



St Leonard's Church of England Primary School

First Aid Policy

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Reviewed	February 2026
Policy written by:	SLT
Ratified by	Governors
Date of next review:	January 2027



Following in Jesus' Footsteps...

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](#), 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

Roles and responsibilities

In our school we have Early Years Foundation Stage provision, therefore at least one person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

Beyond this, in all settings (and dependent upon an assessment in first aid needs) school should have a sufficient number of suitably trained first aiders to care for all employees and pupils, in case they are injured.

Appointed person(s) and first aiders

The school's appointed persons are Claire Nicholas / Mrs Tracy Bolton / Miss Debbie Watson

They are responsible for:

- 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 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 or staff home to recover, (in consultation with a member of SLT- preferably the Headteacher.)
- 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. Their names will also be displayed prominently around the school.

The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the head teacher and staff members.

The head teacher

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

- Ensuring that an appropriate number of first aiders 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
- Ensuring 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:

- Follow the school's procedures relating to First Aid
- Ensuring they know who the first aiders in school are if one is required (see appendix 1)
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the head teacher of any specific health conditions or first aid needs

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.
- 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 at the scene until help arrives.
- If the injured person (or 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, 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 the Senior Leadership Team or Office Staff will contact parents immediately.
- The first aider/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.
- There will be at least one 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 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 and the relevant medication for each for these pupils.
 - A clean, fresh bottle of water
 - Parents’ contact details are held at the school office. They are only carried on school visits when the visit extends beyond the working day – e.g. residential trips.
 - There is always a base-contact with access to 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 20cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-end scissors

Risk assessments will be completed by the staff leading the trip in consultation with the Educational Visits Co-ordinator prior to any educational visit that necessitates taking pupils off school premises.

Early Years - There will always be at least one 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.

Y1- Y6 - There will always be at least one first aider on school trips and visits for Years 1-6.

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
- Clean fresh bottle of water

No medication is kept in first aid kits.

First aid kits are stored in each classroom, in the school office, designated first aid area. First Aid kits are taken outside at dinnertimes by the welfare staff.

First Aid Kits are stored in:

- Each classroom
- Front office
- School kitchen

Record-keeping and reporting

School will fulfil its obligations to report accidents and first aid records to the local authority where this is deemed necessary with advice from Lancashire County Council.

First aid and accident record book

Minor incidents/accidents requiring First Aid

Procedures during the school day including at playtime

- Details of the accident resulting in a minor injury will be recorded on a First aid slip. These are kept in classrooms with first aid kits, within the large first aid kits and lunchtime first aid bumbags.
- The first aid slip will be completed by the first aider or relevant staff member 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 on the first aid slip.

- One copy of the first aid slip goes home with the child to communicate that first aid has been given, the carbon (second) copy of the first aid slip remains in school.
- Minor First Aid incidents are recorded by the school office on CPOMs.

Lunchtime

- Procedure as above. Lunchtime staff deliver First Aid Slips to classes at the end of lunch and communicate incidents to teachers and to the school office on leaving the building.

Serious incidents/accidents requiring first aid

Procedures during the school day including at playtimes and lunchtimes

- In the event that the adult or child required external medical attention an additional accident report form will be completed under advice of SLT. A copy of this additional accident report form will be added to the child's record on CPOMs and the hard copy kept in the designated file in the school office.
- 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.

Reporting to the HSE

The school 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 will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident.

School will refer to the HSE Incident Reporting in Schools (Accidents, Diseases and Dangerous Occurrences) Guidance for Employers

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) which:

- o Any scalding requiring hospital treatment
- o Covers more than 10% of the whole body's total surface area; or
- o Causes significant damage to the eyes, respiratory system or other vital organs
- 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) In this case, the Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
 - Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done inform further practice. Examples include but are not limited to:
 - o The collapse or failure of load-bearing parts of lifts and lifting equipment
 - o The accidental release of a biological agent likely to cause severe human illness
 - o The accidental release or escape of any substance that may cause a serious injury or damage to health
 - o 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>

Notifying parents

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

Reporting to Ofsted and child protection agencies

The head teacher will notify Lancashire County Council of any serious accident or injury to, or the death of, a pupil while in the school's care and take advice.

Day to day minor accidents involving pupils

We acknowledge that young children often fall, slip, trip and have minor accidents during school days, for example grazed knees/elbows.

Accidents such as these will be recorded in the same way as outlined in this policy and a white copy of the accident report form will be sent home and we will inform parents/carers at the end of the school day.

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.

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 one 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.

First aid arrangements are displayed around school prominently.

Monitoring arrangements

This policy will be reviewed by the head teacher annually.

Links with other policies

This first aid policy should be read in conjunction with:

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

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



First Aiders

Paediatric First Aid

Completed December 2024 (inc. use of Defibrillator)

(Expiry 12/2027)

Pam Shields
Julie Harris
Sara Town

Completed September 2025 (inc. use of Defibrillator)

(Expiry 09/2028)

Marie Fenton
Janine Watkins
Leah Cross
Vicky Clayton
Sharon Whittaker

First Aid Bags

Basic First Aid Bags are kept in ALL classrooms and the main hall.
Larger First Aid Bags are kept in the school office and the First Aid Station.

Paediatric First Aid – Theory only (updated March 25)

Claire Nicholas	Shani Howarth
Kirstie Esson	Leah Cross
Tarn Pollard	Amanda Cronshaw
Henna Duggan	Mandy Skilling
Alex Waddicor	Sarah Pegrum
Hannah Fountain	

Emergency First Aid in the Workplace and First Aid for Outside Incident Management (Expiry March 26)

Debbie Cross
