Michaelchurch Escley Primary School

First Aid Policy

Date Reviewed:	Oct 2026
Reviewed by:	School Business Manager
Policy to be reviewed by:	October 2027

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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, 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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed First Aid leads are Gemma Rowland and Mark Hollowood. They alongside all other trained first aiders in the school 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 (Arbor) on the same day, or as soon as is reasonably practicable, after an incident Keeping their contact details up to date

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

3.2 The local authority and governing board

Hereford Council has ultimate responsibility for health and safety matters in the school, but delegate's responsibility for the strategic management of such matters to the school's governing board.

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 reports on Arbor for all incidents they attend to where first aid is given
- Informing the head teacher 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 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 will recommend next steps to the parents
- If emergency services are called, the School Business Manager or any other available staff member will contact parents immediately
- The first aider/School Business manager 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.

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, 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 school staff prior to any educational visit that necessitates taking pupils off school premises.

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.

There will always be at least 1 first aider on school trips and visits.

5. 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:

- Reception
- The Escleyside hall
- Preschool building
- School Minibus

6. Record-keeping and reporting

See reporting flow chart appendix 3

6.1 First aid and accident record book

- An accident form on Arbor will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident
- Records held in the first aid and accident report 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 LA

- If the answer is yes to the following question a council incident form (appendix 4) is filled in and our Health and Safety advisor Nick O'Sullivan is contacted. See reporting flow chart appendix 3.

  Was the Staff member/Pupil injured significantly i.e. taken to Hospital, or from a defect or omission in premises, equipment or supervision? Is a Staff member off work for 7+ days following a work injury?

6.3 Reporting to the HSE

The School Business 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 School Business Manager and our Health and Safety advisor Nick O'Sullivan 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, the

School Business Manager and our Health and Safety advisor Nick O'Sullivan 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 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 Head teacher/School Business Manager 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. Parents will also be informed if emergency services are called.

6.4 Reporting to Ofsted and child protection agencies (early years only)

The Head teacher 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 Head teacher will also notify Hereford Council's MASH department 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 2).

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.

8. Monitoring arrangements

This policy will be reviewed by the School Business Manager every year.

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

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 trained first aiders

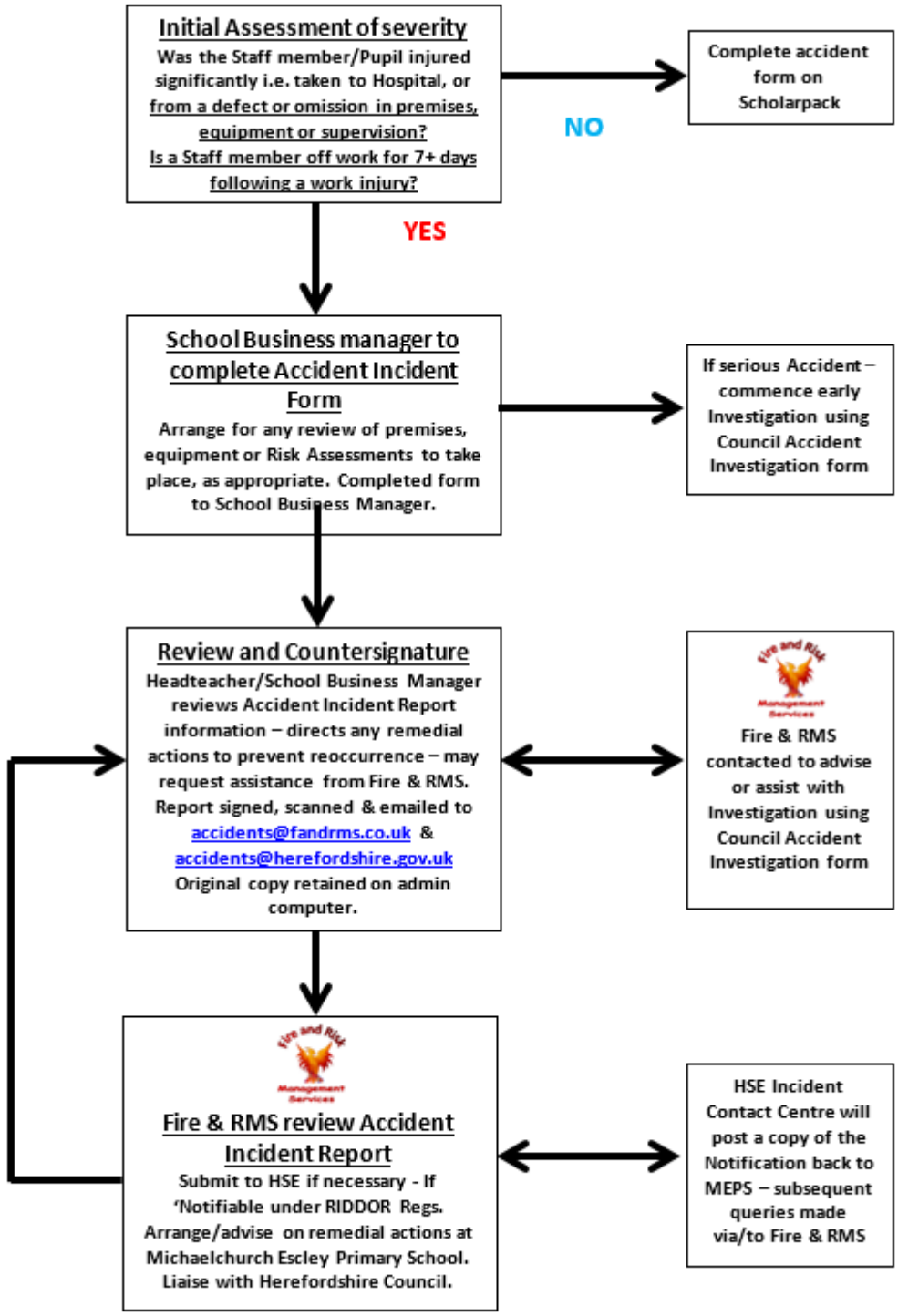
STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Rebecca Cook	Teacher	
Gary Crocker	Teacher	
Sally Rowe	Teaching assistant	
Julie Christopher	Nursery Supervisor	
Gemma Rowland	TA	
Georgia Davies	Teacher	
Chloe Yeomans	Teacher	
Mark Hollowood	School Business manager	
Jess Jones	TA	
Beth Powell	Nursery Assistant	
Sophie Flanagan- Sharp	Teacher	
Louise Crocker	Head teacher	

Appendix 2: first aid training log

Staff First Aid Qualifications

Name	Qualification	Provider	Date achieved	Due for renewal
Rebecca Cook	Paediatric First Aid	All Safety Matters	Jan-23	Jan-26
Gary Crocker	Outdoor Emergency First Aid	BASP UK Ltd	Sep-24	Sep-27
Sally Rowe	First Aid at work	Anubis	Oct 26	Oct 29
J Christopher	Paediatric First Aid	Shape	Oct 26	Oct 29
Georgia Davies	Paediatric First Aid	All safety matters	Sept 26	Sept 29
Mark Hollowood	First Aid at Work	All Safety Matters	Dec-25	Dec-28
Beth Powell	Paediatric First Aid	All safety matters	Oct 22	Oct-28
Sophie Flanagan-Sharp	Paediatric First Aid	All Safety Matters	Sep-25	Sep-28
Gemma Rowland	Paediatric First aid FAW	All Safety Matters	Sept 26	Sept 29
Chloe Yeomans	Paediatric First aid	All Safety Matters	Sept 26	Sept 29
Jess Jones	Paediatric First Aid	All Safety matters	Oct 24	Oct 27
Louise Crocker	Paediatric First Aid	All Safety matters	Oct 26	Oct 29

Appendix 3: Reporting flow chart



Appendix 4: Council Incident form

Herefordshire Council

Incident/Accident Report

PART A – ABOUT THE PERSON WHO HAD THE ACCIDENT/INCIDENT

Full Name:			**Pay no:**		
Job Title:			**Other (pupil, visitor, contractor, member of the public):**		
Home Address:					
			Post code:		
Phone No:		**DOB:**		If you are happy for some information within this form to be shared with Trade Union representatives, please name the Trade Union here.	

PART B – ABOUT THE INCIDENT/ACCIDENT

Date of Accident/Incident		Time (use 24hr format)	
Name of the School *(name of the school where the incident took place, if visiting another school)*			
Exact Location of the Accident or Incident (*where on the premises did the incident occur*)			
Description of Accident or Incident (please provide *a summary of events leading up to the Incident / Accident with details of the circumstances immediately prior to the event plus working conditions such as weather, visibility, temperature, housekeeping standards, unusual working conditions etc., that may have contributed to the incident)*			
Did the Accident / Incident Require Reporting to the Authorities? (*Please include any report to the Police or the Incident Contact Centre, RIDDOR etc.)*			
Were there any Witnesses to the Accident or Incident? (*If yes, please provide name and contact details of Witnesses*)			
If the person suffered any injury, say what the injury was: *i.e. cut, graze, strain etc.*			
Location of Injury *Please be specific, i.e. left hand, right side of forehead etc.*			

Did the injured party attend or get admitted to hospital? *(please give details of any treatment they received, including gluing wounds or topical ointments)*	
Is the injury likely to cause a loss of working time (or missed school days)? Please include days that the IP is incapable of work even if they would not normally be working, i.e. annual leave or weekends.	

What was the accident/incident? (<u>Please tick only one</u>)

Contact with Electricity		Contact with Machinery		Cuts and Lacerations	
Drowning or Asphyxiation		Explosives (fireworks, chemical reactions etc.)		Burns or Scalds	
Harmful substance – Liquid (Bleach, acids, deasil etc.)		Harmful Substance – Gas (Chlorine Gas, Carbon monoxide etc.)		Harmful Substance – Particulate (Asbestos, concrete dust, powdered alkaline)	
Slip, trip or fall at floor level		Fall from height		Injured by animal	
Lifting and handling injuries		Physical Assault (Malicious)		Physical Assault (Reactive)	
Verbal Assault		Cyber or written threats/abuse		Lodging in the ear/nose	
Striking against an object		Struck by object		Struck by vehicle	
Trapped under collapsed structure		Unintentional injury caused by another person		Allergy	
Pre-existing medical condition (seizures etc.)		First instance of medical condition		Near Miss	
Pinching or trapping injury		Ingestion of hazardous substance		Other *(please provide details below)*	
Details:					

PART C – DETAILS OF THIRD PARTIES

Did the incident occur as a result of working with persons with SEN requirements? (e.g. dysregulation, sensory overload, seeking sensory stimulation, positive handling)		*Please give details*
Does the person have an individual risk assessment, Behavioural Support Plan, Pastoral Support Plan or similar assessment & support documentation?		
Was the injured party aware of the procedures in place within these plans?		

PART D – COMPLIANCE – TO BE COMPLETED BY LINE MANAGER

Was the person authorised to be carrying out those tasks?	
How long has the injured person or the person involved been carrying out this activity as part of their role *(please describe the person's experience in doing this activity over time)*	
Does there appear to be any unsafe behavior *(if Yes please give details)*?	
Detail any risk assessments undertaken for the activity involved in the Accident / Incident: *(include Reference Nos., dates of assessment and review, appropriate control measures required etc. – copies of relevant risk assessments should be made available for examination)*	
Was there a safe system of work in place? (if Yes please give details of documented safe systems of work or instructions given)	
Was the person involved trained regarding this activity? (please describe what training had been provided – full training records should be made available for examination)	
Have the risk assessments associated with the accident or incident been reviewed? What changes were made?	
Detail any remedial action to prevent re-occurrence? *(Please include details of punitive measures where necessary)*	
Have the actions identified been implemented?	

PART E – ABOUT YOU, THE PERSON COMPLETING THE FORM

NAME (print):		
Address:		
		Post code
Designation:		

Signature:	**Date:**
Manager/Headteacher Signature:	**Date:**

Please return the completed form using Anycomms+.

Please also include photographs of the area where the incident happened/any equipment or materials involved, and copies of relevant risk assessments/ssow.

Privacy Notice

Herefordshire Council is the Data Controller under data protection law and will use the information you provide on this form in order to fulfil the authority's statutory duties under the relevant health and safety legislation.

These duties are outlined under "The Health and Safety at Work Etc. Act 1974", "The Management of Health and Safety at Work Regulations 1999", "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013", "The Health and Safety (First-Aid) Regulations 1981" and other relevant legislation.

We will keep your data for as long as required and in line with the Council's retention schedule. Your information may be shared with other relevant organisations in order to provide you with the service.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office https://ico.org.uk/

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at https://www.herefordshire.gov.uk

Contact the Council's Data Protection Officer via email: informationgovernance@herefordshire.gov.uk
Our full privacy notice can be found here.
https://www.herefordshire.gov.uk/download/downloads/id/17213/health_and_safety_privacy_notice.pdf