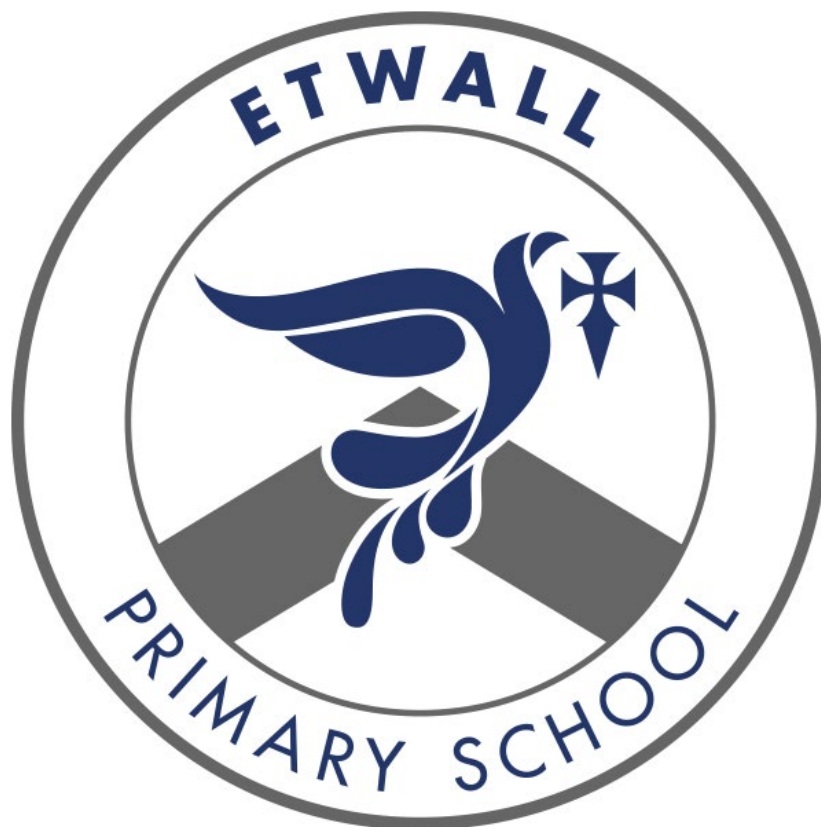


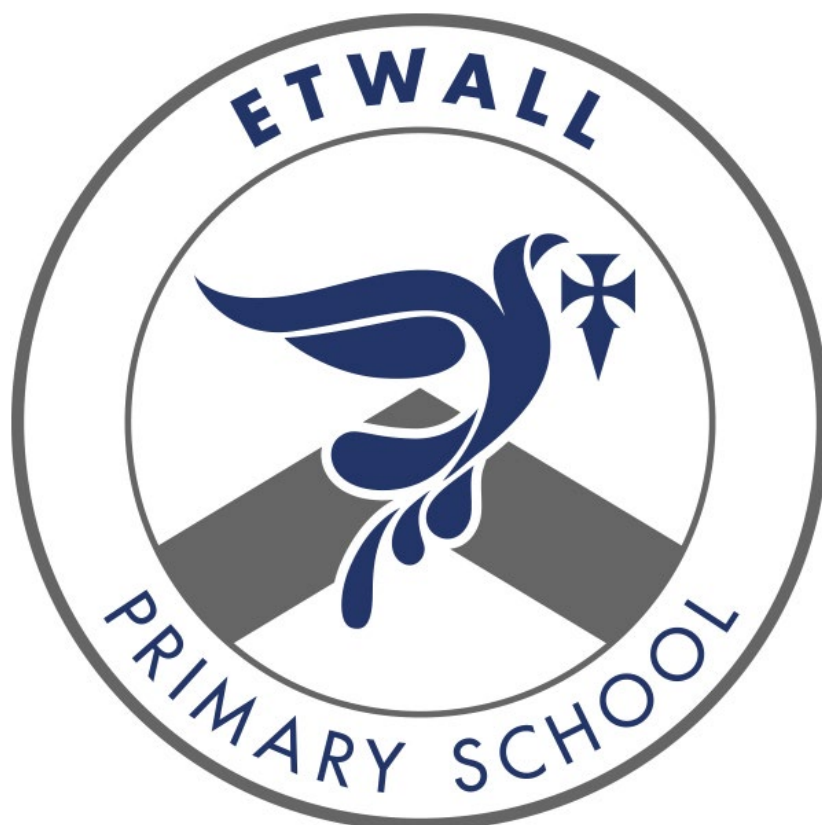
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Signed by Safeguarding Link Governor		Signed by Headteacher	
This policy has been reviewed on 15/07/2026 and has been impact assessed in the light of all other school policies and the Equality Act 2010.			



First Aid Policy

First Aid Policy

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First aid can save lives and prevent minor injuries becoming major ones. It is designed to prevent situations getting worse and where necessary promote healing until suitably qualified medical attention can be sought if necessary. It does not include diagnosing medical conditions or giving tablets or medicines to treat illness.

1.Aims

The aims of our first aid 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 has regard to the current Early Years Foundation Stage statutory framework for group and school-based providers, Department for Education guidance on first aid in schools, early years and colleges, health and safety in schools, and supporting pupils with medical conditions at school, together with 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 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
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- **Children and Families Act 2014, section 100**, which requires the governing body to make arrangements to support pupils with medical conditions
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

3.Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is the headteacher. They 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

They are supported in this role by all other qualified first aiders and by a teaching assistant who monitors the supplies of medical materials. 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 (This is on the school system Medical Tracker)
- Keeping their contact details up to date

Our school encourages all permanent members of staff to undertake first aid training and to keep their training updated. This ensures that a first aider is always present in the event of any accident or emergency.

3.2 The local authority and governing board

Derbyshire County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

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 the HSE when necessary (see section 6)

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 (on medical tracker) for all incidents they attend to where an appointed first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs
- Checking classroom first aid kits regularly and notifying the appointed person when replacement stock is needed.
- Taking the appropriate first aid kit outside at breaktimes and during outdoor activities.

4.First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The nearest member of staff must assess the injury immediately and, where appropriate, seek support from a qualified first aider, who will provide the necessary treatment.
- The member of staff responding initially is responsible for ensuring the child is seen by a first aider where needed. This must not be left for the child to manage independently. This may be done in several ways, for example:
 - Calling the first aider to attend for more serious injuries
 - Personally accompanying the child to the first aider
 - Asking a responsible peer to escort the child, with clear confirmation that the first aider is expecting them
 - Using the radio to alert the first aider that the child is on their way
- 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 the office staff will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

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

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

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

For outings involving children in the EYFS, at least one person with a current paediatric first aid certificate that meets the EYFS requirements will accompany the children. First aid cover for all other visits will be determined by the visit risk assessment.

4.3 Managing pupils who are unwell

Where a pupil becomes unwell during the school day, they will be assessed by a member of staff. The staff member will consider the pupil's symptoms and overall presentation when determining the appropriate course of action.

Where appropriate, staff may use a digital or infrared tympanic (ear) thermometer to support their assessment.

Thermometers are used in accordance with manufacturer's instructions and appropriate infection control measures. This includes the use of a disposable probe cover for each pupil (where applicable), hand hygiene before and after use, and regular cleaning of equipment.

Temperature readings are used to support decision-making only and do not constitute a medical diagnosis.

If a pupil is assessed as too unwell to remain in school, parents/carers will be contacted and asked to collect their child.

5.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
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors

- Cold compresses
- Burns dressings
- Any pupil medication kept with a class kit will be stored, carried and administered in accordance with the school's policy for supporting pupils with medical conditions and its policy for administering medication.

Where required, the school may also use a digital or infrared tympanic (ear) thermometer to support the assessment of unwell pupils.

First aid kits are stored in:

- The Green Room
- The Headteacher's Office
- The school office
- The school kitchen
- Classrooms

The appointed person will arrange regular checks of first aid kits, record those checks, replace used or expired items promptly and ensure supplies remain appropriate to the school's first aid needs assessment. Classroom staff will report any additional stock required.

Automated external defibrillator (AED)

The school has an automated external defibrillator (AED). Staff are made aware of its location and emergency arrangements. Training and awareness are provided in line with the school's first aid needs assessment; an AED may be used by any person following its spoken or visual instructions and the directions of the emergency services.

The AED is located at the entrance to the school hall and remains accessible whenever the main school building is in use, including during lettings. It is included in the school emergency action plan, registered on The Circuit, and subject to recorded checks of its operational status, battery, pads, consumables and software in accordance with the manufacturer's instructions.

6. Record-keeping and reporting

First Aiders and appointed persons must be made fully aware of the Children's Services accident reporting procedures and ensure all accidents are recorded in line with this and the establishment's procedures.

6.1 First aid and accident record book

- An accident form will be completed on Medical Tracker by the member of staff administering first aid on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident using the online forms. The School Business Officer will support any member of staff needing to complete one of these forms.
- First aid and accident records will be retained and securely disposed of in accordance with the school's approved records retention schedule, applicable legal requirements, safeguarding needs and any litigation hold. The retention schedule will identify the period applying to each category of record.

6.2 Reporting to the HSE

The School Business Officer, acting on behalf of the responsible person, will assess incidents against the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and current HSE guidance for schools. Most accidents involving pupils, visitors or school trips are not reportable.

A report will be made only where the incident is work-related and meets a reportable category. Reports will be submitted to the HSE without delay and within the statutory timescale applying to that category; over-seven-day worker injuries must be reported within 15 days of the accident.

Reportable categories may include, where the statutory tests are met:

- a work-related death;
- a specified injury to a worker;
- a worker being unable to perform normal duties for more than seven consecutive days, excluding the day of the accident;
- a diagnosed occupational disease;
- a specified dangerous occurrence; or
- a work-related accident to a person who is not at work, including a pupil or visitor, which results in death or in the person being taken directly from the scene to hospital for treatment of an injury.

Current school-specific RIDDOR guidance and the reporting service are available from the HSE:

[Incident reporting in schools](#) and [Make a RIDDOR report](#).

6.3 Notifying parents

The class teacher, or School Business Officer if more appropriate, 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.

6.4 Reporting to Ofsted and child protection agencies

Where the school is acting as an Ofsted-registered early years or childcare provider, the School Business Officer will notify Ofsted of a child's serious accident, injury or illness, or death, while in the provision and of the action taken. Notification will be made as soon as reasonably practicable and always within 14 days. Minor injuries are not notified unless they meet Ofsted's published criteria.

The headteacher will also notify the relevant local child protection agency of any serious accident or injury to, or death of, a child in the school's EYFS provision and will act on any advice received. Other incidents will be referred to Derbyshire safeguarding services where safeguarding thresholds or local reporting procedures require it.

7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed appropriate training and hold a valid certificate of competence. The school will keep a register on Medical Tracker showing each first aider's training and certificate expiry date.

First aiders will renew their qualifications before expiry and undertake refresher training as appropriate.

The school will maintain paediatric first aid cover in accordance with the current EYFS statutory framework. At least one person with a current full paediatric first aid certificate will be on the premises and available whenever EYFS children are present, and will accompany them on outings. Staff counted in ratios will hold the required paediatric first aid qualification where the framework requires this for their qualification date, route or role.

First Aiders

A First Aider will hold a current First Aid at Work, Emergency First Aid at Work or other appropriate qualification identified by the school's first aid needs assessment. Training will be delivered by a competent provider selected in accordance with HSE guidance. HSE does not approve general workplace first aid training providers.

Paediatric First Aider

A Paediatric First Aider will hold a current certificate that meets the training content and duration requirements of the EYFS statutory framework. A First Aid at Work qualification does not, by itself, demonstrate compliance with the paediatric first aid requirements.

Appointed Person

At Etwall Primary School, the Appointed Person is also a trained First Aider and holds an appropriate current qualification. The appointed-person role itself does not legally require first aid training, but the school has chosen this additional arrangement.

8. Monitoring arrangements

This policy will be reviewed by the headteacher annually.

At every review, the policy will be approved by the full governing board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Policy for administering medication
- SEN policy