First Aid Policy

Sussex Road Primary School

Approved by:	**HT**	**Date:**	**September 2026**
Next review due:	**September 2027**		

Aims

'First aid is the first and immediate assistance given to any person with either a minor or serious illness or injury, with care is provided to minimalize injury, prevent disability and to preserve life.'

- 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

Legislation and guidance

This policy is based on advice from the Department for Education on First Aid in Schools, 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 assess 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, arrange implementation 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.

Roles and responsibilities

All schools are expected as a minimum legal requirement is to have an 'appointed person' to take charge of First Aid arrangements, provided the school's assessment of need has considered the nature of employees' work, the number of staff, and the location of the school. School Office staff should not be seen as the first port of call for simple First Aid queries and all classroom staff hold basic First Aid equipment for minor injuries.

For Early Years settings from September 1, 2025, the Department for Education (DfE) requires at least one staff member with a valid Paediatric First Aid (PFA) certificate to be present at all times children are in the setting and on any outings.

Appointed person

The Sussex Road School Appointed Person Role is undertaken by an Administration Officer who has current Full Paediatric First Aid accreditation and is responsible for:

- Providing a second opinion in person when required for both injury and illness following an examination of the patient.
- Taking charge when a concern raised requires more significant action or intervention
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Checking the wellbeing of staff who have provided initial First Aid, including support with the completion of the relevant paperwork in the event of an injury requiring hospitalisation (HS157)

- Ensuring the Headteacher or member of SLT if advised where an ambulance has been called or a child has been recommended to attend a GP surgery or hospital.
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

The appointed person does not legally need to be a trained First Aider and it is acknowledged that in time critical situations other staff members may be called upon to deputise for the appointed officer. Where the Appointed Officer is unavailable, other school staff may be called upon to take on this role.

Work Place First Aider

The Sussex Road School the Staff workplace First Aider is the Site Manager who has full accreditation to undertake the role.

Trained First Aiders 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
- Recommending that the appointed person send pupils home to recover, where necessary
- Filling in an accident report on the same day of an incident ensuring the child is given a duplicate of the report and a Green First Aid wrist band to ensure families check for accident report form.

Details of trained First Aiders are shared with all staff together with their working hours on site.

The local authority and governing board

KCC has ultimate responsibility for health and safety matters in schools but delegates the 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.

The Headteacher

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

- Ensuring that an appropriate number of trained first aid personnel are always present on site
- Ensuring that s Qualified First Aider s they have 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, 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

Staff

Sussex Road School staff who are not trained are responsible for:

- Ensuring they follow first aid procedures and carrying out basic first aid procedures
- Being aware of pupils in their care you may require medical intervention and understand how this should be carried out in an emergency (See green Class File)
- Ensuring they know who the First Aiders are and when to seek their support
- Completing accident reports for all incidents they attend to where a First Aider is not called
- Ensuring the pupil has a Green First Aid Wrist Band and a copy of the duplicated incident report to take home

- On going monitoring where requested any pupil who has received support/medical intervention particularly in the case of a head bump which might lead to concussion, where they have had not been collected. Raising concerns if condition deteriorates, or the child is acting out of character.
- Informing the Headteacher where they themselves have 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 any 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 the Appointed Person and/or emergency services. They will remain on scene until help arrives
- The First Aider will consider whether the injured person could safely be removed to the First Aid room, left where they are or placed in a recovery position

No child should ever be picked up or carried to the First Aid room if they have fallen in-case of underlying spinal injury – they may be encouraged to get up if they can – if not they must be where they have fallen – kept warm and dry - until emergency help arrives. If they are deemed to be in an unsafe situation i.e., in a road, steps should be taken to stop traffic. If this is not possible, they should be moved as a last resort to prevent additional injury.

- If the First Aider feels a pupil may be too unwell to remain in school, they will speak with the Appointed Person who, if in agreement, will contact the parents to ask for the child to be collected. Upon arrival of the parent the First Aider/ Appointed Person will provide an explanation of the injury, action taken and recommend next steps to the parents including advise to seek medical assistance
- If emergency services are called, the Headteacher or her nominated representative will contact parents immediately
- The First Aider or witnessing member of staff will complete an accident report form as soon as is reasonably practical after an incident resulting in an injury, but no later than the day of the accident

PPE and First Aid

Where it is necessary for first aid provision to be administered in proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands and wearing appropriate PPE including gloves.

In the event of further outbreaks of Coronavirus or similar infections all First aiders will follow Health and Safety Executive (HSE) guidance for first aid. They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern.

Off-site procedures

When taking pupils off the School site, including local visits and use of Judd Field, staff will ensure they always have the following:

- A mobile phone – switched on and charged
- A portable first aid kit
- Information about the specific medical needs of pupils and relevant medication
- The School's contact details
- Parents contact details and Information about the specific medical needs. These will remain sealed during the trip and destroyed upon return.

- Risk assessments will be completed by the visit leader prior to all educational visit off the School premises, with specific reference to pupil's additional needs including medical conditions.
- There will always be at least 1 First Aider on school trips and visits.

First aid equipment

A typical full first aid kit at Sussex Road 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. Smaller kits are provided to each class to enable minor treatment to be administered by the class teacher/TA. Kits will be called in from time to time to check contents however, it is the responsibility of classroom staff to ensure their kits are re-plenished following each use.

First aid kits are stored in:

- Individual classrooms
- the First Aid Room,
- the Cookery/meeting room including additional Burns First Aid equipment.
- the Main and SBM offices
- Nourish the School's catering company supply their own kits for the Catering Kitchen
- External club providers are allowed access to the School's First Aid equipment but are expected to make their own arrangements to administer First Aid. Qualified School staff are however encouraged to offer First Aid support withing a wider community for the preservation of life or to minimise or prevent further injury.

Record-keeping and reporting

First Aid and accident record book

- A green self-duplicating accident form is completed by the First Aider/relevant member of staff on the same day, as soon as possible after any incident resulting in an injury requiring treatment
- As much **objective** detail as possible should be supplied when reporting an accident. This record is not to be used as a behaviour log
- A copy of the accident report form will be sent home with the child, so families are aware of the nature of injury and treatment given. The child will be given a green wrist band to indicate First Aid has been given.
- 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.

Reporting to the HSE

The Appointed Person will ensure a record is kept 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) Covering Health and Safety at Work. A paper copy form HS157 is completed for such all notifiable injuries and incidents of Adults sustaining injury on the School site. The Appointed Person will submit an electronic version of the Report to the Local Authority using the Digital Front Door DfD as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable Accidents, injuries, diseases or dangerous occurrences include:

- Death
- 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
- Injury from a child, where escalating behaviour pattens are cause for concern

Notifying parents

The Appointed Person or a Member of SLT will inform parents of any significant accident or injury sustained by a pupil, and any first aid treatment given, on the same day, as soon as is reasonably practicable. This will be by phone call or green medical report depending on the severity of the injury.

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 child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

The School has undertaken a First Aid Risk Assessment to inform the number of trained First Aiders required in School. The School has an expectation that low level high incident First Aid will be provided by all adults on site as well as practical support for more significant incidents when requested by the First Aider/Appointed Person.

All school staff are encouraged to access available formal first aid training at appropriate levels. Courses covering varying levels of responsibility are arranged in school. External courses are made available in the interim. Staff are encouraged to renew their first aid training when it is no longer valid. Trained First Aiders are required to make themselves available in an emergency, or where a second opinion or support is required. The Forest School Leader has been trained in First Aid specifically related to Forest School.

All First Aider s who have completed a training course hold a valid certificate their level of competence. First Aid training is noted on the SCR.

This policy should be read in conjunction with the following Policies

Allergies In school
Attendance
Children with health needs who cannot attend school
Health and Safety
Intimate care
Outdoor Learning
Play