in the school. Items should be discarded safely after the expiry date has passed.

## 11. Travelling first aid containers

Before undertaking any off-site activities, the head teacher should assess what level of first-aid provision is needed. The HSE recommend that, where there is no special risk identified, a minimum stock of first-aid items for travelling first-aid containers is:

- a leaflet giving general advice on first aid. See list of publications in Annex A;
- six individually wrapped sterile adhesive dressings;
- one large sterile un-medicated wound dressing approximately 18cm x 18cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves.

Equivalent or additional items are acceptable. Travel ice packs should also be taken on educational visits. It is the responsibility of the lead teacher to check that the first aid kit is fully stocked.

## 12. First aid accommodation

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed. In special circumstances, the Physical Management Room can be used to administer first aid, but normally children are kept in an open corridor area for easier access and to ensure that they can be seen at all times. If children are waiting to be collected by an adult after receiving first aid, they are always situated in site of school staff- either on a chair

outside the school office or in their own classroom. A member of staff always looks after them and checks on their condition until collection.

### 13. Hygiene/infection control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. Clothes containing bodily fluid should be returned to the parent/carer double bagged. Disposable sick bowls are used which must be discarded after use.

### 14. Reporting serious accidents

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The LA must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records. The headteacher arranges for such records to be sent to the LA by following the given procedures.

The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

HSE must be notified of fatal and major injuries and dangerous occurrences without delay (ie. by telephone). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

An accident that happens to pupils or visitors must be reported to the HSE on Form 2508 if:

- the person involved is killed or is taken from the site of the accident to hospital; and
- the accident arises out of or in connection with work.

Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within ten days on Form 2508.

### 15. Record Keeping

The school follows the LA procedures by recording in the Yellow Book all incidents involving children requiring first aid. The school should keep a record of any first aid treatment given by first aiders and appointed persons. This should include:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, went back to class, went to hospital);

- name and signature of the first aider or person dealing with the incident.
- Staff should be provided with guidance on how to fill in the records appropriately (ie. child's full name, full date, including year, reason for accident, P = parent called, H = went home, R = resumed normal activities, A = ambulance called, Hospital = taken to hospital). The Yellow Book is kept in the central first aid cabinet. There is also an additional Yellow Book in each year group which is used to record any first aid given during lesson times and morning playtimes.

If a child is hurt or complains of a problem but receives no first aid, this should be recorded too, with the reason why no first aid was given. Staff should always seek a second opinion if they decide not to give any first aid.

The information in the record book can help the school identify accident trends and possible areas for improvement in the control of health and safety risks; be used for reference in future first-aid needs assessments; and be helpful for insurance and investigative purposes.

Staff accidents are recorded with forms available from the school office and kept in their personnel file.

Records must be readily accessible and kept for a minimum of 3 years.

#### 16. Providing information about first aid treatment to parents

In an emergency, the head teacher/teacher in charge should contact the child's parent/carer/named contact as soon as possible. It is also good practice to report all serious or significant incidents to the parents ie. by sending a letter home with the child, or telephoning the parents. In this school, parents will not be contacted immediately if the first aider considers the child's injury to be minor (such as a graze, or small head bump). Instead, a minor injury letter will be provided for the child to take home. **These letters should be placed on the teacher's home-time board** so that she knows that a child has received treatment and can hand over the letter to the parent at home-time. At lunchtime, the letters should be passed to the teacher or put on the home-time board by the lunchtime supervisors; at all other times, the letters should be taken by the person giving the first aid. If a child attends an after-school club, the letter should be handed over to the appropriate member of staff. This will ensure that they know about the injury and gives them the responsibility of informing the parent. **Staff should dismiss their class whilst carrying the pink home-time board to help ensure that all parents/carers have been informed.**

**If staff feel that the injury requires further first aid or that a child is distressed in any way then a phone call home should be made as soon as possible to explain the situation to the parent. Injuries to the face or mouth should be given particular consideration as to whether to make immediate contact with the parent. If in any doubt, the school will err on the side of caution and telephone the parent. This will allow the parent to help make a decision as to how to proceed. Parents should be informed on a regular basis to keep their contact details up to date.**

#### 17. Specific health needs

If a parent tells the school about a child's health problem that requires specific first aid, the school will work together with the parent to help address their child's needs. Individual health care plans should be undertaken with the school nurse and should include any specific emergency procedures. There must be sufficient staff trained to provide emergency care to pupils with medical needs at all times. Currently, staff have had specific training in emergency first aid for

children with food allergies and children with asthma. Separate policies are in place to address both of these areas.

This policy has been written using the DfE's guidance ["First Aid in schools, early years and colleges"](#) (updated 2022) and will be reviewed on a yearly basis by the governing body.

|                                            |                  |
|--------------------------------------------|------------------|
| Policy author                              | S. Kay-Wood      |
| Date Policy reviewed                       | Spring Term 2025 |
| Date policy approved by the Governing Body | Spring Term 2025 |
| Date of next review                        | Spring Term 2026 |

#### Equality Analysis Impact

This policy has been written with reference to and in consideration of the school's Equality Policy.

Does the policy have an adverse effect on employees, pupils or the wider community and therefore have a significant effect in terms of equality? NO

Does the policy have an adverse effect upon a group with protected characteristics? (sex, race, religion or belief, disability, sexual orientation, gender reassignment, pregnancy or maternity, age)  
NO

Any questions or concerns regarding this policy should be made to the headteacher.