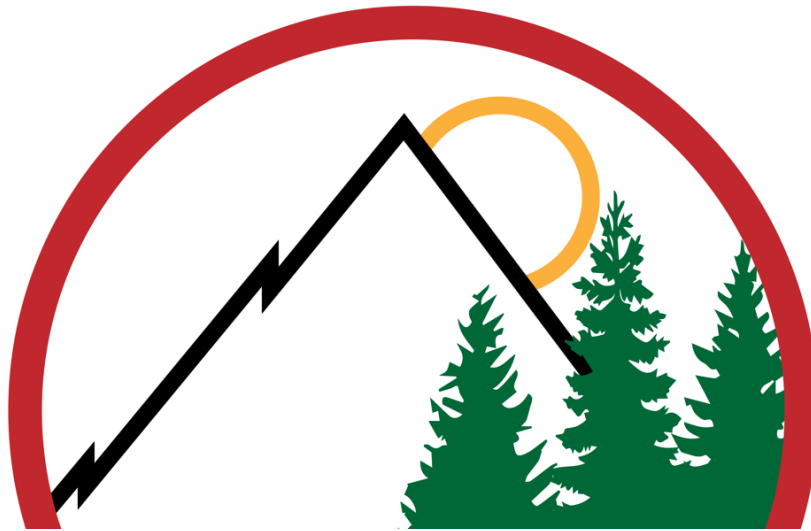


BLACK FIRS PRIMARY SCHOOL



First Aid Policy

Approved by: Shazma Mahmood-Shakoor, Chair of Govs **Date:** Sept 2025

Last reviewed on: September 2025

Next review due by: Sept 2026

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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](#) 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed first aiders can be found in Appendix 1 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 accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
 - Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 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 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 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 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 (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

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 School Office Manager or Office Administrator will contact parents immediately

The first aider/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 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 class teacher prior to any educational visit that necessitates taking pupils off school premises. This will be checked by the Educational Visits coordinator (EVC) and the Headteacher.

There will always be at least 1 first aider on school trips and visits.

Early Years Foundation Stage:

From September 2025, the EYFS framework introduces stricter requirements for Paediatric First Aid (PFA). All students, trainees, and apprentices must now hold a valid PFA certificate to count in staff-to-child ratios. It is also mandatory for a PFA-qualified staff member to be present in the room whenever children are eating (e.g., snacks, lunch, tea) to improve emergency response times.

The framework reinforces the need for at least one PFA-certified person to always be on-site

during operating hours and on all outings. Providers are also expected to maintain accurate records of PFA certification and ensure staff attend high-quality, child-specific training.

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:

- Every classroom
- Reception
- The practical areas have wall mounted first aid boxes
- The school kitchens

6. Record-keeping and reporting

6.1 First aid records

A first aid accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. Lunchtime middays complete a written accident form and give this to the class teacher to pass on to parents. If the accident involves a head bump the Admin Officer will contact parents to inform them via phone call as soon as possible after the incident and then adds this to CPOMS.

As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2

6.2 Reporting to the HSE

The Headteacher will complete 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) using PRIME reporting system.

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>

7. Training

All school staff are able to undertake first aid training if they would like to. From September 2025 all EYFS staff are required to complete a paediatric first aid course or must hold a valid certificate.

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 (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher every year.

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

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy

- Risk assessment policy

- Policy on supporting pupils with medical conditions

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

STAFF MEMBER'S NAME	ROLE
Helen Gaunt	Senior First Aider
Kirsty Plant	Family Support Worker
Rebecca Paden	Teacher
Jo Mullins	Teaching Assistant (HLTA)
Kirsty Bibby	Teacher
Rebecca Andrews	Teaching Assistant
Nikky Hand	Teaching Assistant
Paediatric Qualification completed through Mini First Aid April 2025	
Anna Jones	Headteacher
Shannen Sefton	Catering team/OSC
Becky Carruthers	Midday/OSC
Ben Smyth	Teacher
Pete Woods	Teacher
Samantha DeJesus	Teacher
Jen Harrison	Deputy Head/EYFS Lead
Dave Lupton	Site Maintenance Officer/OSC
Parul Mehrotra	Early Years Teacher Apprentice
Sian Wright	Teacher
Carly Hopkins	Office Manager
Sarah Blythe	Teaching Assistant

Black Firs has accident reporting books in all areas of school, including staffroom and school office. If this cannot be located please use the form below and photocopy, keeping one for school records in the first aid book at school and giving one to the parent.

An adult first aid book is kept in the school office. Any accident reportable to RIDDOR must be reported to the Headteacher (Anna Jones), Senior First Aider (Helen Gaunt) and Site Manager (David Lupton) and this will then be recorded via PRIME local authority accident reporting online site by the senior first aider as well as shared with TLP Director of Estates (James Routs).

Appendix 2: accident report form in case First Aid Books unavailable

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
RECORD OF ACTIONS			
First Aid applied			
Informed class teacher			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	