

October 2025

Next Review Date: October 2026

Signed by:

Claire Jones

Headteacher

Date: Oct 2025

Euxton Primrose Hill School

First Aid Policy



Policy Statement

Euxton Primrose Hill Primary School is committed to providing a safe and healthy environment for pupils, staff, visitors, and contractors. We recognise our duties under the Health and Safety (First Aid) Regulations 1981, the Health and Safety at Work Act 1974, and related guidance, including:

- RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
- Keeping Children Safe in Education (KCSIE) 2025
- EYFS Statutory Framework

We aim to ensure that:

- Appropriate first aid provision is available at all times on the school premises and during off-site activities.
- First aid is administered promptly and safely by trained staff.
- Accurate records are maintained, and parents/carers are informed as required.
- The dignity and safeguarding of children are prioritised.

Purpose

This policy provides:

- Clear roles, responsibilities, and procedures for first aid in school.
- Assurance to staff, pupils, and parents that health, safety, and welfare are paramount.
- Guidance on the management of accidents, injuries, and medical emergencies.

Roles and Responsibilities

Governing Body

- Ensures the school has adequate and appropriate first aid provision.
- Reviews and approves this policy annually.

Headteacher

- Ensures the policy is implemented effectively.
- Ensures staff receive training and that risk assessments are completed.

Office Manager

- Takes charge of first aid arrangements (e.g., calling emergency services, restocking kits).

Business Manager

- Maintains accident and incident records.

Trained First Aiders

- Hold a current First Aid at Work / Paediatric First Aid certificate.
- Provide first aid in line with training and policy.
- Record all first aid treatment in the accident book/system.

All Staff

- Familiarise themselves with this policy and act in accordance with it.
- Take reasonable care for the health and safety of themselves and others.

First aid procedures and equipment

In-school procedures

In the event of major injury, a First Aid trained member of staff should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given. If the injury is serious and requires medical assistance, parents/carers and/or emergency services will be contacted.

In the event of minor injury, once treated, the class teacher or teaching assistant must be informed so that they can liaise with Parents/Guardians/Out-of-school club/Carer at the end of the school day.

Where a child appears unwell or has sustained an injury that may require going home, the class teacher should notify a member of SLT.

If SLT is unavailable, the class teacher may use their professional judgment to initiate contact with parents/carers, ensuring the child's wellbeing is prioritised. All such decisions must be recorded and communicated to SLT as soon as practicable.

Should the decision be that Parents be notified/the child needs to go home the class teacher will ask for parents/carers to be called.

First Aid Provision

- **First Aid Kits:**
 - Located in:
 - Front entrance foyer
 - EYFS foyer
 - KS1 foyer (outside of Burrow)
 - KS2 foyer x2
 - Lower Hall
 - Upper Hall
 - Office for school trips
 - Checked termly by the appointed person and restocked as necessary.
- **Defibrillator (AED):**
 - Located in front entrance foyer.
 - Can be used by anyone; instructions are provided with the unit.
- **Playtime/Lunchtime Cover:**
 - Lunchtime - Boxes containing first aid items are taken out to the upper and lower playground by Welfare staff.
- **Off-site Visits:**
 - Emergency first aid kits taken on all trips.
 - At least one qualified First Aider present (including Paediatric First Aider for EYFS).

Procedures

Cuts and Minor Injuries

- Cleaned with a sterile wipe and dressed appropriately.
- Check for plaster/latex allergies before applying.
- Record in accident book and inform parents if needed.
- Gloves must be worn when treating bleeding wounds.

Head Injuries

- All bumps to the head are treated as potentially serious, regardless of severity or pupil age.
- A cold compress is applied and the pupil is monitored for signs of concussion or distress.
- Any visible swelling (e.g., Visible swelling or raised lump on the head), bruising, or behavioural change **must trigger a phone call to parents/carers**, even if the pupil appears well.

EYFS pupils:

- Parents/carers must always be contacted by phone following any head injury.

The incident must be:

- Recorded in the accident book
- Communicated to the office for follow-up
- Accompanied by an accident slip and sticker for the pupil
- Staff must report all head injuries they witness, even if the pupil says they are fine.
- Parents are advised to monitor for symptoms such as vomiting, dizziness, or unusual tiredness and seek medical attention if needed.

Serious Accidents or Illness

- Dial **999** and request an ambulance.
- Give:
 - School address: [Euxton Primrose Hill Primary School, Primrose Hill Road, Chorley, PR7 6BA].
 - Location within school: [e.g., playground, classroom].
 - Child's name, age, and symptoms.
- A staff member will meet the ambulance crew and escort them to the casualty.
- Parents informed immediately.

Reporting

- All incidents recorded in the Accident Books located in:
 - EYFS foyer
 - KS1 foyer (outside of Burrow)
 - KS2 foyer (on fridge outside Y4 Snowdon)
 - Lower Hall in First Aid Box
 - Welfare Box for Upper Playground (black fridge outside Y2 Maple)
 - Welfare Box for Lower Playground (Y3 Rivington cloakroom)

- Serious accidents reported online via HS1/RIDDOR forms.
- Copies of accident records stored securely in line with GDPR.

Staff Accountability

All staff must report any injury witnessed, even if the child says they are fine, to ensure a first aider checks them.

Retention of Records

Accident and first aid records are retained as follows, in line with the school's Data Retention Schedule.

Records relating to accident/injury - Date of incident + 12 years

Accident Reporting – Adults – Date of incident + 6 years

Accident Reporting – Children – Date of incident + 25 years

Notifying parents

The First Aider 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. This is done via an accident slip given to the pupil.

Parental Follow-up

Parents are asked to seek medical attention if symptoms develop after school (e.g., vomiting, dizziness, unusual tiredness). This advice is provided via email or phone call to parents following a head injury.

For pupils in EYFS, parents must always be contacted by phone following a head bump, regardless of severity.

Reporting to the HSE

Records will be kept 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 or Business Manager 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 scalping 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>

Reporting to Ofsted and child protection agencies

The Head 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 Head will also notify LA of any serious accident or injury to, or the death of, a pupil while in the school's care.

Medical Needs and Medication

- Pupils with medical conditions (e.g., asthma, allergies, diabetes) have Individual Health Care Plans.
- Staff are briefed on children with serious medical needs. Those with health risk assessments

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.

Infection Control and Hygiene

- Disposable gloves and aprons available in all first aid kits.
- Hands washed before and after administering first aid.
- Contaminated waste disposed of in designated bins.