



HARTSBOURNE PRIMARY SCHOOL FIRST AID POLICY

This policy to be read in conjunction with Health and Safety Policy, Risk Assessment Policy and Policy on Supporting Pupils with Medical Conditions

POLICY REVIEW

This policy has been agreed by staff and Governors and will be regularly reviewed.

DATE OF POLICY:	September 2025	DATE OF NEXT REVIEW:	September 2026
MONITORED BY:	HEAD OF SCHOOL, PUPIL PROGRESS COMMITTEE		

VISION

We aim to be a school where the children are at the centre of everything that we do. Decisions that we make around the curriculum and school life are carefully considered to reflect the current needs of the children. Mental health is balanced with their academic needs to nurture the whole child.

1. AIMS OF THE POLICY

- Ensure the health and safety of all pupils, staff and visitors.
- Ensure that staff and governors are aware of their responsibilities with regards to health, safety and first aid.
- Provide a framework for responding to an incident, 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 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.
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records.

3. ROLES AND RESPONSIBILITIES



3.1 APPOINTED PERSONS AND FIRST AIDERS

The school's appointed persons are: see Appendix 1.

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 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 book slip on the same day, or as soon as reasonably practicable, after an incident.

The person responsible for ensuring the contact details of all pupils and staff are up to date is **Katy Allen**.

Our school's first aiders are listed in Appendix 1. Their names are also displayed in the medical room.

3.2 THE GOVERNING BODY

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 EXECUTIVE HEADTEACHER AND HEAD OF SCHOOL

The executive headteacher and head of school are 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 qualifications, 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 risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to HSE where necessary (see Section 6).

3.4 STAFF

All school staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Completing accident slips for all incidents they attend to where a first aider is not called.
- Informing the headteacher of any specific health concerns 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 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 whether further assistance is needed from a colleague or the emergency services. They will remain on the 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, in collaboration with head of school, judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the head of school 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 the incident resulting in an injury.
- There will be at least one person who has a current paediatric first aid certificate on the premises at all times, including in the dining hall when Reception are eating lunch, or in Nursery when they are eating lunch.

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, including minimum:
 - Individually wrapped sterile adhesive dressings (plasters).
 - Large sterile unmedicated dressing.
 - Triangular bandages - individually wrapped.
 - Safety pins.
 - Pairs of disposable gloves.
- Information about the specific medical needs of pupils.
- Parents' contact details.

When transporting pupils using a minibus or other large vehicle, on making the booking, the school will make sure the vehicle is equipped with a clearly marked first aid box.

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

For children in Reception and Nursery, 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.

There will always be at least one first aider on all school trips and visits.

5. FIRST AID EQUIPMENT

A fully stocked first aid kit will be kept in the school medical room based upon the recommendation of HSE.

Smaller boxes, bags or baskets of first aid supplies will be kept in each classroom including a small number of plasters, gauze for cleaning and gloves.

No medication is kept in first aid kits.

6. RECORD KEEPING AND REPORTING

6.1 FIRST AID AND ACCIDENT RECORD BOOKS

An accident slip will be completed by the first aider immediately after an incident and send this home with the child on the same day as the injury.



All sections of the form should be completed and as much detail as possible should be supplied when reporting an accident.

A copy of the accident form will also be retained by **Natasha Woods**.

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

Natasha Woods 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).

Natasha Woods 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 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
 - 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, **Natasha Woods** 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 are 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 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>

6.3 NOTIFYING PARENTS

The first aider or class teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, via the accident slip. Parents will always be informed if emergency services are called.

6.4 REPORTING TO OFSTED AND CHILD PROTECTION AGENCIES (EYFS Only)

The headteacher will notify Ofsted of any serious accident, illness or injury to, or the death of, a pupil while in the school's care. This will happen as soon as reasonably practicable, and no later than 14 days after the incident.

The headteacher will also notify Hertfordshire Children's Services of any serious accident or injury to, or 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 (Appendix 1).

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.

At all times, at least one staff member will have a current paediatric first aid certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework. The paediatric first aid certificate will be renewed every three years.

8. MONITORING ARRANGEMENTS

This policy will be reviewed by the school's senior leadership team annually.

At every review, the policy will be approved by the head of school and governing body.

APPENDIX 1



NAME OF FIRST AIDER & QUALIFICATION	ROLE IN SCHOOL	EXPIRY DATE OF QUALIFICATION
Julie Durrant-Patel 12 Hour Paediatric First Aid	Reception Class Teacher, SENCO and Assistant Head	March 27
Katy Allen First Aid at Work	Office Manager	January 27
Mikki Alles-Shah	Teaching Assistant	April 26
Michelle Bradley	Teaching Assistant	April 26
Karen Khan	Teaching Assistant	April 26
April Cowan	Teaching Assistant	April 26
Sejal Patel	Teaching Assistant	April 26
Abbie Burns 12 Hour Paediatric First Aid	Nursery Assistant	March 27
William Burton 12 Hour Paediatric First Aid	Nursery Assistant	July 28
Sharon Hutchinson	Teaching Assistant	September 2026