



Elm C of E Primary School & Pre-School.

First Aid Policy

September 2025

Contents

1. Aims.....	1
2. Legislation and guidance	1
3. Roles and responsibilities	2
4. First aid procedures.....	3
5. First aid equipment	4
6. Record-keeping and reporting	4
7. Training.....	6
8. Monitoring arrangements.....	6
9. Links with other policies.....	6
Appendix 1: list of [appointed persons(s) for first aid and/or trained first aiders]	7
Appendix 2: accident report form instructions SMARTlog	9

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 [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person(s) are Sarah Cropley, Kim Summers, Jo Smith. 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 as, 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 site.

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 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

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 (see appendix 2) for all incidents they attend to where an appointed person is not called
- 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 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 Kim summers will contact parents immediately
- Kim Summers will complete an accident report form on the same day or as soon as is There will be at least 3 people 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 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
- Access to Parents' contact details

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 Educational Visits Coordinator 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 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 all school trips and visits.

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 room
- Reception (at the desk)
- The school hall
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

- An electronic accident form will be completed on SMARTlog 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
- 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 Admin Lead 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 Admin Lead 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 Admin Lead 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 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 (early years only)

The Pre-School Lead 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. 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 child 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 DEMAT and the LA 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 3 staff members 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 Local 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 appointed persons(s) for first aid and/or trained first aiders

STAFF MEMBER'S NAME	ROLE	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
Jackie Mills	Headteacher	19.2.2023	19.2.2026
Natalie Broda-Kaye	Class Teacher	19.2.2023	19.2.2026
Coral Brown	Class Teacher	19.2.2023	19.2.2026
Jayne Cannon	Midday Supervisor/Cleaner	19.2.2023	19.2.2026
Sarah Cropley	Teaching Assistant	16.1.2025	16.1.2028
Nicola Evans	Teaching Assistant	19.2.2023	19.2.2026
Laura Foster	Class Teacher	19.2.2023	19.2.2026
Wendy Foster	Class Teacher	19.2.2023	19.2.2026
Tracey Gibbon	Class Teacher	19.2.2023	19.2.2026
Paula Hall	Teaching Assistant	19.2.2023	19.2.2026
Hannah Hart	Class Teacher	19.2.2023	19.2.2023
Abbie Helsdon	Pre-School Lead	19.2.2023	19.2.2026
Katelyn Hemsley	Class Teacher	19.2.2023	19.2.2026
Emma Hills	Teaching Assistant	19.2.2023	19.2.2026
Carys Murdoch	Class Teacher	19.2.2023	19.2.2026
Kelly Ritchie	Midday Supervisor	16.1.2025	16.1.2028
Stacey Rouse	Teaching Assistant	19.2.2023	19.2.2026
Jennifer Shinn	Teaching Assistant	16.1.2025	16.1.2028

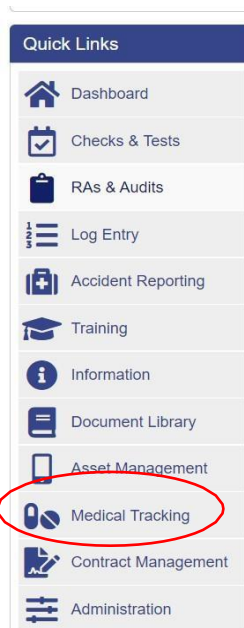
STAFF MEMBER'S NAME	ROLE	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
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Mary-Ann Short	Class Teacher	19.2.2023	19.2.2026
Joanne Smith	Deputy Pre-School Lead	16.1.2025	16.1.2028
Louisa Southwell	Teaching Assistant	16.1.2025	16.1.2028
Hannah Willis	Class Teacher	12.02.2023	12.02.2026
Laura Elliott	Pre-school assistant	16.1.2025	16.1.2028
Taryn Tinnon	Teaching Assistant	16.1.2025	16.1.2028
Lindsey Urbonaviciene	Midday Supervisor	16.1.2025	16.1.2028

Appendix 2: accident report form instructions SMARTlog

Quick reference guide for adding any/all first aid treatment to Smartlog

Step 1:
Go to Medical
Tracking



People management



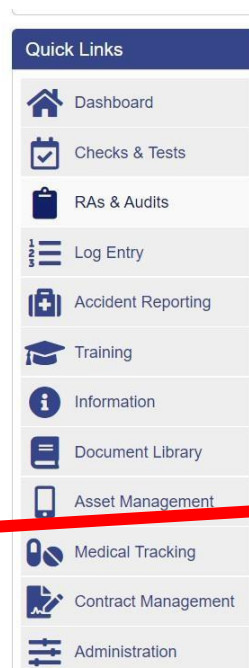
Medication management



Treatments



Step 2:
Click on
Treatment



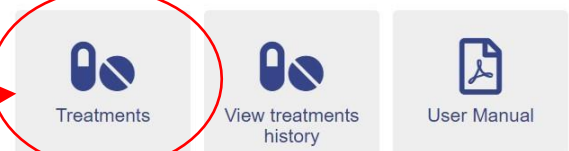
People management



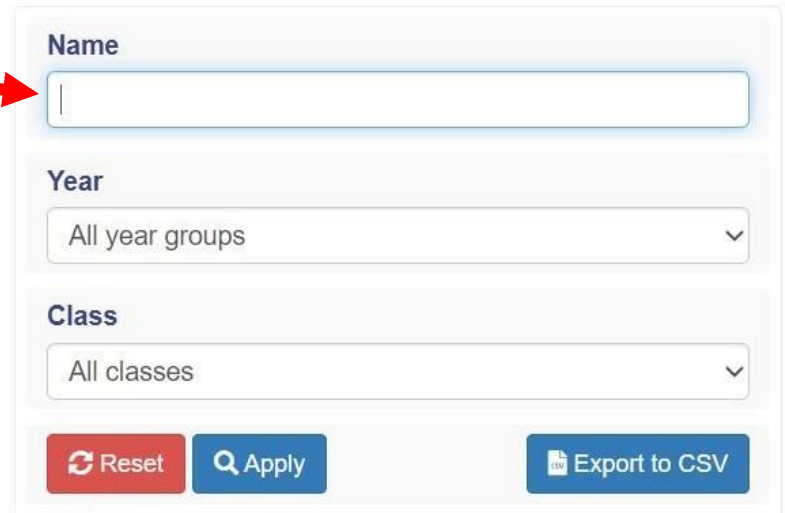
Medication management



Treatments

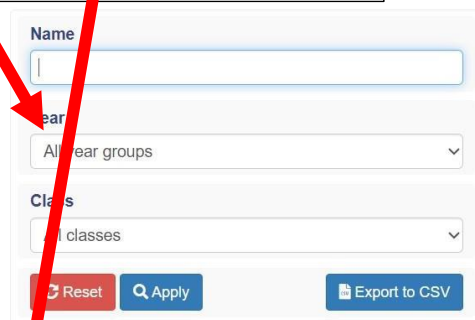


Step 3:
Type the child's
name



A screenshot of a web form with three sections: 'Name' with a text input field, 'Year' with a dropdown menu showing 'All year groups', and 'Class' with a dropdown menu showing 'All classes'. At the bottom are three buttons: 'Reset' (red), 'Apply' (blue with a magnifying glass icon), and 'Export to CSV' (blue with a document icon). A red arrow points from the 'Step 3' instruction box to the 'Name' input field.

Step 4:
Click the child's
name and choose
year group



A smaller version of the form from the previous screenshot, with a red arrow pointing from the 'Step 4' instruction box to the 'Name' input field.



A screenshot of a table with five columns: 'Name', 'Year', 'Class', 'Medications', and 'Last treatment'. The first row has blacked-out cells for 'Name', 'Class', 'Medications', and 'Last treatment', with 'Year 6' in the 'Year' column. A red arrow points from the 'Step 4' instruction box to the first cell of the first row.

Name	Year	Class	Medications	Last treatment
	Year 6		-	

Step 5:

Click on Report Incident tab

Export to PDF

Person



Area: Ermine Street Academy

Date of Birth:

Year | Class: Year 6 | Hercules

Edit

Incidents

Report incident

Report Incident

Type

Notes:

Save and complete accident form

Save only

Save and inform parents / guardians

Close

Step 6:

Choose the type of incident and if not listed, type your own.

Report Incident

Type

Notes:

Save and complete accident form

Save only

Save and inform parents / guardians

Close

Step 7:

Complete incident notes accurately and be mindful of GDPR

Step 9:

Click on save & inform parents

Report Incident

Type

Notes:

Save and complete accident form

Save only

Save and inform parents / guardians

Close

DO NOT click on Save and Complete accident form **UNLESS** a person is taken for medical treatment off site following first aid or it meets the criteria to do so. See below

Report Incident

Type

Notes:

Save and complete accident form

Save only

Save and inform parents / guardians

Close

Please refer to the main training slides for further information in relation to what first aid/incidents/accidents need an accident report completed.

These can be found in Smart log under: Information/ Health & Safety/ Smart Log Accident Reporting May 2023.

