

Colchester Schools

Fordham All-Saints Primary School
Holy Trinity C of E Primary School
Chappel C of E Primary School
Langenhoe Community Primary School

First Aid Policy

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This policy sets out our approach to first aid across Life Education Trust.

This policy sets out the procedures and provision for Fordham All-Saints Primary School, Holy Trinity C of E Primary School, Chappel C of E Primary School and Langenhoe Community Primary School. Appendices 1 and 2 set out the details of first aid staff and training for Fordham All-Saints Primary School, Holy Trinity C of E Primary School, Chappel C of E Primary School and Langenhoe

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 trustees 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 (DfE) 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

3. Roles and responsibilities

In schools with Early Years Foundation Stage (EYFS) provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees’ work, the number of staff, and the layout and location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

3.1 Appointed person(s) and first aiders

The appointed person(s) identified in Appendix 1 at each school are responsible for:

- › Taking charge when a child or adult 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 3)
- › Keeping their contact details up to date

The school’s appointed person(s) and/or first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

3.2 The board of trustees

The board has ultimate responsibility for health and safety matters across the trust, but delegates operational matters and day-to-day tasks to the headteacher and staff members of each school.

3.3 The headteacher

The headteacher/ head of school is responsible for local implementation of the 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; including but not limited to the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the school's first aid needs
- › 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 School staff

All 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
- Ensuring accident reports are completed for all incidents attended to by a first aider/appointed person. (see appendix 3)
- Informing the headteacher/ head of school who will inform the operations 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, who will provide the required first aid treatment
- › The first aider will assess the injury and decide if further assistance is needed from another trained colleague, headteacher/ head of school or the emergency services. They will remain on the scene until help arrives
- › If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- › 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. Upon their arrival, the first aider will recommend next steps to the parents/carers

- If emergency services are called, the first aider/appointed person will contact parents/carers immediately
- The first aider/appointed person 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
- 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
 - Disposable apron
 - Blunt ended scissors
 - Adhesive first aid tape
 - Clinical waste bags
- Information about the specific medical needs of pupils
- Parents/carers' contact details – This will be on the school mobile phone through the BromCom App or the office will be contacted.

Risk assessments will be completed by the class teacher, checked and authorised by the Educational Visits Co-ordinator (EVC) and approved by the headteacher/ head of school prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

There will always be at least 1 first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. Where possible 1 first aider with a current paediatric first aid certificate will attend school trips for years 1-6.

If you have a first aider:

- 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

- If the injured person hasn't provided their consent to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- 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

5. First aid equipment

The following is based on the HSE's recommendation for a minimum first aid kit.

A typical first aid kit in our schools will include the following items and this will be checked by the appointed person termly.

- 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
- Blunt ended scissors
- Adhesive first aid tape
- Clinical waste bags
- Disposable apron

No medication is kept in first aid kits.

First aid kits are stored in:

The following are suggestions only. Adapt this section to reflect first aid arrangements in your school(s).

- The School Office
- The school hall
- The school kitchens
- Classrooms
- All learning areas (indoor or outdoor)
- Outdoor Learning (Langenhoe)
- Hub (Langenhoe)
- Tech Area (Langenhoe)

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/appointed person 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 report form in appendix 3

For accidents involving pupils who have been sent home or are of a serious nature, this will be reported on One Source - Havering Accident & Reporting Portal.

- 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, in accordance with LIFE Retention Schedule.

6.2 Reporting to the HSE

The ASO 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 Operations 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 Operations 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 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

Accidents slips are sent home with the child on the day of the accident for minor accidents. A parent /carer will be called if the school feels the parent carer needs to assess the injury for themselves. Parents/ carers will be informed of any bumps to the head, and any accidents that have been successfully treated in school but as a matter of caution parent carers will be informed by the child’s class teacher or a member of the support staff.

EYFS - The [class teacher will inform parents/carers 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.

All Parents/carers will be informed immediately if emergency services are called.

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 (see appendix 2).

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.

If any of your schools have Early Years Foundation Stage (EYFS) provision insert:

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the EYFS statutory framework. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Operations Manager every 2 years

At every review, the policy will be approved by the Local Governing Body.

The first aid provision will be reviewed by the Head of Schools at least annually.

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: sample list of appointed person(s) for first aid and/or trained first aiders – displayed in schools

| STAFF MEMBER'S NAME | ROLE | CONTACT DETAILS |
|---------------------|------|-----------------|
| | | |
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| | | |

Appendix 2: sample first aid training log kept by ASOs

| NAME/TYPE OF TRAINING | STAFF WHO ATTENDED (INDIVIDUALS OR GROUPS) | DATE ATTENDED | DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE) |
|-----------------------|--|---------------|--|
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Appendix 3: sample accident report form

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|---------------------------------------|--|----------------------|--|
| NAME OF INJURED PERSON | | ROLE/CLASS | |
| DATE AND TIME OF INCIDENT | | LOCATION OF INCIDENT | |
| INCIDENT DETAILS | | | |
| | | | |
| ACTION TAKEN | | | |
| | | | |
| FOLLOW-UP ACTION REQUIRED | | | |
| | | | |
| NAME OF PERSON ATTENDING THE INCIDENT | | | |
| SIGNATURE | | DATE | |