

Policy for First Aid

Meanwood Church of England Primary School



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| Approved by: | Jamie Chapman | Date: September 2024 |
| Last reviewed on: | September 2025 | |
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Vision and Values

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment.

This policy has due regard to the following ethos:

At Meanwood C of E Primary School we will continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, faith, sexuality or disability. The school will provide an inclusive curriculum, which will meet the needs of all its pupils including those with disabilities, special educational needs, from all cultural backgrounds and faiths and pupils with English as an additional language.

Vision

Our vision is that every person is valued, nurtured and empowered to achieve their full potential.

Our vision is underpinned by Jesus' commandment to "love one another as I have loved you" (John 15:12).

Values

Open Hearts.

Open Minds

Open Arms.

1. 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 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 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 has a large number of trained paediatric first aiders as well as at work first aiders. 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 report on the same day, or as soon as is reasonably practicable, after an incident (medical tracker).

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

3.2 The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school.

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/incident reports on medical tracker.
- 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 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.
- If emergency services are called, the Headteacher or if not available the School Admin Officer will contact parents immediately.
- The relevant member of staff will complete an accident report form on the same day on medical tracker.

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.
- Risk assessments will be completed by the lead member of staff 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.

There will always be at least one first aider on school trips and visits in Key Stage 1 and 2

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:

- The main office.
- Classroom stock cupboards or wet areas.
- Minibus.

6. Record-keeping and reporting

6.1 Medical Tracker

All first aid incidents will be recorded on the school's online system: Medical Tracker.

Relevant LCC forms will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury.

As much detail as possible should be supplied when reporting an accident.

6.2 Reporting to the HSE

The Headteacher 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

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

At the end of each day the school admin officer will notify parents of children who have received first aid via Medical tracker.

If it is deemed by the school that the parent needs to be picked up from school due to an incident this will be arranged via phone or email.

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 Headteacher will also notify local authority child protection agencies 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.

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 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 policy will be reviewed by the Head teacher every 2 years.

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

Appendix 1

List of current first aiders in school:

| Name | Qualification | Location | Date Expires |
|---------------------|----------------------|-----------------------------------------|--------------|
| Mrs D Johnson | Paediatric First Aid | Y1 | 27.09.2026 |
| Mrs Ward | Paediatric First Aid | Connections Room | 27.09.2026 |
| Mrs A Johnson | Paediatric First Aid | Y6 | 27.09.2026 |
| Mrs F Ratcliffe | Paediatric First Aid | Across School | 27.09.2026 |
| Mrs M Rudge | Paediatric First Aid | Playground - Lunch After School Club | 27.09.2026 |
| Mrs S Coupland | Paediatric First Aid | Playground – Lunch After School Club | 27.09.2026 |
| Miss H Core | Paediatric First Aid | School Office After School Club | 27.09.2026 |
| Mrs K Monk | First Aid At Work | Y3 | 27.09.2026 |
| Mr C Bevons | First Aid At Work | Whole School | 27.09.2026 |
| Mrs J Docherty | First Aid At Work | Finance Office | 27.09.2026 |
| Miss R Jackson | Paediatric First Aid | Y2 | 27.09.2026 |
| Ms A Skelton | Paediatric First Aid | Y1 | 27.09.2026 |
| Mrs A Goldthorpe | Paediatric First Aid | Y6 | 27.09.2026 |
| Mr J Martin | Paediatric First Aid | Y5 | 27.09.2026 |
| Miss Ana Cain | Paediatric First Aid | Rec | 27.09.2026 |
| Mrs Catherine Bowie | Paediatric First Aid | Y4 | 27.09.2026 |
| Miss Chloe O'Dwyer | Paediatric First Aid | Y4 | 27.09.2026 |
| Mrs Ella Parker | Paediatric First Aid | Rec/SLT Office | 27.09.2026 |
| Mrs Grace Scopes | Paediatric First Aid | Y2 | 27.09.2026 |
| Mr Jamie Chapman | Paediatric First Aid | SLT Office | 27.09.2026 |

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| Miss Nikki Arnold | Paediatric First Aid | Rec and KS1 | 27.09.2026 |
| Mrs Sally Kelly | Paediatric First Aid | Y3 | 27.09.2026 |
| Mrs Val Banda | Paediatric First Aid | Y1 | 27.09.2026 |
| Mrs Valeria Kelemen | Paediatric First Aid | Y4 After School Club | 27.09.2026 |
| Mrs O Lovell | Paediatric First Aid | Y4 | 27.09.2026 |