



First Aid Policy

September 2025

Date of Next Review: September 2026

Person Responsible: Miss Tina Partridge

Old Park School

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 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 Miss Tina Partridge. 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

The appointed person is supported by a team of first aiders. 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
- Keeping their contact details up to date

Our school's named first aiders are listed on the first aid overview sheet. This is displayed prominently around the school.

School Nurse

It is the policy of school that the School Nurse is not, in the first instance, to be used in a First Aid capacity. However, they may be called upon in the immediate absence of a trained First Aider or to assist a First Aider in situations requiring another trained Professional for help and/or advice. The School will continue to rely on the knowledge and experience of its trained First Aiders in order to administer appropriate treatment to injured persons in the first instance but retain the option of calling upon the services of the School Nurse, if felt appropriate. In emergency situations, the First Aider will still call for (or will instruct another member of staff to call) 999 and request that an Ambulance and Paramedics attend but can still be supported in the current situation by the School Nurse if required and appropriate.

3.2 The local authority and governing board

Dudley Local Authority 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
- 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 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, our school nurse 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. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a member of the administration team 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
- A member of SLT should be informed of any accidents resulting in injury to a pupil

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
- Access to school direct number (01384 818905)
- 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, where appropriate
- Pupil medication, where appropriate
- 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 offsite visit leader prior to any educational visit that necessitates taking pupils off school premises. These will be checked by one of the school's Educational Visit Co-Ordinators. The Headteacher will then approve these. At Old Park School all offsite risk assessments are completed on Evolve.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits that include Reception aged pupils, 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 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:

- Lower phase care room
- Middle phase care room
- Upper phase care room
- 14-19 phase care room
- Kitchen classroom (plus burns kit)
- Physio room
- School office
- Minibus bags
- Staff room (plus fire blanket)
- Upstairs small kitchen (plus fire blanket)
- Swimming pool plant room (plus chemical eye wash kit)
- Swimming pool office
- Forest school
- School kitchen (managed by DMBC)

AEDs

Health and safety legislation does not require the provision of an automated external defibrillator (AED) in the workplace. Where it has been identified through the first aid needs assessment that an AED is required in the workplace, then the Provision and Use of Workplace Equipment Regulations 1998 (PUWER) apply. For the purpose of complying with PUWER in these situations, the employer should provide information and written instructions, for

example from the AED's manufacturer, on how to use it. However, fuller training is likely to make the user more confident and is now an integral part of the syllabus for FAW and EFAW courses.

When considering the provision of an AED, the likely hood of a cardiac arrest occurring in the workplace should be taken into account, this should include:

- The number of people passing through the site/footfall. In most cases, the larger the number present, the greater the risk.
- The age of those present (as cardiac arrest is commoner with increasing age).
- The nature of the location. Some places are higher risk than others. Experience has shown that where large numbers of the public are present, in busy places like leisure centres, cardiac arrests are more likely to occur. In other places, the nature of the work undertaken may be relevant to deciding on the need to invest in an AED

At Old Park School we have two AEDS – one based in the front administration office and one stored next to the Assistant Headteacher (Secondary) office.

Further information can be found online via the Resuscitation Council UK website.

6. Record-keeping and reporting

6.1 First aid and accident record book (Pupils)

- 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
- Where an accident has occurred that hasn't required first aid, then a form will be completed by a member of school staff
- As much detail as possible should be supplied when reporting an accident
- It will be the responsibility of the member of SLT countersigning the accident form to scrutinise such records for accuracy in notes/comments
- A copy of the accident report form **is retained by the school**
- 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 First aid and accident record book (Staff, visitors, members of the public)

- All accidents involving staff, visitors or members of the public should be recorded on the DMBC standardised accident/incident report form
- Forms should be completed on the same day or as soon as possible after an incident resulting in an injury

6.2 Reporting to the HSE

The administration team 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 Local Authority 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 Local Authority will contact 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)
<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

A member of staff 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. 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 Dudley Children's Safeguarding 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. At Old Park this is maintained by the PA to the SLT.

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.

Course Syllabus

First Aid at Work

Duration 18 Hours (3 Days)

Programme Includes Management of the Unconscious Casualty Recovery Position and Resuscitation (CPR) Treatment of - Shock, Heart Attack, Fainting, Anaphylaxis, Epilepsy, Diabetes, Stroke, Head Injuries, Asthma, Choking, Burns and Scalds, Poisoning, Fractures, Joint and Muscle Injuries, Bleeding, Dressings and Bandages First Aid Boxes and Record Keeping Role of the First Aider

FAW Requalification

Duration 12 Hours (2 Days)

Programme Includes Revision of all subjects from the First Aid at Work syllabus, including an update of the latest techniques and regulations. This course can be taken up to 3 months prior to their certificate expiring.

Emergency First Aid at Work

Duration 6 Hours (1 Day)

Programme Includes Management of the Unconscious Casualty Recovery Position and Resuscitation (CPR) Treatment of Bleeding, Shock, Asthma, Choking, Seizures, Minor Burns and Scalds, Minor Injuries First Aid Boxes and Record Keeping Role of the First Aider

3 Hour Refresher

Programme Includes Revision of Recovery Position and Resuscitation (CPR) Seizures, Bleeding and Shock

Paediatric First Aid

Duration 12 Hours (2 Days)

Programme Includes Management of the Unconscious Casualty Recovery Position and Resuscitation (Child & Baby CPR) Treatment of Bleeding, Shock, Anaphylaxis, Fainting, Epilepsy, Diabetes, Asthma, Choking, Poisoning, Burns, Convulsions, Head Injuries, Meningitis, Fractures, Joint & Muscles Injuries, Bites & Stings, Dressings & Bandages First Aid Boxes and Accident Reporting

*This course meets the requirements of OFSTED and the EYFS statutory framework.

8. Monitoring arrangements

- This policy will be reviewed by the Headteacher at least annually.
- The Headteacher will ensure that all staff are aware of the first aid policy and school-based procedures. Additionally, the Headteacher will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the Health, safety and well-being learning walks.
- The Safeguarding Governor will additionally monitor the process undertaken.
- 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:

- Safeguarding policy
- Health and Safety policy
- Managing medical needs in school
- School based risk assessments

This policy adheres to the principles under data protection law. For further information please review the school's data protection policy published on the school's website.

This policy was shared with members of the Governing body via Governorhub on 15.09.2023 and approved at FGB meeting on 11.12.2023.

Appendix 1 Dealing with Pupil Head Injuries

STOP! Have you completed the following?

Where a pupil sustains a head injury (including minor bump) in school following an accident or behavioral incident, the following actions must be taken.

- The pupil must be seen by a first aider immediately. It is recommended that the school nurse is also called to review.
- If the pupil is well enough to stay in school, then the class teacher/lead should assign a member of staff to monitor the pupil closely for the remainder of the school day.
- A phone call should be made home by the class teacher/key worker to inform parents of the accident. This should be done as soon after the incident as is reasonably practicable and should not be left until the end of the day. Please call for SLT support if needed to facilitate this.
- A pupil accident form must be completed and sent home, alongside a head bump letter. Copies of these can be found in the front administration office.
- If the pupil is travelling home on transport, then the passenger assistant should also be informed.

