



Empowering our unique schools to Excel

First Aid Policy

ODBST Level 1 Statutory Policy:	ALL Schools require this policy with no changes allowed to core text. No changes are necessary to personalise this with school name and branding, as this is a Trust level policy for use, without change, by all schools, except where a school contact is required as identified in the content of the policy. LGBs will note adoption in LGB meetings. Review will take place at Trust level, and schools will be notified of updates and review dates as necessary.
Other related ODBST policies and procedures:	ODBST Health & Safety Policy July 2022 And Covid-19 Annex to ODBST Health & Safety Policy ODBST Safeguarding and Child Protection ODBST Supporting Children with Medical Needs
Committee responsible:	FRAPP
Approved by:	FRAPP
Date Approved:	7/02/2023
Date for Next Review:	February 2025

In reviewing this policy the Trust Board has had regards to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged.



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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.

Introduction:

First aid provision will be available while people are on the school premises. It will also be available when staff and pupils are working elsewhere on school activities including any off-site activity such as educational visits. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment. This does not apply to work placements as work experience students are employed by the placement provider.

The minimum first aid provision for schools:

- a suitable first aid container stocked in accordance with the findings of the first aid needs assessment and holding at least the minimum requirements suggested by HSE
- an appointed person or designated first aider(s) to take charge of first aid arrangements at all times
- information for employees detailing the location of equipment, facilities and personnel

Any member of school staff may be asked to undertake first aid tasks, but they cannot be required to do so. Teachers and other staff working with pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in education in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

All state-funded schools in England have, since September 2020, been required to teach Health Education. The statutory guidance, to which schools must have regard, sets out that this should include basic first aid for primary school children, for example dealing with common injuries. We do this in PHSE.



2. Legislation and Guidance

This policy is based on the following guidance and legislation:

- [First aid in schools, early years and further education - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- [Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- [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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
- [The School Premises \(England\) Regulations 2012 \(legislation.gov.uk\)](https://legislation.gov.uk)
- This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current Paediatric First Aid (PFA) certificate must be on the premises at all times. **During coronavirus:** you must use your 'best endeavours' to ensure one person with a full PFA certificate is on site when children aged 2 to 5 are present. If after taking all possible steps in your power you're still unable to secure a staff member with a full PFA certificate, you must carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

During coronavirus: employers should discuss their updated risk assessment with first aiders and appointed persons for their input and so they are confident about providing the right assistance.

3.1 Appointed Person(s) and First Aiders

The School's Appointed Person(s) is/are Liz Ricketts (Administrator) and Caroline McQuilliam (Bursar). 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.
- Ensuring that all school first aiders make records of all first aid they provide in school.

First Aiders are trained and qualified to carry out the role (see section 7) and are responsible for:



- Acting as first aid 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 and 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(s) and/or First Aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The Local Governing Body

The Board of Trustees has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher. The local governing body is accountable for monitoring that these actions are delivered appropriately and correctly.

3.3 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.
- Using the first aid records to inform first aid needs in the school. Identifying the likely causes of accidents or injuries to work out the type, quantity, and location of first aid equipment needed, and the facilities and personnel required. The needs of pupils, students and visitors should be considered alongside the needs of employees when making assessments and when putting in place appropriate first aid provision.
- 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.
- Further details of what factors to consider when making needs assessments and appointing emergency cover for first aiders can be found in HSE's [first aid guidance](#).
- 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 for all incidents they attend to.
- 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. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, 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



Schools with Early Years Foundation Stage provision:

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

Whole School:

During coronavirus: first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). 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. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands, use of face covering and gloves.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details
- Risk assessments will be completed by the Trip Leader prior to any educational visit that necessitates taking pupils off school premises.

Schools with Early Years Foundation Stage provision:

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. The certificate must be for a full course consistent with the criteria set out in annex A in the EYFS.

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

Years 1-6:

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits. A school medical kit is to be taken on all school trips and visits.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

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:

- Each classroom (Van Gogh, Monet, Hockney and Hepworth)
- Office (in the cupboard, on top of the filing cabinet and on the back of the door)
- School kitchen
- Staff room

6. Record-keeping and Reporting

6.1 First aid and accident record book

- An accident report will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury.
- The record should be readily accessible, and details recorded should include:
 - date, time and place of incident
 - name of injured or ill person
 - details of the injury or illness
 - details of what first aid was given
 - what happened immediately after the incident (for example, went home, went back to class, went to hospital)
 - name and signature of first aider or person dealing with the incident
- If the child or member of staff requires further medical assistance outside of school (e.g. to see the GP or visit Hospital) an accident report must be completed Bromcom.
- A copy of the accident report form will also be added to the pupil's educational record by Liz Ricketts, Office Administrator.
- 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, or 25 years for serious accidents reported to the HSE or requiring reporting in Safesmart Smartlog and then securely disposed of following the Records Management Policy.

6.2 Reporting to the HSE

The Office Administrator 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 or Office Administrator will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 15 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>

6.3 Notifying Parents

The Office Administrator 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 or Office Administrator (if delegated by 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 or Office Administrator (if delegated by the Headteacher) will also notify Jan Martin (ODBST Safeguarding Lead & Bucks County Council Duty Safeguarding Lead) 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.)

Staff are encouraged to renew their first aid training before it is no longer valid.

Schools with Early Years Foundation Stage:

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.

During coronavirus: if PFA certificate requalification training is prevented for reasons associated with the pandemic, the validity of current PFA certificates (expiring on or after 1 October 2020) can be extended to 31 March 2021 at the latest. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of paediatric first aid procedures while waiting for face-to-face training.

Mental health

The school has a mental health lead. This is Rebecca Sutherland. This role has strategic oversight of the whole school approach to mental health and wellbeing. They will support the school to make the best use of existing resources and effort to help improve the wellbeing and mental health of pupils, students and staff.

The Mental Health Lead will undertake appropriate training. However, school staff are not mental health professionals. Where pupils and students experience more serious mental health problems, schools will support children and their families in obtaining access to support from sources which include professionals working in specialist Children and Young People's Mental Health Services (CYPMHS), voluntary organisations and local GP practices.



Appendix 1: List of Appointed Persons for First Aid & Appendix 2: First Aid Training Records

This list should be displayed prominently around the school.

STAFF MEMBER'S NAME	QUALIFIED UNTIL
Fatima Karim (P)	July 2026
Caroline McQuilliam (P)	July 2026
Mamatha Muralidhar (P)	June 2027
Becky Sutherland (P)	June 2027
Liz Ricketts (P)	June 2027

