



First Aid Policy

Name of Governing Body Representative (GBR):	Kristofer McGhee
Signed by (GBR): <i>K. McGhee</i>	Date: October 2025
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1. Aims

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, 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
- 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

3. Roles and responsibilities

Appointed Person(s) and First Aiders

The school's appointed person will be responsible for:

- 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 (filled out on Arbor)
- Keeping their contact details up to date

Our school's first aiders are displayed prominently around the school.

The Local Authority and Governing Board

Hackney Local Authority 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 Headteacher

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

- Ensuring that an appropriate number of first-aid trained staff 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)

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 in the medical book and giving these to the office directly after an incident
- Informing the headteacher or their manager of any specific health conditions or first aid needs

Office

Office staff are responsible for:

- Scanning completed first aid forms and saving these onto the pupil's file on Arbor
- Typing up the incident on Arbor and sending the completed report to the parent/carer of the child
- Ensuring that first aid books are placed in the following places; EYFS, first aid room, first aid station (in the playground), year 6 corridor, year 4/5 corridor and year 1/2/3 corridor.

4. First aid procedures

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
- If a teacher is unable to contact a first aider, the child will be sent to the office manager, who will contact a first-aider if appropriate.
- 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
- 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 school office will contact parents immediately
- The first aider will complete an accident report form from the nearest first aid book (located in EYFS/first aid room/first aid station/year 6 corridor/year 4/5 corridor or year 1/2/3 corridor) directly after the incident
- The completed form will be given to office staff at the end of the break/lunch/lesson in which the incident occurred
- The completed form will be scanned in by office staff and saved to the pupil's file on Arbor.
- Office staff will enter the incident details into Arbor and send this report to the parent/carer via email
- Once entered into Arbor, the paper first aid form will be disposed of in the confidential refuse bins within the office
- There will be at least 1 person who has a current Paediatric First Aid (PFA) certificate on the premises at all times
- A first aid station will be staffed in the front playground, in front of the office, each break time and lunch time (unless it is wet play, when the first aid room will be utilised)

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 including, at minimum:
 - A leaflet giving general advice on first aid
 - 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
- Medication for pupils (where appropriate) in a clearly labelled bag with the pupil's name on
- Parents' 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 class teacher prior to any educational visit that necessitates taking pupils off school premises.

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.

5. First aid equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The school office
- All classrooms
- The school kitchens and dining hall

6. Ice Packs and Cold Compresses

Increasingly, Ice Packs are expected by both children and adults to form part of a response to minor slips, trips and falls in the school environment. Treatment with an Ice Pack is not always necessary or appropriate and often a Cold Compress will suffice.

Application of a cold compress to body tissues inflamed by recent trauma is generally believed to relieve pain and reduce swelling. An Ice Pack is not intended to resolve the cause of an injury, but it may reduce discomfort.

The NHS website recommends holding an ice-pack to an injury for short periods to help reduce swelling. In such a way, the school can provide relief short-term from the pain of injuries such as mild sprains and strains by providing a child with an ice-pack. However, treatment with an ice-pack is not always appropriate in all instances. For example, if the skin is broken and there is a risk of infection, inflammation forms part of the body's natural immune response and it may not be suitable to apply an ice-pack.

Additionally, if the incident is very minor, with no visible marks or swelling, treatment with an ice-pack may be unnecessary.

Ice packs are also associated with risks, especially where chemical ice-packs are concerned. Chemicals contained in re-useable ice packs, where they leak or burst, can cause eye irritation, redness of the skin or, if ingested, abdominal pain, stomach upset, nausea and vomiting, or diarrhoea.

In light of the above, the school will continue to evaluate and respond to each First Aid event on a case-by-case basis. However, in general, treatment with an ice-pack will be provided in the following circumstances:

- A head bump or any soft-tissue injury where there is a visible mark or swelling
- A suspected sprain, strain or break

- An insect sting

Ice-packs will not generally be provided for the following:

- Minor bumps where there is no visible mark or swelling
- Old injuries where application of a cold compress would no longer be of benefit
- Where the skin is broken and there is a strong risk of introducing infection, or suppressing the body's response to infection

Where an ice-pack is not deemed necessary, the child can still be offered a paper towel soaked in cold water.

Where an ice pack is provided, it will be for no more than 20 minutes and the child will need to be supervised at all times to avoid risk of injury due to leaking or burst Ice Packs.

7. Anti-Choking Devices

The school has installed three LifeVac anti choking devices. They are placed in:

- The Early Years room
- The Dining Hall
- The First Aid room

The devices are **not** intended to replace the trained methods of stopping choking (back blows, abdominal thrusts or chest thrusts for infants). They are intended to support an intervention if required.

You do not need specific training to use the device and if you are first aid trained, you should continue to respond in the way in which you have been trained and may consider the use of the LifeVac as an option. **You do not need to be first-aid trained to use this device.**

All staff will be required to view the link below on how to use the devices and each device has a poster beside it to aid in its use.

[Video - How to Use a LifeVac](#)

8. Automated External Defibrillator (AED)

The school has an AED on site for use in a cardiac emergency. It is stored in the First Aid room in a black carrier with "AED" written on it. It must remain in the first aid room unless it needs to be used in an emergency.

At the earliest opportunity, all staff should review the St John's Ambulance guidance on how to use a defibrillator. The first link below is a video and the second is a web page for staff who may not have access to video and/or audio.

[How to Use a Defibrillator \(AED\) - First Aid Training - St John Ambulance - Bing video](#)

[How to use a defibrillator | St John Ambulance \(sja.org.uk\)](#)

9. Record keeping and reporting First aid and accident recording

- An accident report will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury. This will be filled out in the paper first aid book and then entered onto Arbor (Appendix 1)
- A copy of the accident report form will also be added to the pupil's educational record on Arbor (Appendix 1)
- At the end of the day, a member of the school office will ensure that all records of first aid are sent to parents via email. Records held on Arbor 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 School Business Manager 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 School Business 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 office 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 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 an online RIDDOR report is available here:

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

Notifying parents

The school office 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. This will be sent in the form of an email. Parents will also be informed if emergency services are called.

10. Training

All school staff may be asked to undertake first aid training. 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 which meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

11. Monitoring arrangements

This policy will be reviewed by the assistant headteacher every year. At every review, the policy will be approved by the headteacher and full governing board.

12. Links with other policies

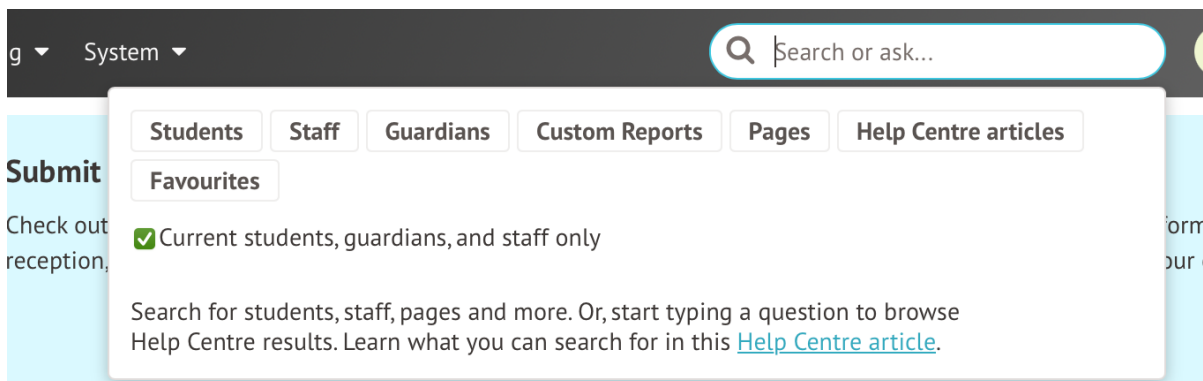
This first aid policy is linked to the:

- Health and safety policy
- Supporting pupils with medical conditions

13. Appendix 1 –Arbor First Aid Recording

In every event, even if it is only a simple clean and plaster, the event **must** be recorded in Arbor. *This is a legal requirement.*

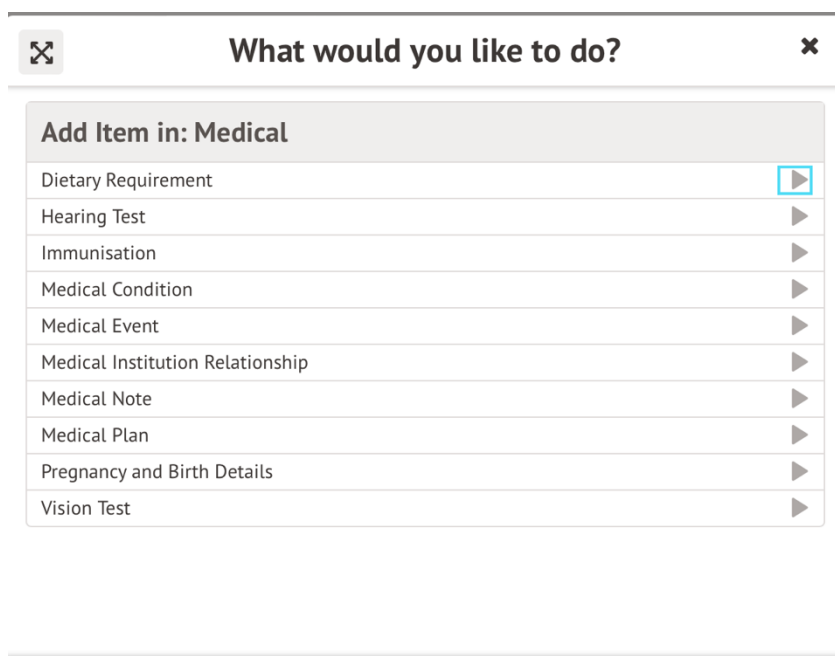
1. Type the name of the pupil into the search bar at the top of the home screen.



2. Scroll down on the pupil’s profile to the ‘medical’ section. Click on ‘add’

Medical		Add
NHS number	Not set	▶
Medical institution relationship	Not set	▶
Handedness	Not set	▶
Blood group	Not set	▶
Medical notes	None	
Immunisations	No details added	▶

3. Click on ‘medical event’



- Record description of incident from paper medical form. Upload scanned copy of medical form under the 'attachments' section.

« Back **Create Medical Event**

Event

Type*

Description*

Date and Time

Start date/time 09:43 20th Oct 2025

End date/time 09:43 20th Oct 2025

Attachments

Drag or *click to upload*

Cancel Save

- Press 'save'