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<b>FIRST AID POLICY</b>	Review date: March 2028
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## First Aid Policy of South End Junior School

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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

- [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

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### 3. Roles and responsibilities

An assessment of need is periodically carried out at South End Junior School to determine suitable first aid provision. The current required provision is:

- Two lead first aiders trained in 'Emergency first aid at work' and 'Paediatric first aid'
- Two first aiders trained in 'Emergency first aid at work' for staff out of 'school day' hours
- A minimum of four first aiders trained in 'Paediatric first aid'
- An appointed person – not first aid trained – to seek first aid for incidents out of term time

#### 3.1 Appointed person(s) and first aiders

The school's appoints two lead first aiders. 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
- Administering medication – see separate policy 'Administration of Medication'

First aiders are trained (using a HSE approved course) 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 as, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

The names of the school's first aiders will be displayed at key points around the school site.

#### 3.2 The local authority and governing board

NNC 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 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

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- Ensuring the School Business Manager reports specified incidents to the HSE when necessary (see section 6)

### **3.4 The Director of Inclusion**

The Director of Inclusion is responsible for:

- Ensuring appropriate provision is in place for pupils with long term medical conditions

### **3.5 The Admin Team**

The Admin Team is responsible for:

- Maintaining an up to date Allergies and Medical Information list (electronically on the server and a paper copy in the staff corridor)
- Notifying all staff of in-year updates

### **3.6 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 where a first aider is not called
- Informing the headteacher 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 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 judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers.
- If emergency services are called, the deputy or head will contact parents/carers 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

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## 4.2 Bangs to the head

If a pupil receives a bang to the head that does not require further medical intervention:

- The pupil must be seen by a first aider. On no account should any staff member who is not first aid trained make a decision that they should not see a first aider.
- If the first aider requires a second opinion, this should be sought from one of the Lead First Aiders.
- The first aider will write on a green wristband the following “HEAD BUMP” with the date and time so that other staff members and parent/carer are aware that the child has received a bang to the head.
- The first aider will also issue the pupil with a “head bump” letter to take home with them.
- The first aider will tell the child’s teacher that the child has received a bang to the head. It is up to the class teacher to inform any other staff that may work with the child if it is not going to be them for the rest of the day.

The first aider will ask the office to:

- Send a text to, or call, the parent/carer to inform them that their child has had a minor head bump, received first aid treatment and will be monitored.

## 4.3 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 containing the latest recommended items by HSE
- Information about the specific medical needs of pupils
- Parents/carers’ contact details for visits that take place out of hours

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

## 5. First aid equipment

A well-equipped first aid kit is maintained and includes the items recommended by HSE

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room (Nest)
- Staff corridor
- The kitchen

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the first aider 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

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- 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 School Business Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business 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 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
- 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 School Business 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

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- 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 where 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/carers

The first aider will determine if the incident should be reported to parents/ carers based on the severity of the accident and injury, and a relevant staff member will inform parents on the same day and as soon as is practicable. Parents will always be notified of a bang to the head. (See section 4.2)

### 6.4 Information to be recorded

The following information must be recorded in the event of an accident or injury sustained by a pupil or member of staff:

- Date, time and place of the incident
- Name (and class) of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately after
- Name and signature of the first aider or person dealing with the incident

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## 7. Training

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 list is displayed in the School Business Manager's office and is kept in central training records. 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 head teacher every 3 years (or sooner if the need arises). At every review, the policy will be approved by the head teacher.

## 9. Links with other policies

This first aid policy is linked to the:

- Child Protection and Safeguarding Policy
- Administration of Medication Policy
- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions