

Federation of Priddy and St Lawrence's

First Aid in Schools Policy



Ratification

Role	Name	Signature	Date
Chair of Governors	Phil Purdy	<i>Phil Purdy</i>	May 2025
Head Teacher	Sharon Foxall	<i>S. Foxall</i>	May 2025

Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Every two years	May 2025	Annabel Smout	May 2027
	June 2023	Annabel Smout	June 2025
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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 for implementing 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

The school's **appointed persons** are Gayle Thompson (St Lawrence's site) and Roseanna Phipps (Priddy site).

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.
- Completing a written accident report on the same day, or as soon as is reasonably practicable after an incident, on CPOMS. Incidents reported on CPOMS must be assigned to class teachers and any other relevant members of staff should be alerted.
- Completing an accident report form to send home if first aid has been administered following an incident/accident.
- 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.

The Local Authority and Governing Body for Somerset County 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 Body. The Governing Body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

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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).

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders and/or appointed person(s) in school are.
- Completing accident reports on CPOMS for all incidents they attend to where a first aider/appointed person is not called.
- Informing the Headteacher of any specific health conditions or first aid needs.

4. 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 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 First Aider will contact parents immediately.
- The First Aider will complete an accident report on CPOMS 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.

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
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the lead teacher, prior to any educational visit that involves taking pupils off school premises.

There will always be at least one first aider with a current PFA certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

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:

- All classrooms
- School offices on both sites – this includes portable kits for breaktimes and off-site visits.
- School Hall (at St Lawrence only)

6. Record Keeping and Reporting

- A written report will be completed on CPOMS by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury which required first aid.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form (Appendix 2).
- A hard copy of the accident report form will also be sent home to communicate with parents.
- Accident records will be securely saved on CPOMS.
- These records 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.

Reporting to the HSE

- The Headteacher 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 will report these to the EEC/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 Headteacher will report these to the EEC/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](#).

Notifying parents

The first aider or class teacher 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.

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 DSL will also notify the Somerset Child Protection Partnership 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. This register is stored on SIMS.
- Staff are encouraged to renew their first aid training when it is no longer valid.
- At all times, at least 1 staff member will have a current pediatric 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.

8. Monitoring arrangements

- This policy will be reviewed every two years.
- At every review, the policy will be approved by the Headteacher and Governing Body.

9. Links with other policies

This first aid policy is linked to the: Health and safety policy, the risk assessment policy and the policy on supporting pupils with medical conditions.

Appendix 1: List of trained first aiders

Name	Qualification	Role	Location (site/area)
Stuart Hole	Paediatric First Aid	PE Lead/ KS2 TA	Priddy St L
Gayle Thompson	Paediatric First Aid	KS1 TA	St L
Helen Amesbury	Paediatric First Aid	Pre-school lead	St L
Jessica Brookes	Paediatric First Aid	Breakfast club and pre-school	Priddy (8-8:30am) St L
Tania Elliott	Paediatric First Aid	KS2 TA	Priddy
Lauren Harvey-Miles	Paediatric First Aid	Lunchtime assistant and after-school club lead.	St L
All other staff members are basic first aid trained.			

Appendix 2: Accident Report Forms

1. CPOMS – school record

The Federation of Priddy and St Lawrences Dashboard Account Settings Add Incident LOGOUT


Student:

Incident:

Categories: Attendance Behaviour Cause for Concern Child Protection Contact with External Agency Contact with Parents Friendship Related Issues Medical
 Mental Health and Wellbeing Peer on Peer Safeguarding Concern SEND Sexual Harassment

Medical Subcategories: Allergies Ambulance Phoned Asthma Epi-Pen First Aid Medicine Administered Phone Call Home

Linked student(s):
 Type a student's name to link them to this incident.

Maps: 

Date/Time:

Status: [Activate Windows](#)

Assign to: [Go to Settings to activate Windows](#)

2. Accident report form to send home



Federation of Priddy and St Lawrence's
Home Communication - Record of First Aid

Child's name:	Class:
First Aider:	Date and time:
Location of accident:	
Description of how the accident occurred:	
Record of any injury and action taken:	
Follow-up action:	
Name of First Aider:	
Signed:	Date: