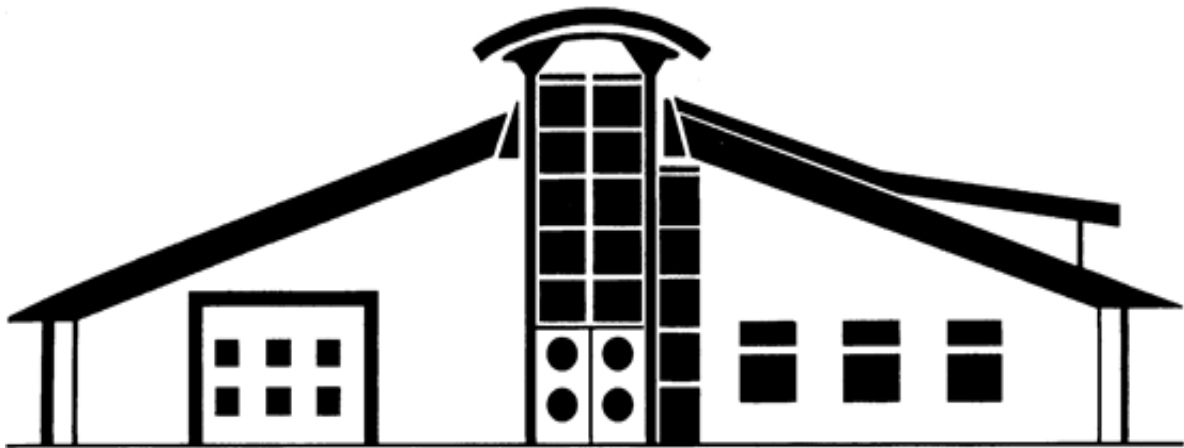




HOLMESDALE COMMUNITY INFANT SCHOOL



FIRST AID POLICY

Approved by School Committee..... May 2025

Review Date..... May 2026

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1. Aims

This policy is to ensure that there is adequate First Aid provision for pupils, staff, and visitors to the school and early years' provision under Health and Safety legislation. It is written to take into account the DfE Guidance on First Aid. First Aid is the emergency care given to an injured person before professional medical care or an ambulance is available.

2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and the GMAT Health & Safety Policy

3. Roles and responsibilities

Holmesdale has Early Years Foundation Stage provision and for this reason, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

Holmesdale has a sufficient number of suitably trained first aiders (20% of staff team) to care for pupils and employees in case they are injured on site and the duty officer will be the appointed person (who does not need to be first aid trained) to take charge of first aid arrangements.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

3.1 Appointed person(s) and first aiders

We have a rolling programme of First Aid training and as a result many members of staff are First Aid trained. We keep a list in school of all staff who are First Aid trained, and also of those who are trained in Paediatric First Aid.

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 every three years.

All staff are trained on the use of EpiPens and Asthma inhalers on an annual basis.

First Aiders 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
- Keeping their contact details up to date

3.2 The Trustees and School Committee

The Trustees of GMAT are responsible for health and safety matters in the school, but day to day operational responsibility is delegated to the Headteacher. The Headteacher will report health and safety matters to the School Committee and the Central team.

3.3 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 Surrey County Council Risk Management and the Trust Finance & Operations Director (FOD).

3.4 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 for all incidents they attend to where a first aider is not called
- Informing the headteacher or their line 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, a member of staff will contact parents immediately
- In the case of an emergency and an ambulance is called, a member of SLT will travel to hospital with the child, in the absence of their parent or guardian

- The 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
- The incident will be reported through the OSHENS system by the Operations Manager.

4.2 Off-site procedures

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details

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

There will always be at least one first aider on school trips and visits. Trips and visits for Nursery or Reception children will include at least one member of staff with a current paediatric first aid certificate, as required by the statutory framework for the Early Years Foundation Stage.

5. First aid equipment

A defibrillator is kept in the staff room – signage is in place to identify its whereabouts in school

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.

Full First aid kits are stored in:

- The school office
- By the main playground entrance

Simple First aid kits are kept in every classroom

6. Record-keeping and reporting.

6.1 First aid and accident record book

- An accident form for all incidents will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it within an accident record book.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.2 Reporting to the Health and Safety Executive

The Operations Manager will keep 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).

The Operations Manager will log any such incident on OSHENS and inform the FOD in the Central Trust Team within 48 hours.

The FOD will assist with reporting any RIDDOR incidents 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>

6.3 Notifying parents

A staff member 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. In most cases this will be by paper slip and in others it will be by telephone or email. Parents will be notified if an ambulance has been called for their child.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher 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 Designated Safeguarding Lead will also notify child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions