

First aid policy

Broomwood Primary School



Approved by:	[Name]	Date:
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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 (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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
 - [The 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
 - [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
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3. Roles and responsibilities

At Broomwood Primary School we have a pre-school, nursery reception and a small specialist provision that comes within the Early Years Foundation Stage (EYFS) provision. In each of these provisions there is at least 1 person who has a current paediatric first aid (PFA) certificate. We know that at least one must be on the premises at all times when children are present, and must accompany children on outings.

Across the rest of the school we have a number of other paediatric trained first aiders and trained first aiders to care for employees in case they are injured at work.

Appointed person(s) and paediatric and first aiders

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Making sure 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 and ensuring that the pupil is looked after until they are collected
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident. This will all be completed on medical tracker.
- Keeping their contact details up to date
- Reporting the incident to the SBM in case other documentation needs to be completed and the headteacher or deputy headteacher if the headteacher is absent

Our school's appointed paediatric and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

The local authority and governing board

Trafford 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 governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

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The headteacher

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

- Making sure that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role

- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)
- Reporting first aid incidents to the governing body on a termly basis and show where learning has taken place if appropriate.

3.4 Staff

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the appointed person(s) and/or first aiders in school are
- Completing accident reports on medical tracker for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher 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 the scene until help arrives
- With most incidents, the school first aider will be able to manage the injury. The first aider will support minor injuries and illnesses. Typical injuries include (but are not restricted to) the following: Small cuts and grazes, minor bleeding that is visible, splinters, minor burns and scalds, bumps and bruises, minor head bumps (although with any head bump, parents are notified), nose bleeds, eye irritation, insect bites. Illnesses or symptoms that maybe supported include: asthma, support for children with medical plans, vomiting, diarrhoea, stomach ache.
- There will be times where a first aider may need to support more in an emergency first aid situation. A first aider in school will provide immediate first aid care while awaiting for the emergency services for situations that include: suspected fractures, significant head injuries, seizures, asthma attacks, anaphylaxis, choking, unconsciousness, severe bleeding. Staff will in any situation preserve the pupil's dignity and follow safeguarding procedures at all times. Parents in such circumstances will be called immediately but the first aider will also inform the emergency services if appropriate. There may be occasions where the school takes the decision to take the pupil to hospital if parents can't be contacted.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- When a pupil has required some form of first aid, a member of staff will supervise the pupil until the parent carer or emergency services then support the pupil further unless it is appropriate that after administration, the pupil can return to class.

- If the first aider judges that a pupil is too unwell to remain in school, they will liaise with the head or deputy to send the pupil home and then will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, the office staff will contact parents/carers immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury. As this is on medical tracker, parents/carers will receive an immediate notification.

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

4.2 Off-site procedures

When taking pupils off the school premises, staff will make sure that they always have the following:

- A mobile phone
- A portable first aid kit including,
- Information about the specific medical needs of pupils
- Parents/carers' contact details

Risk assessments will be completed by the teacher in charge of the trip prior to any educational visit that necessitates taking pupils off school premises. It will also be put on the evolve system.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EYFS). This will be the case for any year groups going on a trip from Broomwood Primary.

5. First aid equipment

A typical first aid kit in our school will include the following:

- sterile adhesive dressings (assorted sizes)
- eye wash
- Individually wrapped triangular bandages (preferably sterile)
- Cleansing wipes
- Ice packs
- Binbags
- Paper towels
- Apron
- Nappy sacks
- disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- School Office
- Classrooms

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form on medical tracker will be completed by the [first aider/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 will be supplied when reporting an accident, including all of the information included
- Records held on medical tracker will be retained by the school for 25 years. This is based on limitation periods for personal injury claims involving children

6.2 Reporting to the HSE

The School Business Manager/Office Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business Manager/Office Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the School Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm

- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

➤ 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

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:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents/carers

The first aider will inform parents/carers 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 through medical tracker. If the injury is more serious, parents will be called in to check their child and we may even recommend that they are taken to hospital to get it checked out. Parents/carers will also be informed if emergency services are called.

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 (see appendix 3).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be monitored by the headteacher and reviewed by the headteacher every 3 years unless there is a legislation change.

At every review, the policy will be approved by the Finance and resources committee

The first aid provision will be reviewed by an appointed first aider at least annually.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Anaphylaxis policy
- Staff handbook

Appendix 1: list of appointed persons(s) for first aid and/or trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Kerry Folwes	TA	Kerry.fowles@broomwoodprimary.co.uk
Lisa Powell	TA	Lisa.powell@broomwoodprimary.co.uk
Debra Shelton	TA	Debra.shelton@broomwoodprimary.co.uk
Sarah Stairmand	TA	Sarah.stairmand@broomwoodprimary.co.uk
Sarah Walton	TA	Sarah.walton@broomwoodprimary.co.uk
Charlotte Warren	TA	Charlotte.warren@broomwoodprimary.co.uk
Emily Harbidge	Teacher	Emily.harbidge@broomwoodprimary.co.uk
Sarah Crompton	TA	Sarah.crompton@broomwoodprimary.co.uk
Philippa Harrison	TA	Philippa.harrison@broomwoodprimary.co.uk
Chermine Hargreaves	Lunch time organiser	Chermin.hargreaves@broomwoodprimary.co.uk

Appendix 2: accident report form

This information is on Medical Tracker. If Medical tracker can't be accessed, this form will be completed.

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred.			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			
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.			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

Appendix 3: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
Food allergy Anaphylaxis	All staff	Online in May 26	
Paediatric	Kerry Folwes	January 24	January 27
First aid at work	Lisa Powell	March 25	March 28
Paediatric	Debra Shelton	March 26	March 29
Paediatric	Sarah Stairmand	January 24	January 27
Paediatric	Sarah Walton	March 23	March 26
First aid at work	Charlotte Warren		
Paediatric	Emily Harbidge	September 25	September 28
Paediatric	Sarah Crompton	March 23	March 26
Paediatric	Philippa Harrison	September 25	September 28
Paediatric	Chermine Hargreaves		