

Headcorn Primary School

First Aid Policy



This policy is required to be reviewed every 3 years and will be updated at any other time as necessary to latest guidance or regulations issued by KCC or DFE. Any amendments will require the approval of the Head Teacher and First-Aid Co-coordinator.

Approval Body	Head Teacher
Approval Date	3 rd December 2024
Date for Review	December 2027
Signed – Head Teacher	S Symonds
First Aid Co-ordinator	C Bennett

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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 (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 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

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 sufficient number of suitably trained first aiders to care for employees in case that 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 for the appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

All schools should adapt this section to reflect their circumstances, inline with their assessment first aid needs.

3.1 Appointed Person(s) and First Aiders

The school’s appointed First Aid Co-ordinator is Carrie Bennett. 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 Local Authority and Governing Board

Kent LA (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 Head Teacher and staff members.

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 Head Teacher and staff members.

3.3 The Head Teacher

The Head Teacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of 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 Aid Co-ordinator and 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 Head Teacher, First Aid Co-ordinator 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, the First Aid Co-ordinator 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 in conjunction, with the First Aid Co-ordinator, judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. On their arrival, the first aider and/or First Aid Co-ordinator will recommend next steps to the parents/carers
- If emergency services are called, the Office Staff or a member of Senior Leadership will contact parents/carers immediately
- The first aider or First Aid Co-ordinator 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 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
- Parents/carers' contact details (for residential trips only)

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 but will also carry one of the school's portable first aid kits.

Risk assessments will be completed by the class teacher or visit leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits.

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

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
- The school kitchen

First Aid Co-ordinator - Schedule of Responsibilities

The first aid co-ordinator will complete the following duties: **Duties**

Check the contents of all first aid bags

Frequency

6 times a year

Check the details of all first aid signs around the school

3 times a year

Check the presence of all medical awareness signs on classroom doors

3 times a year

Check the signage and storage for all asthma inhalers

September

Check the medical awareness and emergency awareness lists

September

Check and update health care plans

3 times a year

Note: References in this document to "First Aider" mean a person who has a recognised and up to date First Aid qualification.

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
- For accidents involving pupils, a copy of the accident report form will also be added to the school's database by the School Business 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 School Office Staff and School Business Manager will keep records of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Office Staff or 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 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

The School Office 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/carers will also be informed if emergency services are called.

6.4 Reporting to Child Protection Agencies

The Head Teacher / Lead DSL will also notify child protection agencies 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 however at Headcorn Primary School this role is delegated to our Support Staff team.

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.

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 that 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 First Aid Co-ordinator every 3 years or earlier if necessary. At every review, the policy will be approved by the Head Teacher.

9. Links with other policies

This first aid policy is linked to the:

- Safeguarding and Child Protection Policy

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

Appendix 1: List of Qualified First Aiders

Mental Health First Aid		
Naomi Henderson		
Level 3 Award in Emergency First Aid at Work		Role
Lee Peters	24/04/2027	Lead HLTA
Carrie Bennett	24/04/2027	Office
Tracey Jefferson	07/10/2025	Office
Russell Tidman	06/10/2025	Premises
Nicola Hill	17/10/2027	TA
Tom Allen	07/10/2025	HLTA
Jasmine Cocks	07/10/2025	TA
Yvonne Scanlan	07/10/2025	TA
Berni Young	06/10/2025	TA
Becki Reygate	06/10/2025	SEN TA
Kristina Cresswell	17/10/2026	SEN TA
Katy Baldock	17/10/2026	TA
Sam Beal	17/10/2026	TA
Abbie Hayes	17/10/2026	TA
Elinor Ferguson	06/06/2027	HLTA/ Teacher
Laura Bellinger	11/07/2027	Finance and Admin
Charlie Waterman	07/03/2025	TA
Melinda Cadey	17/10/2027	SEN TA
Sam Perez-Lumbreras	18/10/2027	WAC
Lucille Selby	18/10/2027	TA
Emma Terry	17/10/2027	TA
Sara Foweraker	18/03/2028	TA
Lucy Anthony	18/03/2028	TA / WAC
Laura Corden	18/03/2028	TA
Julie Houssier	18/03/2028	TA
Jasmine Scrimshaw	18/03/2028	WAC
Becky Jordan	18/03/2028	WAC
Alice Harden	18/03/2028	WAC
Paediatric First Aid at Work (2 day course)		
Petra Griffiths	15/03/2027	TA / HLTA
Kelly Young	26/04/2027	TA
Tom Allen	20/07/2027	HLTA / WAC
Asthma Awareness		
See separate sheet		
Anaphylaxis Training		

See separate sheet		
Online First Aid Awareness		
Janis Peters	12/01/2025	WAC
Myles Mortimer	15/01/2025	WAC

Appendix 2: Accident Report Form

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	

