



BLUE COAT C E (AIDED) INFANT AND JUNIOR SCHOOLS' FEDERATION

First Aid Policy

Date agreed by Governors:

1.7.26

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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 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 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

In schools with Early Years Foundation Stage (EYFS) provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times when children are present, and must accompany children on outings.

Beyond this, in all settings, employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. The number of trained first aiders is based on our assessment of first aid needs that has taken into account:

- The number of employees and the nature of their work
- The layout and location of the school

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 First aiders

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

- Making sure that an ambulance or other professional medical help is summoned when appropriate
- 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 as, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

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

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but 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:

- 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
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure 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:

- Making sure they follow first aid procedures
- Making sure they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- 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, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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, ELT will arrange for parents/carers to be contacted to ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, ELT will arrange for parents/carers to be contacted immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

There will be at least 1 person who has a current paediatric first aid (PFA) 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, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents/carers' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

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

The procedure 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 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

5. First aid equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- Each classroom
- First aid room (Juniors)
- School offices
- The school kitchens
- School vehicles

See section 4.2 for first aid equipment off the school site.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible will be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- 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 HSE

The Federation 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 Federation 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 followed up 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 scalding 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 Federation 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

Pupils and other people who are not at work (e.g. visitors): 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:

[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/carers (early years only)

Note: only Early Years providers are required to notify parents of an accident or injury to their child.

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 (see appendix 3).

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.

Schools with Early Years Foundation Stage (EYFS) Provision

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be monitored and reviewed by Federation Business Manager annually.

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

The first aid provision will be reviewed by the first aiders at least annually.

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, including Asthma and EpiPen administration; and Individual Healthcare Plans.

Appendix 1: list of trained first aiders INFANTS

Paediatric First Aid

Mrs Barrington

Mrs Benbow

Mrs Farnell

Mrs Harris

Mrs Hussain

Mrs Poonia

Mrs Salam

Mrs Patel

Mrs Salt

First Aid at Work

Mrs Harris

Mrs Highfield (Fed)

Mrs Omar

Emergency Paediatric First Aid

Mrs Ali

Mr Bonsu (Fed)

Mrs Chhohan

Mr Highfield (Fed)

Mr Humpherson

Mrs Kaur

Mrs Pritchard

Mrs Shahzad

Mrs Silva

Appendix 1: list of trained first aiders JUNIORS

Paediatric First Aid

Mr Ali

Mrs Muco

Mrs Mohammed

Mrs Nicholl

Mrs Wood

MrsTura

First Aid at Work

Mrs Bibi

Mrs Highfield (Fed)

Mrs Mistry

Emergency Paediatric First Aid

Mr Bonsu (Fed)

Mrs S Bibi

MrsBrettell

Mrs Brown

Mr Highfield (Fed)

Miss Hinds

Mrs Kausar

Mrs Khan

Mrs Oyeloo

Miss Palmer

Mrs Pitcher

Mrs Smith

Mr Ward

Mrs Williams

Mrs Yates

Appendix 1: list of trained first aiders SRP

Paediatric First Aid

Melanie Benbow

Jack Harris Murdoch

Bryony Milliken

First Aid at Work

Rachael Chan

Michelle Highfield (Fed)

Emergency Paediatric First Aid

Kumi Bonsu (Fed)

Roy Highfield (Fed)



Directorate:
Establishment/section/school:
Location:

Injured/assaulted person	
Forenames:	Tel:
Surname:	Age/DOB:
Home address:	Employee no.:
	Sex:
	Do they consider themselves disabled?
	If an employee, is the employer:
	Walsall Council or other (specify)? Walsall Council
Employee ☐ Job Title:	Contractor ☐ Company:
Student ☐ Visitor ☐	Other ☐ (Specify)

Incident details	
Location:	Date: Time:
Reported To:	Date: Time:

Minor (non-RIDDOR) accidents/incidents	Treatment give detail over
Non-RIDDOR accident ☐ 'Near miss'/Damage ☐	N/A ☐ First Aid ☐ Doctor ☐ Hospital ☐
RIDDOR accidents/incidents¹	
7 Day ☐ Specified ☐ Fatality ☐ Hospitalised (Public ²) ☐	Occupational disease ☐ Dangerous occurrence ☐
Date HSE notified:	Method: Website/phone.....
By whom:	Incident no.:

Aggressive or violent incident (to employees only)	
Verbal abuse ☐ Threatening behaviour ☐ Physical assault ☐ Other (specify) ☐	
Was there NO intent to harm? ☐ Do you think it was race/equality related? ☐ Police involved? ☐ (detail over)	

Ethnic origin of assaulted person (tick appropriate box)(only needed for aggressive incidents)				
White	Mixed	Asian / Asian British	Black / Black British	Chinese / Other Ethnic Group
01 British ☐	10 White & Black Caribbean ☐	20 Indian ☐	30 Caribbean ☐	40 Chinese ☐
02 Irish ☐	11 White & Black African ☐	21 Pakistani ☐	31 African ☐	
	12 White & Asian ☐	22 Bangladeshi ☐		
09 Other White background ☐	19 Other mixed background ☐	29 Other Asian background ☐	39 Other Black background ☐	49 Other Ethnic Group ☐

Details of person(s) causing aggressive incident	
Name:	Tel:
Address:	Approx. age:
	Sex:
Other relevant details: (including mental capacity/physical disabilities/intent if relevant)	

¹ All potential RIDDOR incidents must be discussed with the H&S team prior to reporting, this includes "occupational disease" or "dangerous occurrences" which have very specific meanings under RIDDOR

² Note: Accidents to the public are only RIDDOR reportable if the injured person goes straight to hospital for treatment (not just examination or diagnostic tests) **AND** the accident was work related; otherwise, they are classed as 'Minor/Other'

Appendix 2: Accident & Incident Report Form

Witnesses		continue on separate sheet if necessary
Name:	Name:	
Address:	Address:	
Tel:	Tel:	

Describe what happened including any treatment/advice received & any connected absences		continue on separate sheet if necessary
Injury (if relevant):		
First aid treatment/advice administered (if appropriate):	Signature of first aider (if appropriate):	
Description of incident/damage:		
Immediate cause:	Underlying cause:	

Outcome/action taken to prevent recurrence	continue on separate sheet if necessary
Risk assessment(s) reviewed? ☐ ; No appropriate action? ☐	

Reported by (employee or their supervisor)	Countersigned (line manager)
Name:	Name:
Position:	Position:
Signature:	Signature:
Tel:	Tel:
Date:	Date:

Privacy statement: The data we collect using this form helps us fulfil our legal duty to report certain accidents, and a limited summary of the data will be shared with senior managers and H&S Committee members (including TU Reps.) to help us learn from incidents. The form/specific details will only be shared with trade union colleagues if the employee gives their consent below. Our full privacy statements are available at: https://go.walsall.gov.uk/privacy_statement

If a union member, employee to sign here to give consent for their TU H&S rep to see a copy:

Once complete, please ensure that you:

(a) Keep your own copy of the form; (b) If the incident was to an employee, offer them a copy; (c) Upload the details onto One Source or, in the case of schools, email a copy to: safetyandfire@walsall.gov.uk

Health & Safety Team use only	
Action/recommendations	
Further investigation ☐	
No further action ☐	
HSA signature:	Database ref: Date: