Lady Joanna Thornhill (Endowed)

Primary School

First Aid Policy

Learning for the Head, Heart and Hand

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Review date	**February 2026**
Date of next review	**February 2027**
Designated Safeguarding Lead	**Rachael Foster, Headteacher**
Reviewer	**Katherine Stephens, School Business Manager & Rachael Foster, Headteacher**
Chair of Governors	**James Coumbe**

(This policy will be reviewed at least annually or following any updates to national and local guidance and procedures)

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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 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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

Staff members that have undergone first aid training 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

The office team members are responsible for:

- 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 form sheet in booklet on the same day, or as soon as is reasonably practicable, after an incident (pink carbon copy to be issued to the person treated)
- Keeping their contact details up to date

Our school's appointed person(s) and/or first aiders are listed in appendix 1.

3.2 The local authority and governing board

Kent 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 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 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
- Ensuring all controlled drugs are stored in locked container within the locked medical cabinet
- 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 and/or appointed person(s) in school are
- Completing accident report sheet in booklet for all incidents they attend to where a first aider/appointed person is not called (pink carbon copy to be issued to the staff member concerned)
- 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 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 injury has involved the head of a pupil, parents will be contacted by telephone to confirm the circumstances of the injury and what first aid treatments has been administered. If the parent is not contactable by telephone, a text message should be sent to them to ensure they have been notified.
- 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 Administrator/Receptionist or Office Manager will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form 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.

4.2 Off-site procedures

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

- A school mobile phone or personal mobile phone
- A portable first aid kit including, at minimum:
    - A leaflet giving general advice on first aid
    - 6 individually wrapped sterile adhesive dressings
    - 1 large sterile unmedicated dressing
    - 2 triangular bandages – individually wrapped and preferably sterile
    - 2 safety pins
    - Individually wrapped moist cleansing wipes
    - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the class teacher/key stage lead prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on Early Years school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least 1 first aider on school trips and visits for children in Years 1-6.

4.3 THRIVE

When pupils are within the THRIVE setting, first aid will be administered by a First Aider and recorded in the accident log. The pink slip recording the accident details and first aid administered will be given to the parent at the end of the session

5. First aid equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical area (foyer)
- Reception (in the office)
- The school hall

- All classrooms
- The school kitchen
- The caretaker's hut
- The HIVE
- The Learning Pods
- Pupil Kitchen

All Teaching Assistants have been issued with a bag containing basic first aid equipment. The bag is to be on their person at all times when they are in the playground at breaks and lunchtime. This enables them to provide basic first aid in situ.

Children who require further first aid attention will be directed to the office. Children who have injuries that need to be recorded in the Accident Book will be directed to the office.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident log will be completed by the Office Administrator/Receptionist at the time of treatment after an incident resulting in a minor injury.
- When an accident occurs in EYFS, an accident log will be completed by the fist aider in situ, at the time of treatment, after an incident resulting in a minor injury. Staff in EYFS will complete the necessary paperwork and will call home if needed to advise of a head injury. EYFS staff will inform the office of any calls made/messages sent home.
- A pink slip detailing the accident and first aid administered will be sent home with the child
- An online RIDDOR accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in a significant injury requiring further treatment at a Drs surgery and/or hospital
- As much detail as possible should be supplied when reporting any accident that is not considered to be minor, including all of the information contained in the accident form
- 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 relevant member of staff 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 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 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 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
  - 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

6.3 Notifying parents (early years only)

The Class Teacher, Office Administrator/Receptionist or Office Manager will inform Early Years 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. Parents will also be informed if emergency services are called.

The Office Administrator/Receptionist or Office Manager will inform parents of any significant accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

6.4 Reporting to Ofsted and child protection agencies (early years only)

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 will also notify the Local Authority 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.

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. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher annually.

At every review, the policy will be approved by the Headteacher/governing board.

9. Links with other policies

This first aid policy is linked to the:

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

Appendix 1: List of trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Mrs N Banner	Teacher	n.banner@ladyj.kent.sch.uk
Mrs R Baron	Office Administrator/Receptionist	r.baron@ladyj.kent.sch.uk
Miss A Boden	Teaching Assistant	a.boden@ladyj.kent.sch.uk
Miss C Brooksbank	Inclusion Support Assistant	c.brooksbank@ladyj.kent.sch.uk
Mrs S Cox	Office Manager	s.cox@ladyj.kent.sch.uk
Mrs C Dilworth	Teaching Assistant	c.dilworth@ladyj.kent.sch.uk
Miss R Dolder	Teacher	r.dolder@ladyj.kent.sch.uk
Mrs A Godden	Higher Level Teaching Assistant/Wrap-Around Care Manager	a.godden@ladyj.kent.sch.uk
Miss J Goldup	Midday Supervisor/Wrap-around Care Play Assistant	j.goldup@ladyj.kent.sch.uk
Mrs R Hollingworth	Teacher	r.hollingworth@ladyj.kent.sch.uk
Mrs I Johnstone	Teaching Assistant	i.johnstone@ladyj.kent.sch.uk
Miss L Lewis	Higher Level Teaching Assistant/Class Teacher	l.lewis@ladyj.kent.sch.uk
Miss E Livett	Teaching Assistant	e.livett@ladyj.kent.sch.uk
Mrs A Matthews	Teaching Assistant	a.matthews@ladyj.kent.sch.uk
Mrs E Mansfield	Teaching Assistant	e.mansfield@ladyj.kent.sch.uk
Mrs S Milloy	Teaching Assistant	s.milloy@ladyj.kent.sch.uk
Ms C Musgrove	Teaching Assistant	c.musgrove@ladyj.kent.sch.uk
Mrs P Oliver	Teacher	p.oliver@ladyj.kent.sch.uk
Mrs G Park	Teaching Assistant	g.park@ladyj.kent.sch.uk
Miss T Phillips	Teaching Assistant	t.phillips@ladyj.kent.sch.uk
Mrs J Read	Pastoral Support Assistant	j.read@ladyj.kent.sch.uk
Mrs C Rossiter	Teaching Assistant	c.rossiter@ladyj.kent.sch.uk
Mrs S Smith	Teaching Assistant	s.smith1@ladyj.kent.sch.uk
Mrs C Talbot	Teaching Assistant	c.talbot@ladyj.kent.sch.uk
Mrs K Weiss	Deputy Headteacher	k.weiss@ladyj.kent.sch.uk

Article 24 – 'Every child has the right to the best possible health.'

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Mrs N Banner	Teacher	n.banner@ladyj.kent.sch.uk
Mrs R Baron	Office Administrator/Receptionist	r.baron@ladyj.kent.sch.uk
Miss S Weller	Higher Level Teaching Assistant	s.weller@ladyj.kent.sch.uk

List of staff who have received training, but do not hold currently valid certificates

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Mrs R Boden	Teacher	r.boden@ladyj.kent.sch.uk
Mr T Goldup – training booked March 2026	Premises Support Assistant/Wrap-Around Care Play Assistant	t.goldup@ladyj.kent.sch.uk
Miss B Kwouk	Teacher	b.kwouk@ladyj.kent.sch.uk
Mrs K Law-Williams	Teacher	k.williams@ladyj.kent.sch.uk
Mrs S Mitchell	Teacher	s.mitchell@ladyj.kent.sch.uk
Mrs T Roberts – training booked March 2026	Higher Level Teaching Assistant	t.roberts@ladyj.kent.sch.uk
Mrs S Swan	PA to Senior Leadership Team	s.swan@ladyj.kent.sch.uk
Miss A Teehan	Teaching Assistant/Wrap-around Care Play Assistant	a.teehan@ladyj.kent.sch.uk

Appendix 2: Accident Report Form Example

School Accident/Illness Report Slip

Report Issued by:

Pupil Name:

Date:

Time:

Class:

Location and details of accident/incident/illness:

IMPORTANT: Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.

- ☐ **Head Injury**
- ☐ **Asthma**
- ☐ **Bump/Bruise**
- ☐ **Cut/Graze**
- ☐ **Headache/High temperature**
- ☐ **Vomiting/Nausea**
- ☐ **Sprain/Twist**
- ☐ **Nosebleed**
- ☐ **Stomach pain/Upset tummy**
- ☐ **Mouth injury/Toothache/Loose or missing tooth**
- ☐ **TLC applied**
- ☐ **Collected from school**
- ☐ **Parent/Carer contacted**
- ☐ **Unable to contact parent**
- ☐ **Well enough to stay in school after first aid**

Details of treatment and additional comments:

Authorised signature:

Appendix 3: First aid training log

Name	Course	Date Completed	Expiry Date	Staff Type	Paediatric
Banner, Natasha	**Level 3 Paediatric First Aid and Level 3 Emergency First Aid at Work**	11/10/2025	10/10/2028	EYFS	YES
Baron, Rebecca	**Level 3 Paediatric First Aid and Level 3 Emergency First Aid at Work**	11/10/2025	10/10/2028	Admin	YES
Boden, Alice	First Aid at Work	31/08/2023	**30/08/2026**	TA/Teacher	
Brooksbank, Chloe	Paediatric First Aid	01/09/2024	01/09/2027	Assistant SENCO	YES
Cox, Sarah	ONLINE PAEDIATRIC TRAINING	09/05/2025	08/05/2028	Admin	YES
Cox, Sarah	Epilepsy Awareness	21/03/2024		Admin	
Dilworth, Clara	**Level 3 Paediatric First Aid and Level 3 Emergency First Aid at Work**	11/10/2025	10/10/2028	EYFS	YES
Dolder, Robyn	First Aid For Schools	16/03/2023	**15/03/2026**	TA/Teacher	
Godden, Andrea	ONLINE PAEDIATRIC TRAINING	22/02/2025	22/02/2028	Thrive	YES
Goldup, Jo	**Level 3 Paediatric First Aid and Level 3 Emergency First Aid at Work**	11/10/2025	10/10/2028	Thrive	YES
Goldup, Thomas	Paediatric First Aid	20/1/2023	**REQUIRED**	Thrive	YES
Hollingworth, Rachael	**Level 3 Paediatric First Aid and Level 3 Emergency First Aid at Work**	11/10/2028	10/10/2028	EYFS	YES
Johnstone, Iryna	First Aid at Work	31/08/2023	**30/08/2026**	TA/Teacher	
Lewis, Lou	First Aid at Work	31/08/2023	**30/08/2026**	TA/Teacher	
Lewis, Lou	Anaphylaxis	11/2021		TA/Teacher	
Livett, Eleanor	**Level 3 Paediatric First Aid and Level 3 Emergency First Aid at Work**	11/10/2025	10/10/2028	TA	YES
Matthews, Amanda	First Aid at Work	31/08/2023	**30/08/2026**	TA/Teacher	

Milloy, Samantha	First Aid at Work	31/08/2023	**30/08/2026**	TA/Teacher	YES
Musgrove, Clara	First Aid at Work	31/08/2023	**30/08/2026**	TA/Teacher	YES
Oliver, Pippa	**Level 3 Paediatric First Aid and Level 3 Emergency First Aid at Work**	11/10/2025	10/10/2028	EYFS	YES
Park, Gemma	**Level 3 Paediatric First Aid**	15/10/2025	15/10/2028	EYFS	YES
Phillips, Tracy	**Level 3 Paediatric First Aid and Level 3 Emergency First Aid at Work**	11/10/2025	10/10/2028	EYFS	YES
Mansfield, Emma	First Aid at Work	31/08/2023	**30/08/2026**	TA/Teacher	
Mansfield, Emma	Anaphylaxis	09/2022		TA	
Read, Janey	First Aid For Schools	21/06/2024	20/06/2027	DSL	
Roberts, Tamsin	Paediatric First Aid	20/01/2023	**REQUIRED**	HLTA	YES
Rossiter, Carol	**Level 3 Paediatric First Aid and Level 3 Emergency First Aid at Work**	11/10/2025	10/10/2028	TA	YES
Smith, Sara	**Level 3 Paediatric First Aid and Level 3 Emergency First Aid at Work**	11/10/2025	10/10/2028	TA	YES
Talbot, Claire	First Aid at Work	31/08/2023	**30/08/2026**	TA	
Weiss, Kristen	First Aid at Work	31/08/2023	**30/08/2026**	Deputy Headteacher	
Weller, Sally Ann	First Aid at Work	31/08/2023	**30/08/2026**	HLTA	
Weller, Sally Ann	Anaphylaxis	11/2021			

***First Aid at Work course includes Emergency First Aid at Work and Emergency Paediatric First Aid of 6 hours which meets the requirements of EYFS Statutory Framework**

Staff members requiring Paediatric First Aid training have had training booked for March 2026.