



# CHRIST THE SAVIOUR C.E. PRIMARY SCHOOL

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms

*1 Peter 4:10*

## First Aid Policy

Policy to be approved by	Full Governing Body
Policy last reviewed	January 2026
Policy ratified and adopted by the Full Governing Body	Spring 2026
Policy due for review	Spring 2027

## I. 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

## Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools, health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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

## 2. Roles and responsibilities

In our Early Years Foundation Stage, at least 1 person who has a current Paediatric First Aid certificate (PFA) must be on the premises at all times.

### 3.1 Appointed person(s) and first aiders

The school's appointed staff for first aid are:

Karen Halliwell

Joan Ashoo

They are 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 online accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's first aiders are listed at the end of this policy. Their names are displayed prominently around the school in the areas they work.

### **3.2 The governing body**

The governing body 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.

### **3.4 The Headteacher**

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

- Ensuring that an appropriate number of trained first aiders, including PFA's 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)

### **3.5 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 medical staff are not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs
- Ensuring they know and follow the expectations listed in the Staff Handbook under site and pupil safety in particular:
  - General movement around the school
  - First Aid
  - Administering minor first aid in classrooms
  - Supporting children who use inhalers and AAI's in school
  - Allergic reactions
  - PE lessons
  - Guidance on infection control
  - When an ambulance is required
  - Major injuries

## **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 admin team or medical staff will contact parents immediately
- The first aider or medical 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

Early Years Foundation Stage provision:

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 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 Assistant Headteacher for the phase prior to any educational visit that necessitates taking pupils off school premises.

Early Years Foundation Stage:

- 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 with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room on both sites
- Reception (at the desk)
- Specialist rooms (dramatherapy, SEN intervention, Art room)

- The school kitchens
- The Nursery

PE teachers have individual first aid kits and class teachers have small first aid kits.

## 6. Record-keeping and reporting

### 6.1 First aid and accident recording

It is a legal requirement that all accidents be recorded and reported. The procedures for reporting pupil accidents are as follows:

Minor accidents e.g. grazes, bumps, bruises or cuts and illnesses e.g. headaches, stomach aches, slight temperature must be recorded on the school online system “Medical Tracker”

The following information must be reported online:

- Date and time
- nature of incident,
- location,
- name of casualty
- the person reporting the incident
- The first aid administered.

For major accidents, e.g. severe cuts, head injuries, burns or scalds, suspected bone injuries such as fracture or dislocation, which the attending First Aider decides will require immediate qualified medical attention, the procedure is as follows:

1. An ambulance is called by the Headteacher, Deputy Headteacher, First Aider or Administrator
2. Parents/carers of the casualty must be informed immediately
3. The incident is reported to the office and the child's details will be printed out for the ambulance crew.
4. An online accident form is completed by the First Aider and attending First Aider via Medical tracker
5. The site manager will escort the ambulance crew to the casualty and the time of the emergency phone call and time of arrival of the ambulance will be recorded.

Parents will be informed of all injuries via email, in person or by phone. All efforts will be made to contact parents via the telephone if an ambulance is called. A 'Medical Tracker' notification will be sent to parents/carers at the end of the school day and will also be copied to the class teacher.

Should a minor illness appear to worsen, as in the case of vomiting or high temperature, the Headteacher, Deputy Headteacher or senior member of staff must be informed, and the parents/guardian contacted to take the child home. Sick children cannot be left unattended; they must wait in the welfare office until a parent or designated adult comes to collect them.

An accident form will be completed by the medical team or first aider 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. A copy of the accident report form will be kept in school for 3 years in line with our data retention policy. Records held in 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.

### 6.2 Reporting to the HSE

The Headteacher 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 Headteacher 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)
  - Any scalding 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
  - An electrical short circuit or overload causing a fire or explosion

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**

The medical team or admin staff 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.

### **6.4 Reporting to Ofsted and child protection agencies**

The Headteacher or Deputy Headteacher 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 Headteacher will also notify Ealing Local Authority Health and Safety Representatives (Raj Choudhry, Steve Dunham) 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 Headteacher and Governor with responsibility for Health and Safety every 3 years.

At every review, the policy will be approved by the Headteacher, Governor responsibility for Health and Safety and the Resources Committee.

## **9. Links with other policies**

- Health and safety policy
- Risk assessments
- Policy on supporting pupils with medical conditions

## **10. Staff with valid PFC Paediatric First Aid training:**

A list of staff with first aid qualifications is available on request.