



St. Nicholas C of E Primary School

First Aid Policy

Our vision

We prepare every pupil for their best future by ensuring they reach their full potential and attain the knowledge, skills and understanding required for success as we believe that 'With God, all things are possible'. Matthew 19:26



Date reviewed:	July 2024
Reviewed by:	C TAYLOR
Approved by Governors:	July 2025
Date of next review:	Autumn 2026

1. Statement of intent

St Nicholas C of E Primary School is committed to caring for and protecting the health, safety and welfare of its pupils, staff and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury.
- Ensure that staff and governors are aware of their responsibilities with regard to first aid provision.
- Ensure that staff are familiar with the procedures to follow in the event of any illness, accident or injury.
- Provide a framework for responding to an incident, and recording and reporting the outcomes.

2. Roles and Responsibilities

2.1 Governing Board

The Governing Board, as the employer, has over-all responsibility for health and safety within the school and will ensure that this policy complies with all relevant Health & Safety legislation.

2.2 Headteacher

The Headteacher has day-to-day responsibility for ensuring this policy is put into practice and will also ensure that:

- This policy is reviewed annually.
- Insurance arrangements provide full cover for any potential claims arising from the actions of staff acting within the scope of their employment.
- All staff are aware of first aid procedures.
- First aid provision does not fall below the required standard and complies with the relevant legislation and guidance.
- An appropriate number of trained first aid personnel are present in the school at all times.
- Adequate space is available for catering to the medical needs of pupils.
- Arrangements are in place for first aid during off-site or out-of-hours activities, e.g. educational visits, parents' evenings, etc.

2.3 Business Manager

The Business Manager, as the school's Health and Safety Co-ordinator, has the following responsibilities:

- Ensure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.

- Ensure that appropriate risk assessments are completed and identified measures are put in place.
- Investigate any more serious accidents/incidents/near misses that occur within the school and any remedial actions required are taken or requested.
- Send completed accident/incident/near miss forms to Blackpool Council's Health & Safety Team who will make any necessary reports to the Health & Safety Executive (HSE) on the school's behalf.
- Ensure that the school has adequate supplies of first aid equipment.
- Ensure regular checks on the school's automated external defibrillator (AED) and order parts as and when required.

2.4 First Aiders

The school has a number of staff who have completed either 2 day Paediatric First Aid training or 3 day First Aid at Work training. A list of these people, along with their work locations, is displayed in each classroom, office, the staff room, the main kitchen and Rainbow Lodge. Their responsibilities are:

- Provide appropriate care for pupils, staff or visitors who are ill or sustain an injury.
- Record all first aid treatment given, in the school-approved format.
- Write bump notes for treatment given to pupils and ensure that these are distributed in a timely fashion to class teachers to send home.
- In the event of a bump to the head of a pupil, however minor, ensure that a message is sent from the office to the parent/carer.
- Liaise with senior leaders in school if they believe a child needs to be picked up early due to illness/injury.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.
- Re-stock first aid kits after using stock, reporting any shortages to the Business Manager.

2.5 Staff

All school staff will ensure that:

- They follow this first aid policy.
- They familiarise themselves with who the first aiders are in school.

3. First Aid Procedures

3.1 In-School Procedures

In the event of an incident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and, if appropriate, seek the assistance of a trained First Aider who will provide the required first aid treatment.

- The First Aider, if called, will assess the injury and give treatment accordingly, including deciding whether the injured person should be moved or placed in the recovery position. If further assistance is needed from a colleague or the emergency services, the First Aider will summon help and remain on scene until help arrives.
- If the injured person is a child, the First Aider will make the decision whether to inform parents at this point and ask them to come and see their child, or to monitor in school. If parents are to be informed, the First Aider will speak to the Headteacher, Deputy Headteacher or Business Manager to tell them of their decision.
- When parents arrive, the First Aider will recommend next steps to them.
- If emergency services are called, a member of office staff will contact parents immediately. If a pupil needs to be transported to hospital and parents have not yet arrived at school, the pupil will be accompanied by a member of staff; the office staff will advise the parents to make their way to the hospital.
- The First Aider will make a record of the injury and the treatment given as soon as reasonably practicable after the incident.

Except in the case of absolute emergency, staff who are not first aid trained should not administer first aid treatment of any kind.

3.2 Off-site Procedures

As part of the planning process of any off-site visit or event, the visit leader will assess the number of First Aiders required.

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

- A first aid kit.
- Information about the specific medical needs of pupils.
- A mobile phone.
- Telephone number/s for the base contact/s.

In addition, for residential, adventurous and overseas visits the visit leader will also take with them parents' emergency contact details.

At least one adult accompanying the trip must have an appropriate first aid qualification (paediatric certificate for trips involving EYFS pupils).

For more information about the school's educational visit requirements, please see the school's Educational Visits Policy.

4. First Aid Equipment

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

- A leaflet with general first aid advice
- Antiseptic wipes
- Assorted plasters

- A range of bandages and dressings
- Adhesive tape
- Safety pins
- Scissors
- Disposable gloves
- Instant ice packs (if the kit is to be used off-site or in our Forest School area)

A number of reusable ice packs are kept in the freezers that are in the hall corridor and in the Reception classroom.

No medication is kept in first aid kits. Kits are kept at the following locations: *first aid area in hall corridor, office, staff room, medical room, Reception classroom, outside the Y4 classrooms and Forest School.*

The school has an automated external defibrillator (AED) which is located in the main office.

5. Record-keeping, Investigation and Reporting

Minor accidents / incidents involving pupils are recorded in the nearest accident book. These are kept at the first aid station in the hall corridor, in the Reception classroom and in Rainbow Lodge.

In line with the HSE's Investigating accidents and incidents workbook (HSG245), we class a minor injury as one where "the injured person is unfit for his or her normal work for less than three days."

Every pupil who receives any first aid treatment is given a bump note to take home at the end of the school day. In addition, for any child who has had a bump to the head a message is sent to parents via the school app.

More serious accidents / incidents involving pupils, as well as all accidents / incidents involving adults, are recorded on a more detailed Accident / Incident / Near Miss Report Form. These forms are kept in the school office. An investigation will be carried out by the Business Manager and the form countersigned by the Headteacher. Should support / advice be needed, or if the incident is RIDDOR reportable (see here for details [Types of reportable incidents - RIDDOR - HSE](#)), the completed form is emailed to Blackpool Council's Health & Safety Team at corporate.health.safety@blackpool.gov.uk. The original form is retained in the school's Accident Register which is kept in the office. Blackpool Council's Health & Safety Team will make any necessary reports to the HSE on the school's behalf.

Accident / incident investigation will include the following:

- Ensuring that the site of the accident / equipment involved is thoroughly inspected to make sure there are no visible faults or unsafe conditions. Photographs may be taken where relevant.
- Reviewing any associated risk assessments and safe systems of work to ensure the controls in place are appropriate and sufficient.
Speaking to the person involved to ascertain precisely what happened, including whether they followed school policies, procedures, risk assessments

and/or safe systems of work; and, where relevant, what training they have had in connection with that area of work.

- Speaking to any witnesses to get their full account of what occurred.
- Any other actions that the investigator deems necessary, including involving Blackpool Council's Health & Safety Team in the investigation.

As much detail as possible should be recorded regarding each incident. Records will be retained for a minimum of 3 years in the case of incidents involving adults or until the 21st birthday in the case of incidents involving pupils, in accordance with Section 11 of the Limitation Act 1980, and then securely disposed of.