

# First aid policy

Canon Burrows CE Primary School and Nursery

## CANON BURROWS C of E PRIMARY SCHOOL



**Approved by:** Zoe McQuillan and  
Governors

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**Next review due by:** February 2026

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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](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times. Teaching Assistants in the EYFS setting are paediatrically First Aid trained.

Miss Briggs is the school's 'appointed person' to take charge of first aid arrangements and is a trained First Aider.

#### 3.1 Appointed person(s) and first aiders

The school's appointed person is Miss Briggs (Mr Oswald can and does deputise)

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 (see the template in appendix 2)
- › Keeping their contact details up to date

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

#### 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.

#### 3.4 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- › Ensuring that an appropriate number of appointed persons and/or 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 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 via radio, 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. 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 and alert the headteacher to its completion.

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 ensure they always have the following:

- › A mobile phone
- › A portable first aid kit
- › Information about the specific medical needs of pupils
- › Medical boxes containing medicines for specific pupils
- › Parents' contact details

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off school premises, and approved by the Educational Visits Coordinator (Headteacher).

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.

## 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 staffroom
- Main corridor outside the office (clearly labelled cupboard)
- The school kitchen
- Classrooms have smaller first aid kits (bumbags)

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed in the record books by the First Aider or member of staff on the same day as any incident resulting in an injury. The white record is then handed to the class teacher and the yellow copy retained in school.
- Any accident involving a bump to the head or other injury to the head will result in a phone call home as soon as practically possible after the incident.
- An accident form will be completed by the First Aider on the same day or as soon as possible after an incident resulting in an injury where a child or member of staff has attended Hospital.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the member of staff who has completed it
- 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 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 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
- 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)

<http://www.hse.gov.uk/riddor/report.htm>

## 6.3 Notifying parents

The Class Teacher 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

The Headteacher will liaise with the Local Authority to 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 LADO 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 policy will be reviewed by the Headteacher every 2 years.

At every review, the policy will be approved by the headteacher and Governors

## 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

## Appendix 1: list of First Aiders

STAFF MEMBER'S NAME <i>*Paediatric First Aid</i>	CONTACT DETAILS
Jenny Scott*	Early Years
Emily Benson*	Early Years
Runa Ahmed*	Early Years (AM only)
Natalie Schofield*	Year 1
Thamanna Begum*	Year 2
Helen Garner*	Year 3
Louise Coulthard-Keating*	Year 4
Ronnie Oswald	Year 5
Natalie Broomhead*	Year 6
Lesley Corrigan	Various (11.15am onwards)



## Appendix 2: accident report form

Any serious injury must be reported by telephone on 0161 342 2860, without delay to the Internal Health and Safety Team with information to be emailed to [healthandsafety@tameside.gov.uk](mailto:healthandsafety@tameside.gov.uk).

Directorate \_\_\_\_\_  
 Service/School/Establishment: \_\_\_\_\_

### 1. Injured Person

**Employe**    Public    Agency    Contractor    Voluntee    Service User  
 Pupil

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Address: \_\_\_\_\_ Age: \_\_\_\_\_  
 Telephone No: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Place of employment: \_\_\_\_\_ Employee no (if known): \_\_\_\_\_

### 2. Accident/Incident Details

Accident    Incident    Near-Miss    Dangerous Occurrence

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location *(inc. address& postcode)*: \_\_\_\_\_

Description of accident/incident *(continue on separate sheet if needed)*:  
 \_\_\_\_\_  
 \_\_\_\_\_

Was the employee engaged in work at the time of the accident/incident?  Yes  No

Has the injured person been off or unable to do their normal work for more than 7 days, including weekends/rest days, as a result of the accident/incident?  Yes  No

If yes, date absent from: \_\_\_\_\_ to: \_\_\_\_\_ or Still Absent?  Yes  No

### 3. Injury Details

Nature of the injury *(e.g. fracture, sprain, cut etc...)*: \_\_\_\_\_

Part of the body *(Indicate L or R where necessary)*: \_\_\_\_\_

First aid given by *(inc post)*: \_\_\_\_\_

First aid treatment given *(i.e. compress, plaster)*: \_\_\_\_\_

Was the injured person taken to hospital from the scene:  Yes  No

Were they detained in hospital:  Yes  No      If yes how long for in days? \_\_\_\_\_

### 4. Witnesses

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Contact No: \_\_\_\_\_ Contact No: \_\_\_\_\_

**5. Report Details**

Accident reported to (i.e. Manager, supervisor, 1<sup>st</sup> Aider (inc name)):

Contact details of person reported to (dept & tel no):

Accident reported by (if different from section 1, inc post):

Reported on (date): \_\_\_\_\_ Time: \_\_\_\_\_

Signed by injured person:

For schools only Parent/Guardian informed:  Yes  No Date: \_\_\_\_\_

For social care only CQC informed:  Yes  No Date: \_\_\_\_\_

**6. Signature of Manager/Supervisor/Responsible Person**

Signed: \_\_\_\_\_ Print: \_\_\_\_\_

Date: \_\_\_\_\_

Did the injured person continue to work? YES  NO

**7. Accident Investigation F(to be completed by manager/supervisor/responsible person)**

Carried out by:

Position/occupation:

Contact No:

How did the accident/incident happen, and what has been done to prevent reoccurrence?

Does the risk assessment require updating?  Yes  No

If Yes, what additional risk control measures are needed / recommended?

Is additional information, instruction and training required?  Yes  No

If Yes, detail what action has been taken:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Appendix 3: first aid training log

NAME/TYPE OF TRAINING		STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
First Aid at Work	TAs	Haley Briggs	19 <sup>th</sup> October 2024
		Ronnie Oswald – Operational First Aid	31 <sup>st</sup> December 2025
Paediatric First Aid	Teaching Assistants	Thamanna Begum	15 <sup>th</sup> November 2024
		Helen Garner	21 <sup>st</sup> April 2026
		Natalie Broomhead	19 <sup>th</sup> May 2026
		Natalie Schofield	11 <sup>th</sup> May 2025
		Runa Ahmed	27 <sup>th</sup> June 2024
		Emily Benson	26 <sup>th</sup> May 2025
		Louise Coulthard-Keating	27 <sup>th</sup> June 2026
		Jenny Scott	26 <sup>th</sup> May 2025
Basic First Aid	Middays	Lesley Corrigan	19 <sup>th</sup> May 2026