



First Aid Procedures

Sep
2024

Last reviewed

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Next Review

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1. Aims

The aims of our First Aid Procedures 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 first aid.
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Roles & Responsibilities

2.1 First Aid Trained Staff

The school's appointed persons are listed in Appendix 1 and their names are displayed prominently around the school.

They are responsible for:

- Taking charge when a person is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and informing the office staff when new equipment/resources are required
- 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 as soon as is reasonably practicable, after an incident, or on the same day and logging the incident on Medical Tracker.

Paediatric First Aid trained staff will respond to incidents involving children and Adult First Aid trained staff will respond to incidents involving adults.

2.2 The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Head Teacher, Business Manager, Premises Manager and Safeguarding and Wellbeing Officer.

2.3 The Head Teacher

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

- Ensuring employees understand how to report and record all incidents that occur on-site or during an off-site activity.

- Investigating the causes of incidents and for ensuring corrective measures are implemented as required.
- Ensuring there are adequate numbers of employees with current first aid qualifications and their training is kept up to date.
- Reporting to the Health and Safety Executive (HSE) accidents, reported diseases or dangerous occurrences which meet the RIDDOR reporting threshold.

2.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the Office Manager/School Business Manager of their own specific health conditions or first aid needs

3. First Aid Procedures

3.1 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 necessary, 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/carers will be contacted and asked to collect their child. Upon their arrival, where a first aider is available they will recommend next steps to the parents. Alternatively, the first aider will inform the relevant member of staff to inform parents.
- If emergency services are called, a member of the office staff will contact parents immediately.
- Following an incident resulting in an injury, the attending First Aider will input the details on Medical Tracker and complete a red or blue slip for the parent/carer. The form should be given to the class teacher or office staff to pass to the parent. (Appendix 2).
- Following an incident resulting in a serious injury, the members of staff involved in the incident should complete the Enhance Academy Trust forms HSFORM01-HSFORM05, depending on the nature of the incident, with the School Business Manager, Office Manager or Head Teacher. This should be done on the same day or as soon as is practical.

3.2 Off-site Procedures

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

- A portable first aid kit

- Information about the specific medical needs of pupils (including Health Care Plans where required)
- Relevant medication for the children

Risk assessments will be completed by the EVC, Year Group Lead or Class Teacher, 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 certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

4. 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
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Sterile eye wash

Stocks will be checked termly by the Business Support Assistant, but should a first aider notice a shortage, they should inform the Business Support Assistant who will order new stock.

No medication is kept in first aid kits.

First aid supplies are stored in:

- The medical room

5. Record-Keeping & Reporting Serious & Minor Injuries

Senior managers - Refer to the Incident reporting and investigation – management procedures

First Aid trained staff must complete follow up paperwork in the event of:

- A serious injury
- A referral to hospital for further treatment
- A new miss – an occurrence which could have resulted in the above
- A fatality

5.1 Notifying Parents

Parents/carers of a child who has had an accident or sustained an injury will be informed of this, and any first aid treatment given, on the same day, or as soon as reasonably practicable. All letters are to be signed by first aiders, parents/carers and returned to the Office for the child's file. (See 6.1 above)

6. Training

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 1).

Staff are encouraged to renew their first aid training before it is due to expire.

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.

7. Monitoring Arrangements

This policy will be reviewed by the Head Teacher annually.

8. Links with Other Policies

This First Aid Policy is linked to the

- Health & Safety Policy
- Medical Needs Policy
- Incident Reporting and Investigation – Management Overview

Appendix 1

List of Adult & Paediatric First Aiders & First Aid Training Log

| STAFF NAME | QUALIFICATION | AREA OF WORK |
|------------------|------------------------------|-----------------------|
| Sarah Malone | Paediatric | Nursery |
| Katarzyna Dunkel | Paediatric | Nursery |
| Natalie Lyons | Paediatric | Nursery |
| | | |
| Samina Khan | Paediatric | Reception and Nursery |
| Hannah Tombling | Paediatric | Reception |
| Uzma Ahmed | Paediatric | Reception |
| | | |
| Nargis Hussain | Paediatric | Year 1 |
| Marriam Nawaz | Paediatric | Year 1 |
| Lynn Manby | Paediatric | Year 1 |
| | | |
| Anne Haigh | Paediatric | Year 2 |
| Farzana Kauser | Paediatric | Year 2 |
| | | |
| Rachael Hughes | Paediatric/First Aid at Work | Office |

| | | |
|-----------------|------------------------------|--------------------------------|
| Shabana Hussain | Paediatric | Office |
| Yasmin Hussain | Paediatric | LTS |
| Mandy Farrar | Paediatric/First Aid at Work | Safeguarding/Wellbeing Officer |
| Lauren Bell | Paediatric | HLTA – various locations |



Appendix 2

Minor Accident Reporting Form

Name of First Aider

Name of First Aider

Date _____

Dear Parents/Carers

Your child _____ had a minor accident at school today.

Date _____

Description of incident & details of injury:

I _____ (name of person collecting child)

confirm that I have read and understand the minor accident letter of

_____ (name of child/class)

Details of First Aid Given:

Signed _____ (Parent/Carer)

At the time it was not felt that the injury was severe enough to send your child home. However, we feel it is important that you are aware of this situation in case there is a change in your child's condition during the rest of the day.

Yours sincerely

S Titherington

S Titherington
HEAD TEACHER

Appendix 2

Bumped Head Letter

Date: _____

Dear Parents/Carers

Your child _____

had a bump on the head at school today.

What to look for and what to do:

Call the doctor if your child has lost consciousness, even briefly; or has any of these symptoms:-

- won't stop crying
- complains of head and neck pain
- vomits several times
- won't awaken easily
- becomes hard to console
- has any fluid or blood leaking from ears or nose
- isn't walking or talking normally

Yours sincerely

S Titherington

S Titherington
HEAD TEACHER

Name of First Aider

Name of First Aider

Date _____

Name of person collecting the child:

I confirm that I have read and understand the Bumped Head Letter of

Child's First Name _____

Child's Last Name _____

Class _____

Signed _____

(Parent/Carer)

_____ (Staff Name)

