

Newton-le-Willows Primary School & Nursery



First Aid Policy

Status:	STATUTORY		
Responsible Person/People:	Mrs Chisnall, Mrs McCormack Mr. Ibbotson School Staff		
Responsible Governor:	Mrs Charleston		
Approved by:	Mr. Limb	Signature: <i>Gary Limb</i>	Date: Autumn 2024
Last reviewed:	Autumn 2024		
Next review:	Autumn 2025		

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.

Legislation and Guidance

This policy is based on the [statutory framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) 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

In schools with Early Years Foundation Stage (EYFS) provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

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 layout and location of the school.

The appointed person does not need to be a trained first aider.

Section 3.1 overleaf 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.

3.1 Appointed person(s) and first aiders

The school's appointed person(s) are [REDACTED]. Where possible, these appointed persons will take responsibility for treating pupils in the First Aid Room or another designated room/space across lunchtime. However, all staff who are first aid trained can administer first aid as and when required.

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.

The appointed person(s) 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/slip 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

3.2 The Local Authority (LA) and the Governing Board

St Helens Council 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 Board.

The Governing Board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.3 The Headteacher

The Headteacher/Deputy Headteacher and other Senior Leaders are 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)

3.4 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/appointed person is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs
- Communicate with parents about any first aid incidents involving their child, including the passing on of paperwork such as accident slips.

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. This does not require to be an Appointed First Aider/Person and can be another member of staff who is first aid trained.
- 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 or delegated person, will recommend next steps to the parents. Depending on the seriousness of the injury, the passing on of information to parents may be delegated to another member of staff.
- If emergency services are called, a member of the Senior Leadership Team will contact parents immediately.
- All accidents are recorded and first aiders complete relevant paperwork when an accident occurs. A copy of the first aid slip is sent home with the child at the end of the day, so parents are aware of the accident.
- If the accident is of a more serious nature and the pupil is advised to attend the GP, a walk in centre or the hospital, then staff who observed the accident are to provide the School Business Manager with a detailed account of the incident and the School Business Manager will complete a more formal Local Authority Accident Form as soon as is reasonably practical after an incident resulting in an injury. This information is then reported to the Local Authority.
- 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 school mobile phone. A personal mobile phone may be needed if a school mobile phone is not available.
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parent/Carer contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits. Where possible, when taking EYFS pupils off the school premises, there will be at least 1 first aider with a current paediatric first aid (PFA) certificate as required by the statutory framework for the Early Years Foundation Stage (EYFS).

5. First Aid Equipment

A typical first aid kit in our school will include the following:

- Regular and large bandages/wound dressings
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors (locked away)
- Cold compresses
- Burns dressings

No medication is kept in first aid kits. First aid kits are stored in:

- The school's First Aid Room.
- EYFS
- Y1 Classroom
- Y4/Y5 Shared Area
- School Kitchen

6. Record-keeping and Reporting.

6.1 First aid and accident recording (see [Accident Procedure below](#))

An first aid slip will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury.

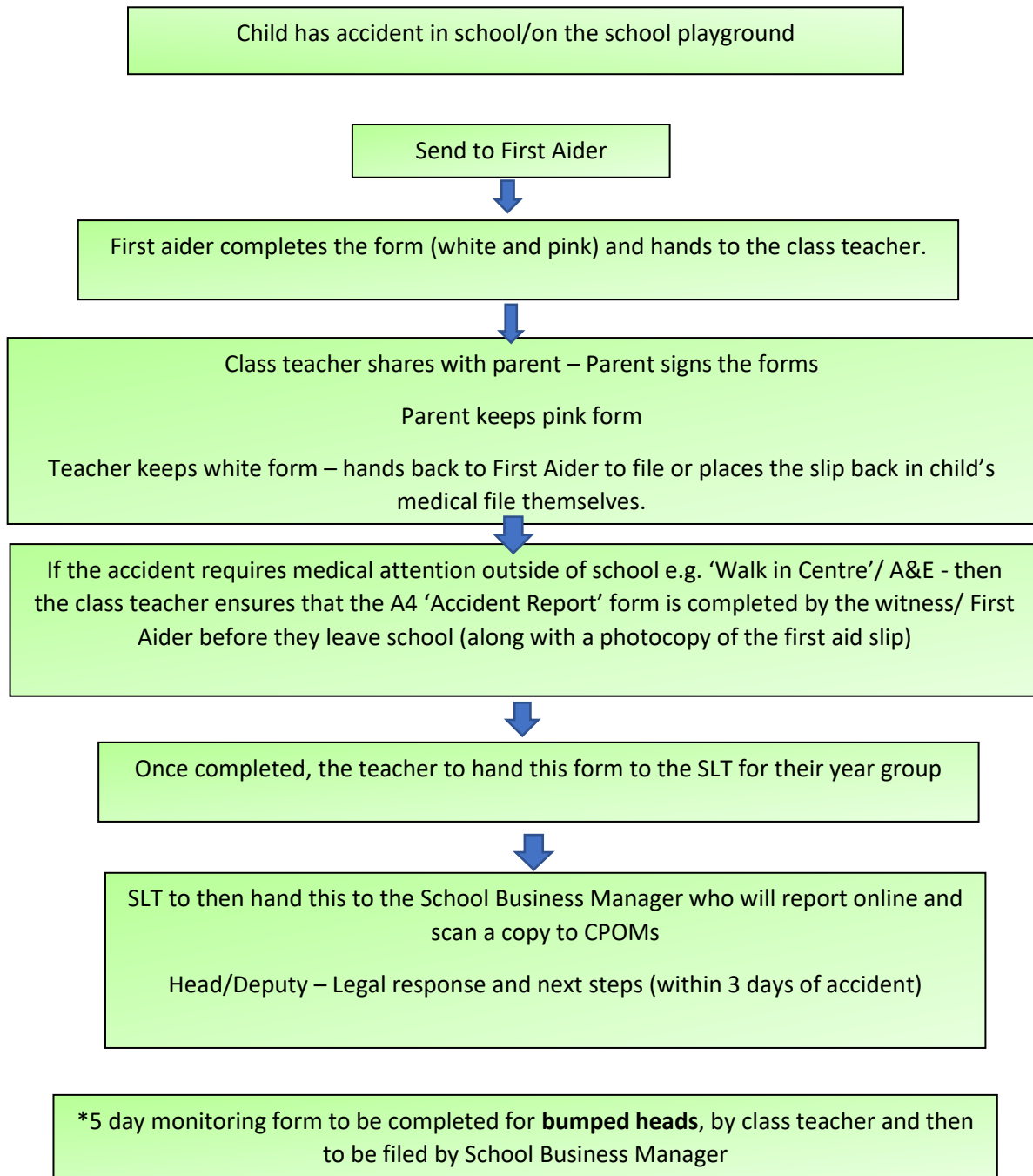
For accidents involving pupils, staff members (including first aiders) are to follow the Accident Procedure as outlined in Appendix 1.

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.

Near-miss events that do not result in an injury will be reported to the Local Authority, as soon as possible and school will follow the advice provided. Examples might include:

- 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

Appendix 1. Accident Procedure



Appendix 2 – First Aiders

Emergency First Aid Training (1 Day)			
Name	Current Role	Type of Qualification	Expiry Date
	Y6	Emergency First Aider	May 2027
	Y6	Emergency First Aider	May 2027
	Y5	Emergency First Aider	May 2027
	Y5	Emergency First Aider	May 2027
	Y5	Emergency First Aider	May 2027
	Y5	Emergency First Aider	May 2027
	Y4	Emergency First Aider	May 2027
	Y3	Emergency First Aider	May 2027
	Y3	Emergency First Aider	May 2027
	Y2	Emergency First Aider	May 2027
	Y1	Emergency First Aider	May 2027
	Y1	Emergency First Aider	May 2027
	Y1	Emergency First Aider	May 2027
	EYFS	Emergency First Aider	May 2027
	EYFS	Emergency First Aider	May 2027
	EYFS	Emergency First Aider	May 2027
	EYFS	Emergency First Aider	May 2027
	EYFS	Emergency First Aider	May 2027

First Aid At Work Training (Adult First Aiders) 3 Day Training			
Name	Role	Qualification	Expiry Date
	Y5	First Aid at Work	May 2025
	Y1	First Aid at Work	May 2025
	EYFS - Nursery	First Aid at Work	June 2025
	Y5	First Aid at Work	October 2026
	Y4	First Aid at Work	October 2026

Paediatric First Aiders 3 Day Training			
Name	Role	Qualification	Expiry Date
	NURSERY	Paediatric First Aid	May 2025
	EYFS	Paediatric First Aid	May 2025
	EYFS	Paediatric First Aid	June 2027
	B/ASC & Lunchtime Supervisor	Paediatric First Aid	July 2025
	B/ASC & Lunchtime Supervisor	Paediatric First Aid	June 2027
	B/ASC & Lunchtime Supervisor	Paediatric First Aid	July 2025