



Bristol Drive

Lincoln

LN6 7UE

First Aid Policy

December 2024

This policy is in place to ensure the health and safety and medical care of all staff, pupils and visitors to our school. It should be read in conjunction with our Supporting pupils with medical conditions policy and our Children with health needs who cannot attend school policy.

Policy Owner	Designated Safeguarding Lead
Governing Body Committee	Development
Date Approved by Governors	
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Our Aims

At Sir Francis Hill Primary School, the aims of our first aid policy are to:

- Ensure the health and safety and medical care of all pupils, staff and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety and medical care
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and guidance

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. HSE has published detailed first aid guidance to help employers comply with the regulations and offers practical advice on what they need to do. While the regulations do not require employers to provide first aid for anyone other than their own employees, it is strongly recommended that all schools and colleges consider the needs of non-employees such as pupils, students and visitors when making provision for first aid. In practice, this means that most day-to-day functions in respect of health and safety and first aid are delegated to the headteacher.

First aid provision must be available while people are on school premises. It must also be available when staff, pupils and students are working elsewhere on school activities including any off-site activity such as educational visits. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment. This does not apply to work placements as work experience students are employed by the placement provider.

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](#), 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

At Sir Francis Hill, we will always have staff trained in first aid in the school building within the hours of 8.00am and 4pm, in order to treat pupils, staff and visitors; we will also have at least one person who has a current Paediatric first aid (PFA) certificate on the premises in the hours that the children are in school (8.50am – 3.30pm).

Appointed person(s) and first aiders

Staff trained in first aid at Sir Francis Hill 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
- Acting as first responders to any incidents, 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 (found in the Accident book kept in school Reception) on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

The local authority and governing board

Lincolnshire County Council (the LA) 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 trained first aid 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 and/or Ofsted 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 for all incidents they attend to
- Informing the headteacher or their manager 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 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, a member of the Admin Team or SLT will contact parents immediately. Access to the school can be made through the main school entrance on Bristol Drive. If access is needed to the field, this can be made through the gates on the right hand side of the school car park.
- The 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

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- Information about the specific needs of the pupils on the trip
- Contact details of parents
- 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

When transporting pupils using a vehicle (such as a coach from a local company etc), the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 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 × 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 staff organising the trip, using LCC's Evolve online system (<https://evolve.edufocus.co.uk/evco10/unknown.asp>) prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider with a current paediatric first aid (PFA) certificate on school trips and visits for Nursery and Reception, as required by the statutory framework for the Early Years Foundation Stage.

First aid equipment

A typical first aid kit in our school will usually 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.

At Sir Francis Hill, First aid kits are stored in:

- The medical room
- The school kitchen

On site Defibrillator

We have a Defibrillator in school. This is stored in the First Aid Room and is in a Heart Start Yellow box. If this is used, this needs reporting to the Senior Leadership Team and recorded in the School Accident book which is stored in Reception.

Record-keeping and reporting

First aid and accident record book

- An accident form will be completed on the same day or as soon as possible after an incident resulting in an injury (this will be done in one of our printed school accident small books)
- As much detail as possible should be supplied when reporting an accident
- 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 Senior Administrator 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). This will be reported to the HSE 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](#)

Reporting to Ofsted and child protection agencies

A member of SLT 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 DSL will also notify the local Safeguarding Children's Partnership of any serious accident or injury to, or the death of, a pupil while in the school's care.

Notifying parents

Parents will receive a message through the Arbor system to state that their child has had a head injury. An accident slip will be given to the child to take home. For any injury or illness that is deemed more serious, a parent will be called.

The message in Arbor reads as so:

Arbor Message

↩ → 🔗 Merge Fields 🖨 ⌵

FIRST AID NOTE

Recipient(s) First Name Recipient(s) Last Name has had a head bump in school today (Current Date (Numerical)).

They have received first aid and will be monitored by staff. They will also receive a first aid slip to bring home at the end of the day. If the situation changes we will contact you or if you have any concerns please contact the school.

Thank you

Training

All school staff are expected to undertake first aid training. All first aiders at Sir Francis Hill have completed a training course. We keep a register of all trained first aiders, what training they have received and when this is valid until. We will arrange for first aiders to retrain before their first aid certificates expire. 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.