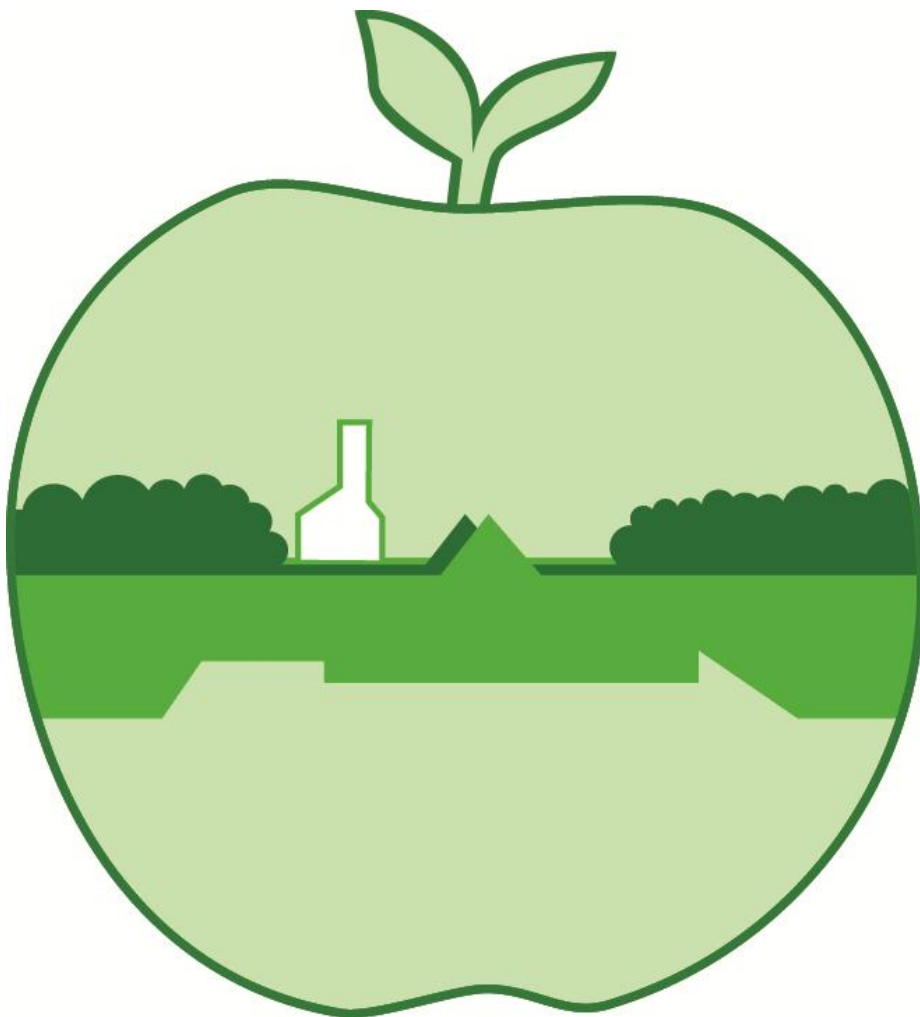


New Ash Green Primary School First Aid Policy



Date:

Sept 2025

Next review due
by:

Sept 2027

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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](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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 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

3.1 Appointed person(s) and first aiders

The school's appointed person is Karen Colebrooke-Taylor. 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 local authority and governing board

Kent County Council has ultimate responsibility for health and safety matters in the school, but delegate's 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
- 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
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider 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 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 office manager will contact parents 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

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 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 class teacher or lead adult responsible 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.

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

Typical first aid bum bag kits include the following:

- › Disposable gloves
- › Plasters of assorted sizes
- › Antiseptic wipes
- › First aid stickers
- › Bumped head stickers
- › Classroom accident report form

First aid kits are stored in

- › The medical room
- › The school kitchen

First aid bum bags stored in:

- › All Classrooms

No medication is kept in first aid kits.

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 at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the office manager
- 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 head teacher 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 head teacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences 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)
 - 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
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- 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

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 head 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.

6.4 Reporting to Ofsted and child protection agencies

The head teacher 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 head teacher will also notify Kent Education safeguarding services 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).

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 paediatric 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 by the head teacher annually.

At every review, the policy will be approved by the full 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 condition

Trained first aiders



First Aiders

First Aid at Work

Mrs Mayo - Mrs Heelan - Mrs Colebrooke-Taylor

Forest School First Aid

Mrs Bayliss - Mrs McArdle

Paediatric First Aid

Mrs Bayliss	B3	Mrs Jones	R2
Miss McCann	H1	Mrs Van Hesteren	R5
Mrs Church	Office	Mrs Law	R6
Mrs Goodey	Office	Mrs Smitherman	R6/B3
Miss Mitchell	Office	Mrs Heelan	B3
Mrs Mayo	Office	Mrs Collins	B4
Mrs Palumbo	Hemstalls Area	Mrs Stanley	B1
Mrs Sharpe	Hemstalls Area	Mrs O'Reilly	B2
Miss Cramer	Roundwood Area	Mrs Webber	B2/H4
Miss Doye	R3	Miss Wills	H3/H4
Mrs Webb	R4	Miss Gallimore	H1/H2
Mrs Feller	R1	Mrs Corley	Bramleyham Area
Mrs Flannagan	R5		

Kitchen First Aid

Mrs Boakes



Head Teacher:
Mrs C.A. Cain BSc (hons), MA (Ed), NPQH

North Square
New Ash Green
Kent DA3 8JT
Tel: 01474 873858
E-mail: office@new-ash.kent.sch.uk
www.new-ash.kent.sch.uk

Accident report form

Dear Parent

Child's Name:

Your child made a visit to the medical room today for the following reason: -

<input type="checkbox"/>	Bumped head
<input type="checkbox"/>	Fell over and grazed.....
<input type="checkbox"/>	Felt sick/had tummy ache
<input type="checkbox"/>	Felt hot/unwell
<input type="checkbox"/>	Had a nosebleed
<input type="checkbox"/>	
<input type="checkbox"/>	Other/specify

The following action was taken: -

<input type="checkbox"/>	Cold compress
<input type="checkbox"/>	Quiet time
<input type="checkbox"/>	Wound cleaned and plaster administered
<input type="checkbox"/>	Parent phoned to collect child
<input type="checkbox"/>	Parent phoned for advice
<input type="checkbox"/>	Other/specify
<input type="checkbox"/>	
<input type="checkbox"/>	

Your child: -

<input type="checkbox"/>	Was sent back to class
<input type="checkbox"/>	Offered to go back to class
<input type="checkbox"/>	Was collected by a parent/relative
<input type="checkbox"/>	
<input type="checkbox"/>	Other/specify

Staff

Date

Time

Accident Classroom minor injury report form



New Ash Green Class Medical Form

Your child had first aid in the Classroom/Playground today for the following reason:-

Name and Class.....

Minor Incident.....

Date and Time.....

Day to Day First Aid Procedures in the Classroom

If a child has any of the following:

- minor bumps to the head (no signs of injury)
- minor cuts or abrasions
- minor headache
- minor sore throat
- minor tummy ache
- feels unwell but not displaying any major symptoms (you know your children!)
- minor nose bleed
- minor earache
- any other minor ailment

These children are to be dealt with in the classroom by the Paediatric First Aider.

Please note that ice packs will now need to be signed for (out and back in) due to many so many disappearing.

Please complete a minor injury form for the child to take home and apply any appropriate stickers (head bump)

Class teacher to inform the parent/carer.

Class teacher to keep a tally on class injuries.

Please only send children to the office if they display or have any of the following:

- serious cuts, abrasions or bleeding
- serious headache
- serious sore throat
- serious tummy ache
- serious nose bleed
- serious earache
- any other major ailment or symptom
- serious bump to the head (Phone parent to advise)
- bee or wasp stings
- any other major concern or illness