



## CRANFORD PARK CE PRIMARY SCHOOL FIRST AID POLICY

UN Convention on the Rights of the Child	
Article 24	You have the right to the best health care possible
Article 39	You have the right to get help if you have been hurt

Responsibility for implementation	Headteacher
Responsibility for monitoring	Health and Safety Governor
Review cycle	Annually
Date Agreed by Full Governing Body	February 2025
Next Review Date	February 2026

At Cranford Park CE Primary School, we recognise our responsibility under the **Statutory Framework for the Early Years Foundation Stage**. In creating this policy, we have followed 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
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

## **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

## **Roles and Responsibilities**

Our aim is to ensure that the majority of Cranford Park CE Primary School staff have first aid training which is kept up to date every three years. In line with the EYFS Framework, at least one person who has a current paediatric first aid (PFA) certificate is on the premises at all times when children are present.

Two appointed staff will be trained in 'First Aid at Work' in addition to PFA.

## **Appointed Persons and First Aiders**

The person with overall responsibility for first aid at Cranford Park CE Primary School is **Eve Smith** who is 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
- Sending pupils home to recover, where necessary
- Ensuring all contact details are up to date
- Keeping a record of first aid training so that staff can renew their qualifications before they expire
- Ensuring that an accident report (see appendix A) has been completed by attending staff on the same day, or as soon as is reasonably practicable, after an incident

Other appointed first aiders in the absence of Mrs Smith are Tina Nowell, Vicky Wilcox and Kerri Levitt. All other staff are trained in first aid as soon as possible following their appointment. All first aiders are trained and qualified to carry out the role (see 'Training' below) 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
- Completing an accident report (see appendix A) on the same day, or as soon as is reasonably practicable, after an incident

## **The Local Authority and Governing Body**

Hampshire 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 governing body.

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

## **The Headteacher**

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

- Ensuring that an appropriate number of first aid trained staff 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 staff 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
- Ensuring the reporting of specified incidents to the HSE when necessary (see section 6)

### **All Staff**

All school staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the appointed persons in school are
- Completing accident reports (see appendix A) for all incidents they attend to
- Summoning a trained first aider where required if they are not one
- Informing the headteacher or an appointed person of any specific health conditions or first aid needs

## **First Aid Procedures**

### **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
- 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 or nominated person will recommend next steps to the parents
- If emergency services are called, the office staff will contact parents immediately
- Any member of staff dealing with an incident will complete an accident report form on the same day or as soon as is reasonably practical 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.

### **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, 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' 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 member of staff leading the trip prior to any educational visit that necessitates taking pupils off school premises. The EVC can advise with these.

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.

### **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:

- The Medical Room in the Office Area
- The School Hall
- Staffroom
- The School Kitchens
- Emergency Evacuation Bag
- Children's kitchen
- R, 1, 2, 3/4 and 5/6 have portable bags for playtimes and lunchtimes.

# Record Keeping and Reporting

## Recording and Reporting of Accidents and Injuries

- Each class and the Office will have a *First Aid and Accident Record File* containing accident forms (Appendix A)
- An accident form will be completed by the member of staff dealing with the incident or first aid on the same day or as soon as possible after an incident resulting in an injury giving as much detail as possible.
- In case of a head injury, the child will be given a Head Bump sticker, a Head Bump letter and a text message will be sent to parents to inform them.
- If child goes to Hospital, Hampshire LA will also be informed.
- We acknowledge that only Early Years providers are required to notify parents of an accident or injury to their child. However, at Cranford Park CE Primary school, *all* class teachers will let parents know about any significant injury or accident at pick up.
- In the case of more serious accidents or injuries requiring sustained attention, the Admin Assistant will inform parents as soon as possible of the injury sustained and first aid treatment given. If relevant, parents will have the option to come and check on their child. Parents will also be informed if emergency services are called.

## Retention

Records held in the first aid and accident book will be retained by the school in accordance with Hampshire's School Records Retention Schedule which states to keep accident records until the youngest child in record reaches the age of 22, and then securely disposed of. This meets the requirements of regulation 25 of the Social Security (Claims and Payments) Regulations 1979.

## Reporting to the HSE

The Admin Officer 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 Admin Officer 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.

## **RIDDOR: 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, the Admin Officer 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 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)  
<http://www.hse.gov.uk/riddor/report.htm>

**Reporting to Ofsted and child protection agencies**

The Admin Officer will notify Ofsted of any serious accident, illness or injury to, or death of, an Early Years 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 Admin Officer will also notify relevant Hampshire agencies, including Child Protection services, of any serious accident or injury to, or the death of, any pupil while in the school’s care.

## **Training**

All school staff are strongly encouraged to undertake first aid training.

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. This information is kept in our Safeguarding Training Records, alongside our Single Central Record.

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 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. The PFA certificate will be renewed every 3 years.

## **Monitoring Arrangements**

This policy will be reviewed by the governor with responsibility for Health and Safety annually.

At every review, the policy will be approved by the Full Governing Body.

## **Links with Other Policies**

This policy should Health and safety policy

- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Safeguarding Policy





DATE:

**ACCIDENT / INCIDENT**

NO: .....

*I have had an **accident / incident** today*

Dear Parent / Carer

Childs Name:

Year Group:

Location of accident/incident:

Today your child has had an accident/incident at

a.m. / p.m.

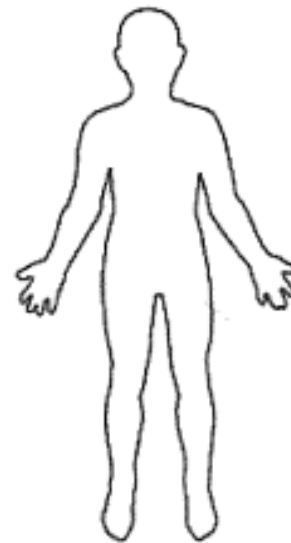
We have kept an eye on him/her and he/she appears to be ok.

He/she has had a:

Bump Cut Bruise Graze 

Other: (please specify)

Location of injury



First aid administered:

Antiseptic Wipe Plaster Ice Pack Observation 

Other: (please specify)

Any additional information: (if relevant)

Parent / Carer informed at:

(time). By telephone / in person

First aid administered by:

teaching staff / dinner staff

Accident book completed by:

teaching staff / dinner staff

Receiving teacher:

Signature of Lead First Aider:

Time:

GDPR COMPLIANCE: Remove ALL copies on completion and file according to your GDPR policy.