

Shavington Primary School



First Aid Policy

Last reviewed: January 2026

To be reviewed: January 2027

1. Aims

The aims of this 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 (DfE) 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
- [The 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

3. Roles and responsibilities

3.1 First Aiders

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 home to recover, where necessary

- Filling in an accident report, as soon as is reasonably practicable, after the incident
- Keeping their contact details up to date

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

3.2 The Headteacher

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

- Making sure that an appropriate number of trained first aid personnel are present in the school at all times
- Making sure that first aiders have an appropriate qualification, keep training up to date, and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Reporting specified incidents to the HSE when necessary

3.3 Staff

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure 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

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 the scene until help arrives
- If the injured person (or their parents/carers) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements
- 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, they will contact parents/carers and ask them to collect their child. On the parents/carers' arrivals, the first aider will recommend next steps to them
- If emergency services are called, the first aider will contact parents/carers immediately
- The first aider will complete an accident report form as soon as is reasonably practicable after an incident resulting in an injury

There will be at least one person who has a current paediatric first aid certificate on the premises at all times.

4.2 Off-Site Procedures

When taking pupils off the school premises, staff will make sure that they always have the following:

- A mobile phone
- A portable first aid kit including:
 - Plasters
 - Medi Cleansing Wipes
 - Adhesive Wound Dressings
 - Bandages
 - Scissors
 - Foil Blankets
 - Gloves
- Information about the specific medical needs of pupils
- Parent/carer contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

The procedures outlined in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

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

5. First Aid Equipment

A typical first aid kit in our school will include the following:

- Plasters
- Medi Cleansing Wipes
- Adhesive Wound Dressings
- Bandages
- Scissors

- Foil Blankets
- Gloves

Supplies for more serious incidents (including burn gels, ice packs and eye wash) are stored in the Site Office.

First aid kits are stored in the following locations:

- Year 1 Corridor
- Year 3/4 Corridor
- Year 5/6 Corridor
- Sports Hall Corridor (the defibrillator is also located here)
- Nursery Kitchen
- BASC Kitchen
- Site Office

There are an additional two boxes that are taken outside during break times. Furthermore, all classes have a blue box to take with them in the event of an emergency. These boxes include essential medication for the children in the class (for example, inhalers or auto-adrenaline injectors).

6. Record Keeping

6.1 First Aid and Accident Record Keeping

- An accident form (online via Medical Tracker) will be completed as soon as possible after an incident resulting in an injury
- As much detail as possible will be supplied when reporting an accident
- Records held on Medical Tracker form part of the pupil file and will be retained on the platform until the child turns 25 years old.

6.2 Reporting to the HSE

The School Business Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7)

The School Business Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and reported in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - 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
- Work-related injuries that lead to an employee being 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 School Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

* An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc.) and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

6.3 Notifying parents/carers

The first aider will inform parents/carers 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.

7. 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 hold a current paediatric first aid certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The paediatric first aid certificate will be renewed every three years.

8. Monitoring Arrangements

This policy will be reviewed annually.

Appendix 1: list of first aiders

| STAFF MEMBER'S NAME | ROLE | QUALIFICATION |
|---------------------|---------------------------------|----------------------|
| Emma Dawes | Teaching Assistant | Paediatric First Aid |
| Sarah Doorbar | Teaching Assistant | Paediatric First Aid |
| Lisa Hulse | Teaching Assistant/BASC Manager | Paediatric First Aid |
| Michelle Hulse | Teaching Assistant | Paediatric First Aid |
| Penny Jess | Teaching Assistant | Paediatric First Aid |
| Kirsty Kerr | Teaching Assistant | Paediatric First Aid |

| STAFF MEMBER'S NAME | ROLE | QUALIFICATION |
|---------------------|---|---|
| Sue Macintyre | Teaching Assistant | Paediatric First Aid |
| Chris Maloney | Teaching Assistant/BASC Support Worker | Paediatric First Aid and First Aid at Work |
| Louise Oldershaw | Teaching Assistant | Paediatric First Aid |
| Shannon Prawl | Senior Administrator | Paediatric First Aid |
| Alison Proudlove | Teaching Assistant | Paediatric First Aid and Mental Health First Aid |
| Laura Robinson | Teaching Assistant/BASC Support Worker | Paediatric First Aid |
| Christine Spencer | Midday Supervisor | Paediatric First Aid |
| Bev Steele | Teaching Assistant/BASC Support Worker | Paediatric First Aid |
| Pauline Wain | Teaching Assistant | Paediatric First Aid |
| Maggie Wollaston | Teaching Assistant/BASC Support Worker | Paediatric First Aid |
| Maxine Wright | Teaching Assistant | Paediatric First Aid |
| Sarah Basset | Teaching Assistant | First Aid at Work |
| Jamie Chapman | Teaching Assistant | First Aid at Work |
| Sarah Doorbar | Teaching Assistant | First Aid at Work and Mental Health First Aid |
| Alison Eden | Teaching Assistant | First Aid at Work |
| Danny Harrison | Teaching Assistant | First Aid at Work |
| Wendy McCandless | Home School Mentor | First Aid at Work |
| Suzanne McGregor | Teacher | First Aid at Work |
| Jill Spencer | Deputy SENCO and Adaptive Practice Lead | First Aid at Work |
| Emma Banfield | Teacher | Mental Health First Aid |
| Amy Brock | Deputy Head/SENCO | Mental Health First Aid and Senior Mental Health Lead |
| Kelly Chapman | Teacher | Mental Health First Aid |
| Abi Le'Gallienne | Pastoral Lead | Mental Health First Aid |
| Laura Simms | Teacher | Mental Health First Aid |

| STAFF MEMBER'S NAME | ROLE | QUALIFICATION |
|---------------------|---------|-------------------------|
| Luke Wakefield | Teacher | Mental Health First Aid |
| Cora Watson | Teacher | Mental Health First Aid |