



Mill Rythe Infant School

FIRST AID POLICY

Document Information			
Statutory:	No	Created by:	Charlotte Tighe
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Signature (Chair of Governors):			

Aims and Objectives	
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The aims of our First Aid Policy are to:

- Ensure the Health and Safety of all staff, pupils and visitors
- Ensure staff and governors are aware of their responsibilities in regards to Health and Safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and Guidance	
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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

Roles and Responsibilities	
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As our school has an Early Years Foundation Stage (EYFS) provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times when children are present, and must accompany children on outings. It is the responsibility of the Head Teacher to ensure this is in place. Please see Appendix 1 for the list of first aiders.

Appointed person(s) and first aiders

The school's appointed person is Clair Jerram. She is responsible for:

- Taking charge when someone is injured or becomes ill
- 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 list of first aiders in Appendix 1) 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 a first aid or accident form on the same day as, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

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

The local authority and governing board

Hampshire County Council 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.

The Head Teacher

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

- Making sure that an appropriate number of trained first aiders 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

Staff

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the appointed person(s) and first aiders in school are

- Completing a First Aid or accident form for all incidents they attend to where a appointed person(s) and first aiders are not called
- Informing the Head Teacher or their manager of any specific health conditions or first aid needs

First Aid Procedures	
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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
- A 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
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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, the Admin Team 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 Appointed Person will contact parents/carers immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

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

Off-site procedures

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

- A school mobile phone
- A portable first aid kit including, at minimum:
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- If appropriate, Risk Assessments for pupils with specific medical needs (e.g. allergies)
- Parents/carers' contact details
- When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:
 - 10 antiseptic wipes, foil packed
 - 1 conforming disposable bandage (not less than 7.5cm wide)
 - 2 triangular bandages
 - 1 packet of 24 assorted adhesive dressings
 - 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)

- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

The procedure for in-school accidents 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 EYFS school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

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

First Aid Equipment	
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Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 10 first aid kits on the premises (in bags/boxes)
- These first aid kits will be situated
 - 1 at the first aid area at the reception/shared area,
 - 1 in each classroom, to be available for lunchtime staff– kept in classroom (8)
 - 1 Beach school First aid kit
 - (includes portable first aid kits for trips and visits)

It is the responsibility of the appointed persons to check the contents of all first aid kits at end of every month and refill as necessary.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

Injuries or illness which require first aid will generally be treated in the shared area for each year group. This area will have chairs, a table, water, sick bowls, first aid kits.

Emergency Arrangements	
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Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if:

- It is considered to be a serious (or more than minor) injury
- It requires first aid treatment
- It requires attendance at hospital
- We are unsure of the severity of the accident and need to inform the parents – if in doubt always ring the parents to come and see the child

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Record keeping	
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Accident book - For pupils these will be kept in the first aid area –year group cupboards and with lunchtime staff first aid box.

Accident form Kept in the accident book and held for the appropriate amount of time following GDPR and the privacy policy

Staff accident book - kept in the first aid cupboard in office. When filled out from is given to the Head teacher and stored for the appropriate amount of time.

Administration of medicines consent form – must be completed prior to administration by parent/carer – The admin office has spare copies.

Record of prescribed medicines to be recorded on sheet – in first aid cupboard in office.

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (bump on head)
- Treatment provided and action taken
- Bump to the head – sticker given

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 will be supplied when reporting an accident, including all of the information included in the accident form.
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record held in class by the class teacher and at the end of each academic year the Admin Team will transfer these to the long-term educational records in storage.
- Records from the first aid and accident book 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, and then securely disposed of.

Reporting to the HSE

The Site 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 Site 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 Site 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](https://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Notifying parents/carers

The class teacher 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. Parents/carers will also be informed if emergency services are called.

Training	
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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.

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.

Monitoring arrangements	
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This policy will be monitored by the Site Manager and reviewed by the Head Teacher annually. At every review, the policy will be approved by the full Governing Body. The first aid provision will be reviewed by the Appointed Person(s) at least annually.

Appendix 1

Pediatric First Aid

Heather Cooper – expires June 2027

Gemma Spraggs – expires October 2027

Maddie Benwell – expires July 2028

Emergency First Aid

Charlotte Tighe – expires October 2028

Clair Jerram – expires October 2028

Schools First Aid

Maddie Benwell – expires September 2028

Katherine Grainger – expires September 2028

Sharon Bettesworth – expires September 2028

Leanne Cutler – expires September 2028

Sarah Dixon – expires September 2028

Chelsea Leworthy - expires September 2028

Karen Brown - expires September 2028

Ben Loris - expires September 2028

Sharon Allen - expires September 2028

Natalie Garner – expires January 2029