

NORTHMEAD JUNIOR SCHOOL

First Aid Policy



a member of



Reviewed by:

Stephanie Lesanne

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Approved by LGB

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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 advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and 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 Education \(Independent School Standards\) Regulations 2014](#), 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 persons are Natalie Day and Caroyln Williams. 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

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 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 first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but 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 first aiders 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
- 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:

Accidents occurring during break times

- A First Aider will be stationed in the walking zone during break times
- The first aider can be identified by their green hi-vis jacket
- A comprehensive first aid kit is carried by the first aid trained playground supervisor.
- The closest member of staff present will assess the seriousness of the injury and if the child is able to easily move will guide the child to the first aider on the walking zone where treatment will be administered.
- If the first responder assesses the child should not move they will call on the assistance of the first aider in the walking zone.
- The first aider, will assess the injury and decide on what further assistance is needed. 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 assesses that the child needs to be sent home they will walk them to the office.
- If the child has sustained a head injury they need to take them to the office where they and the office first aider can assess and complete the head bump assessment
- An accident record form will be completed, signed by the first aider and handed in to the school office at the end of each break time.

Accidents occurring during lesson time

- If a child has sustained a minor injury a First Aider within the year group can deal with injury using the First Aid kits available in the classroom.
- If a child has hit their head staff will send the child with an adult to the school office for assessment
- If urgent medical help is required, a second adult will summon the school office
- The accident record form will be completed, signed by the first aider and handed in to the school office.

Assessment of injuries at the school office

- The injured child will be assessed by the trained first aider using the accident record form.
In the case of a head injury two adults will complete the questioning.
- 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 the First Aider believes hospital treatment is required, that person will, in consultation with the Executive Head Teacher or deputy
 - Arrange for the emergency services (999) to be summoned if necessary
 - Arrange for parents to be informed of the accident and the treatment given.
 - Arrange for the child/adult to be transported to the Accident & Emergency department of the Royal Surrey Hospital (or nearest available) by car if advised to do so by the emergency services, taking another adult as the driver.
- An ambulance should be called if the first aider feels that further medical provision is required in circumstances such as;
 - A broken limb where the child cannot be transported comfortably by parents
 - Any loss of consciousness following an incident or allergic reaction
 - Any suspected loss of consciousness
 - A severe injury to the head
 - Any potential injury to the neck or spine

This list is not exhaustive and common sense along with the advice of senior members of staff should prevail.

- If an ambulance is called, the caller must speak to the emergency service and give the following information;
 1. State what happened
 2. The child's name
 3. The age of the child
 4. Whether the child is breathing and/or unconscious
 5. The location of the school or school field depending upon where the child is.
- If a child needs to go to hospital with school staff the following information should be taken
 - Medical form including contact numbers and the child's GP
 - Accident form
 - Time the child last had anything to eat or drink
 - Any medication the child is taking

4.2 Off-site procedures

Accidents on the school field

- All staff taking children to the school field will take a mobile phone and first aid kit.
- At least two adults will accompany children to the field
- If a child has sustained a minor injury the first aider within the year group can deal with injury
- If a child has hit their head they will be sent with the second adult to the school office
- If urgent medical help is required, the adult in charge will assess the situation and either ring for assistance from school or will make the decision to ring an ambulance.
- The accident record form will be completed, signed by the first aider and handed in to the school office.

When taking pupils off the school premises for trips and visits, 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 Teacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits to accompany each group.

Staff on the trip 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.

The relevant staff member will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

4.3 Head bump procedures

A minor head injury can be a frequent occurrence in a school. Fortunately, the majority of head injuries are mild and do not lead to complications or require hospital admission. However, a small number of children may suffer from a severe injury to the brain and concussion. Complications such as swelling, bruising or bleeding

can happen inside the skull or inside the brain up to 24 hours after the bump to the head. The presence or absence of a lump at the site of the bump is not an indication of the severity of the head injury.

Head injuries can have a lucid period with no signs and symptoms for a period of time before presenting any symptoms so it is important to communicate a bump of any nature to a parent or carer

Minor bump to head

A minor bump to the head is common in children.

If a child is asymptomatic: No bruising, swelling, abrasion, mark of any kind, dizziness, headache, nausea or vomiting.

Action to be taken:

- Child to be assessed by a First Aider
- Apply cold compress
- Complete accident form with details of incident
- Bumped Head sticker given
- Report to Teacher/adult in class
- Parent spoken to at the end of the day.

Minor head injury – no loss of consciousness

A minor head injury often causes bumps, swellings or bruises on the exterior of the head.

Other symptoms:

- Nausea
- Mild headache
- Tender bruising or mild swelling of the scalp
- Mild dizziness

Action to be taken:

- Child to be assessed by a First Aider
- Apply cold compress
- Complete accident form with details of incident
- Bumped Head sticker given
- Observation
 - No PE/physical activities
- Report to Teacher/adult in class
- Parent informed by phone call straight away. If parents wish to come and assess for themselves that option is to be given.
- Parent must be spoken to at the end of the day and head bump information MUST be given to them

Severe head injury – loss of consciousness

A severe head injury will usually be indicated by one or more of the following symptoms:

- Unconsciousness briefly or longer
- Difficulty in staying awake
- Seizure
- Slurred speech
- Visual problems
- Difficulty in understanding what people are saying
- Balance problem • Loss of power in arms/legs/feet
- Pins and needles
- Amnesia
- Leakage of blood or clear fluid from nose or ears or blood
- Bruising around eyes/behind ears

Action to be taken:

- If there is a neck injury and child is unconscious DO NOT move child
- Call 999 and ask for AMBULANCE
- Contact Parent immediately

- Inform Head teacher
- Member of SLT and First Aider to be with child at all times.
- Complete accident form

The bumped head policy also applies to all adults and visitors to our school site.

5. First aid equipment

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

- A leaflet giving general advice on first aid
- 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

First aid kits are stored in:

- The medical room
- Reception lockable cupboard
- All classrooms
- The school kitchen
- Forest school equipment cupboard

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the relevant member of staff 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, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will be filed in the accident folder by the Office Team

- 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

6.2 Reporting to the HSE

The Premises 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 Premises Manager 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 Premises Manager 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)
<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The Office Team 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 (early years only)

The Premises Manager 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 Premises Manager 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.

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 3).

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.

8. Monitoring arrangements

This policy will be reviewed by the Premises Manager every year.
At every review, the policy will be approved by the governing board.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of first aiders

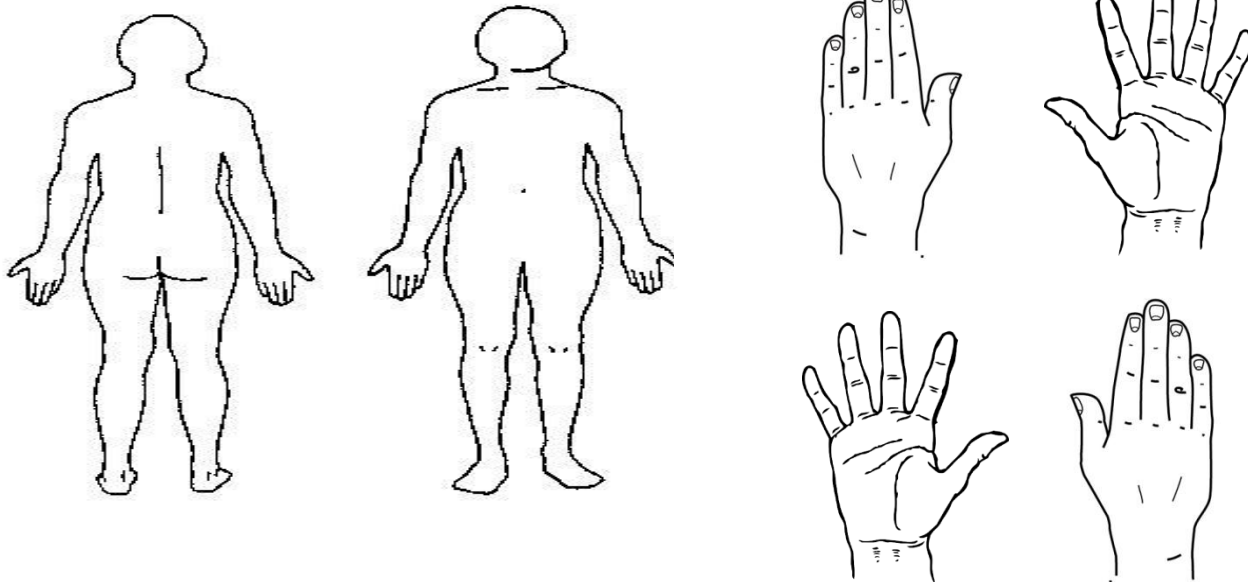
| FIRST AIDER NAME | FIRST AID CERTIFICATE | EXPIRY DATE |
|--------------------|--|-------------|
| EMMA NICHOLSON | EMERGENCY FIRST AID AT WORK | 23/10/2023 |
| CLAIRE WHITEHOUSE | EMERGENCY FIRST AID AT WORK | 23/10/2023 |
| KATHERINE BLACKLAW | EMERGENCY FIRST AID AT WORK | 21/02/2025 |
| WENDY COOK | EMERGENCY FIRST AID AT WORK | 21/02/2025 |
| ALASTAIR KEMP | EMERGENCY FIRST AID AT WORK | 21/02/2025 |
| STEPHANIE LESANNE | EMERGENCY FIRST AID AT WORK | 21/02/2025 |
| PAOLA POLDEN | EMERGENCY FIRST AID AT WORK | 21/02/2025 |
| MARCIA RICHARDSON | EMERGENCY FIRST AID AT WORK | 21/02/2025 |
| SHELLEY STILLWELL | EMERGENCY FIRST AID AT WORK | 21/02/2025 |
| CAROLYN WILLIAMS | EMERGENCY FIRST AID AT WORK | 21/02/2025 |
| TOM LEWIS | EMERGENCY FIRST AID AT WORK OUTDOOR FIRST AID | 17/06/2026 |
| CLARE BARRON | EMERGENCY FIRST AID AT WORK | 05/09/2026 |
| SARAH BEAGLEY | EMERGENCY FIRST AID AT WORK | 05/09/2026 |
| DONNA FENNELL | EMERGENCY FIRST AID AT WORK | 05/09/2026 |
| SAM HOLDEN | EMERGENCY FIRST AID AT WORK | 05/09/2026 |
| JENNY PEGMAN | EMERGENCY FIRST AID AT WORK | 05/09/2026 |
| SAM SMITH | EMERGENCY FIRST AID AT WORK | 05/09/2026 |
| CHELSEA TUGWELL | EMERGENCY FIRST AID AT WORK | 05/09/2026 |
| NICOLA WAKEFIELD | EMERGENCY FIRST AID AT WORK | 05/09/2026 |
| CAITLIN WEBSTER | EMERGENCY FIRST AID AT WORK | 05/09/2026 |
| AMY WEIGHILL | EMERGENCY FIRST AID AT WORK | 05/09/2026 |
| DENISE LEWIS | EMERGENCY FIRST AID AT WORK OUTDOOR FIRST AID | 09/11/2026 |

Appendix 2: accident report form

Accident Record

Child's Name: _____ Class _____

Position of Injury:



Date: _____ Time: _____

Nature of Injury: *Where on your body does it hurt?* _____

Sprain Cut Graze Nose Bleed Head – Please complete Page 2

Other: _____

Treatment given: _____

Brief description of where / how accident occurred: _____

Who needs to be informed?

Parents Class teacher Head teacher

