Policy for First Aid

The staff responsible for First Aid are

Mrs D. Pawsey Mrs A. Plowman

The governor responsible for the First Aid policy is

The Health & Safety Governor

Agreed by governors: 17th April 2026

Review date: April 2027

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 on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981 that state that employers must provide adequate and qualified first aid personnel, and appropriate equipment and facilities to enable first aid to be administered to employees.
- The Management of Health and Safety at Work Regulations 1992 that 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 that 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 that 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 that set out rules on the retention of accident records.
- The School Premises (England) Regulations 2012 that require that suitable space is provided to cater for the medical and therapy needs of pupils.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is Denise Pawsey. She is 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.

The school has 46 trained first aiders and one paediatric first aider. 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.

Our school's first aiders are listed in Appendix 1.

3.2 The local authority and governing board

Norfolk 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.

3.3 The Headteacher

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

- ensuring that an appropriate number of trained first aid personnel 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 staff 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).

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, a member of office staff will contact parents immediately;
- the relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

4.2 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
- information about the specific medical needs of pupils
- access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current first aid certificate on school trips and visits.

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 kept in the school office, the admin store and the school kitchen.

6. Record-keeping and reporting

6.1 First aid and accident record book

- A carbon-copy form is completed in the current Accident Report Book if the injury needs minor first aid- a wipe, cold compress, plaster or ice pack for a short time.
- The white copy is sent to class for the child to take home. Additionally, a 'head bump' sticker is given to children who have received a knock to their head, and parents are telephoned or sent a text to notify them.
- Records held in the carbon-copy 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 will be securely disposed of.

6.2 Reporting to the HSE through OSHENS

Accidents to staff, visitors and pupils resulting in a visit to hospital or requiring medical treatment should be reported through the OSHENS online accident reporting system as soon as is reasonably practicable and in any event within 10 days of the incident. OSHENS will report any accidents that are RIDDOR reportable to the HSE.
Reportable injuries, diseases or dangerous occurrences include:

- death
- specified injuries that 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 scalping requiring hospital treatment
    - any loss of consciousness caused by head injury or asphyxia
    - any other injury arising from working in an enclosed space that 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

6.3 Physical assault

Staff should complete a blue incident report form or a CPOMS online incident form if they or a pupil have been physically assaulted or injured by another pupil. The form should include a timeline leading to the assault, any triggers and resulting behaviours.

6.4 Notifying parents

The white copy from the Accident Report Book is sent to class for the child to take home. Additionally, a 'head bump' sticker is given to children who have received a knock to their head, and parents are telephoned or sent a text to notify them.

7. Training

All school staff are asked to undertake first aid training, either as part of the 'term time + 1' contract, or as paid training hours if they are employed 'term time only'. First Aid qualifications offered by other organisations (e.g. Girl Guiding) are recognised. The school keeps a register of all trained first aiders, what training they have received and when.

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 and is updated at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the headteacher in conjunction with the Governor Responsible for Health & Safety every year.

At every review, the policy will be approved by the full governing board.

9. Links with other policies

This first aid policy is linked to the

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

Appendix 1: Staff First Aid Training Log

	07.10.14	16.11.15	25.05.16	21.11.16	11.06.18	17.06.19	05.07.21	09.05.22	17.06.24	05.06.25						
First Aid at Work + Paediatric																
Ann Plowman	29.09.16					10.10.19				04.10.22			06.10.28			
First Aid at Work																
Denise Pawsey	16.11.16					29.11.19				08/09.11.22			10.11.28			
Emergency First Aid at Work																
Stacey Vale																
Claire Keen																
Katharine Walsh																
Nicky Wheeler																
Julie Hines																
Vania Ahmed																
Donna Baker																
Mary Rush																
Zoë Feavearyear																
Debra Owen																
Carolyn O'Dea																
Jane Martin																
Sarah Bradford																
Cas Davies																
Jo Leftley																
Tracey Willer																
Charlotte Birkinshaw																
Lynn Collis																
Lucy Page																
Alison Jilley																
Diana Broadley																
Sadie Dowden																
Nikki Oakley																
Sue Sillett																
Sarah Whatling																
Sarah Drury																
Michelle Martin																
Lizzie Skulski																
Jenny Stokes																
Hannah Bates																
Leigha Button																
Racheal Godbold																
Hayley Pryke																

	07.10.14	16.11.15	25.05.16	21.11.16	11.06.18	17.06.19	05.07.21	09.05.22	17.06.24	05.06.25						
Aysenur Adiguzel																
Zyubeyde Halil																
Donna Stimpson																
Carole Vaughan																
Kim Charles																
Marcie Crawley																
Clare Campbell																
Rebecca Stebbings																
Simon Andrew																
Laura Barnes																
Sarah Casey																
Jess Dove																
Felicity Brown	Paediatric First Aid course Expires 10.11.25															
Natasha Rush																
Claire Kitchener																
Lesley Hull																
Joseph Santy																
Hannah Shadwell																
Jordan Beta																
Edna Pires																
Jane Marsh																
Francesca Leeder																
Kerrie Hunt																
Shelley Stoll																
Tim Dynan																

Appendix 2: Standard Accident Procedures

Roydon Primary School

Standard Accident Procedure

Green

Member of staff in charge of children initiates **green** SAP

IF:

a) they are not the only member of staff outside **AND**

b) they have a first aid kit

↓

Injured child treated by
qualified first-aider,
e.g. injury cleaned with antiseptic wipe, plaster applied

↓

Child well enough to remain in school

↓

Copy of accident slip sent to parents

Green should be used when:

- **the member of staff is not the only adult outside**
- **the member of staff has a first aid kit**
- **child has a graze, small cut, minor bump, etc.**

Roydon Primary School

Standard Accident Procedure

Yellow

Member of staff in charge of children initiates yellow SAP

↓

Sensible child accompanies injured child to office

↓

First-aider in the office treats child

↓

First-aider in the office informs class teacher, & parents if appropriate

↓

Child remains in school

↓

Send accident report slip to parents

Child goes home with parent or nominated adult

Yellow should be used when:

- **the child can be moved without any risk of further injury AND**
- **the member of staff in charge is the only adult outside**
- **there is no member of staff outside with a first aid kit OR**
- **the injury requires treatment beyond what is kept in the first aid bum bags (plasters & wipes)**

Roydon Primary School

Standard Accident Procedure

Red

Member of staff in charge of children initiates **red** SAP

Member of staff in charge:
- Removes other children to a safe & appropriate distance
- Stays with injured student
- Provides emergency aid
- Does not move injured child
- Keeps injured child warm
- Awaits first-aider

Two children sent to office with red card

Adult in office sends first-aider, with a 'phone, red cards & foil blanket, to scene of accident

First-aider assesses child

When first aider arrives, member of staff in charge takes other children away from scene of the accident

END

First aider stays with injured child, & sends two children to the office with the 'Please call the parents' red card

First aider stays with injured child, & sends two children to the office the 'I have called an ambulance' red card

First-aider initiates yellow SAP & takes child to the office

END

Adult in office:
- Sends second member of staff to scene of accident
- Informs head teacher (HT)
- Informs parents
- Collates relevant information for paramedics, if necessary
- Has responsible adult standing by to go to hospital in parent's absence
- Directs paramedic/parent to scene of the accident

First aider calls for ambulance

Paramedic arranges for child to be taken to hospital

Parent goes with child in ambulance to hospital.

Responsible adult goes with child in ambulance to hospital & stays at hospital until parent arrives

HT or DH keeps in contact with parents about progress and recovery of student

END

Member of staff in charge & first aider complete online accident report form with HT or DH

Red should be used when:

- **there is any doubt about the level or nature of the injury**
- **the child is or has been unconscious**
- **concussion has occurred as a result of the accident**
- **there is a suspected fracture or severe bleeding**
- **the child is in shock**