


First Aid Procedures



Fradley Park Primary and Nursery School

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Member of staff responsible	Headteacher
Date policy revised	January 2025
Date adopted by the Governing Body	January 2025
Signed by Chair of Governing Body	 Hannah Sinnett
Date to be reviewed	January 2027

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1. Aims

The aims of our first aid procedure 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 procedure is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety 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
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This procedure complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed **First Aiders at Work** persons are:

Mrs Chrissie Allen – 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

First Aiders at Work as well as **Paediatric 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 (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed First Aiders at Work and Paediatric First Aiders are listed in **Appendix 1**. Their names will also be displayed prominently around the school.

3.2 John Taylor MAT and the local governing body

John Taylor MAT 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 local governing body.

The local governing body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.2 The local governing body

The local governing body 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.

3.4 The Headteacher

The Headteacher is responsible for the implementation of this procedure, 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)

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing an accident slip in the accident book for all incidents they attend to where a first aider is not called
- Informing the headteacher 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 to the medical Room (Base 1) 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, the school office will contact parents immediately.
- For serious injuries and any head bump, the first aider or relevant member of staff will complete an accident form in the accident book on the same day or as soon as is reasonably practical after an incident resulting in an injury. For a minor graze, that does not require any first aid treatment, the first aider will ensure that teaching teams are informed so that information can be shared with parents.

4.2 Off-site procedures

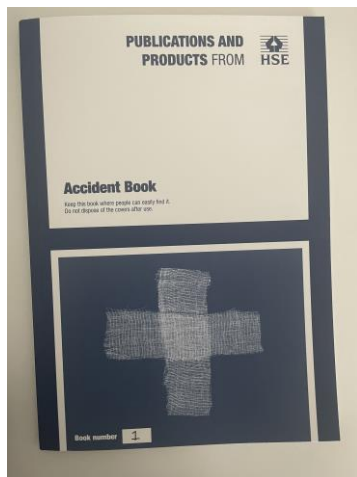
When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details (accessed via the school office) – 01543 761030

Risk assessments will be completed by the 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.

4.3 Procedure for Staff Accidents



- Please seek advice from a qualified first aider.
- Please record your accident in the **STAFF/VISITORS ACCIDENT BOOK** (see above) which is located in the medical room.
- Please pass the accident record to Liz Roberts (Office Services Manager) for secure storage and inform Chrissie Allen (Headteacher and Person Responsible for Health, Safety and Wellbeing at Fradley Park) about the accident.
- Please photocopy the accident record, for your own reference if required.
- Chrissie Allen (Headteacher) will report the accident to the Staffordshire Health and Safety representatives on 'My Health and Safety' Portal and undertake a review and any subsequent actions.

5. First aid equipment

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

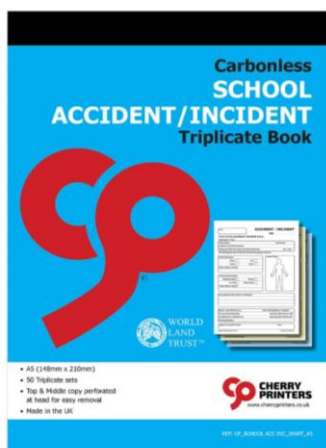
- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in designated, labelled areas around school and are checked termly by the appointed persons.

6. Record-keeping and reporting

6.1 First aid and accident record book



- An accident form will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. For a minor graze, that does not require any first aid treatment, the first aider will ensure that teaching teams are informed so that information can be shared with parents.
- The Accident Book is located in the Medical room (Base 1).
- As much detail as possible should be supplied when reporting an accident, including all the information included in the accident form.
- A copy of the accident report form is sent home to parents with the pupils.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in the child's personal file, 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 Office 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 Headteacher will report these 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

[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

Parents receive a copy of accident forms advising them 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

The Headteachers 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 Headteachers will also notify Staffordshire Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

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).

Staff are encouraged to renew their first aid training when it is no longer valid.

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.

8. Monitoring arrangements

This procedure will be reviewed by the Headteacher every two years.

At every review, the procedure will be approved by the local governing body.

Appendix 1: List of Trained First Aiders

Staff Member	Role	Location in School
Chrissie Allen	Headteacher	Headteacher's Office
Gemma Whiston	Teaching Assistant	Nursery
Kate Marshall	Teaching Assistant	Reception
Stephen Clancy	Teaching Assistant	Year 2
Alex Taylor	Extended School Support Educarer/ELSA	Before School Wrap Around Provision/Nurture Room
Aimee Gray	Lunchtime Supervisor	Lunch Hall/Playground
Amina Saddall	Lunchtime Supervisor/Extended School Support Educarer	Lunch Hall/Playground and After School Wrap Around Provision

Appendix 2: First Aid Training Log (Training log retained in school)

[illegible]