



# Elmhurst School

## First Aid Policy

**Approved by:** Elmhurst Local Governing Board

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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 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) and first aiders can be found in appendix 1. 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 appointed person(s) and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

#### **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 in school are
- Completing accident reports (using the online reporting system – Behaviour watch) 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, a member of the Senior Leadership Team or Office Staff will contact parents immediately
- The Lead First Aider will complete an accident report form (using the online reporting system – Behaviour Watch) on the same day or as soon as is reasonably practical after an incident resulting in an injury

### **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
  - 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' 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 x 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 visit lead member of staff alongside the EVC prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one 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.

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## **5. First aid equipment**

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- 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
- Regular and large bandages
- Adhesive tape
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- 2 Year Old Cloakroom
- Nursery classroom
- Reception classroom
- Year 1 classroom
- Year 2 classroom
- Year 3 classroom
- Year 4 classroom
- Year 5 classroom
- Year 6 classroom
- Staffroom

- Dining Hall
- Harding Room
- Learning Lounge
- Office

All First Aiders have their own portable bumbag.

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff 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. This paper form should only be used when access to the online reporting system Behaviour Watch is not available e.g. internet failure.
- A copy of the accident report form will also be added to the pupil's educational record by a member of the office team.
- 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 Business Manager 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 School Business manager 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 – 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.

**Staff:** 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) 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

- 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) 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
- 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

**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

The Behaviour Watch reporting system will automatically notify parents via text message 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 are always telephoned if a child sustains a head injury. Parents will also be informed if emergency services are called.

## **6.4 Reporting to Ofsted and child protection agencies**

One of the Co-Headteachers 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.

One of the Co-Headteachers will also notify Buckinghamshire Safeguarding Children's Partnership 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 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 Deputy Head Teacher every year.

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

## **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 person(s) for first aid and/or trained first aiders

Staff Member's Name	Role	Contact Details
Helen Heeley	2YO Leader	2YO 1307
Zara Pescod	Nursery Key Worker	2YO 1307
Kylie Lehane	Nursery Key Worker	Nursery 1308
Deniz Gok	Nursery Key Worker	Nursery 1308
Aishah Khan	Higher Level Teaching Assistant	Reception 1309
Annamaria Torok	Learning Support Assistant	Reception 1309
Lucy Hackett	Learning Support Assistant	Reception 1309
Zaira Ali	Higher Level Teaching Assistant	Year 1
Tanya Balzhyk	Learning Support Assistant	Year 1
Rohini Minhas	Learning Support Assistant	Year 1
Janine Washington	Learning Support Assistant	<i>Currently on Mat Leave</i>
Sannia Hatiq	Learning Support Assistant	Year 2
Amanda Robinson	Learning Support Assistant	Year 2
Zoe Griffiths	Higher Level Teaching Assistant	Year 2
Carly Miller	Learning Lounge Leader	1311
Hannah Baldwin	Learning Lounge Leader	1311
Teresa Dunn – F.Aid Leader	Higher Level Teaching Assistant	Year 3
Glen Spencer - F.Aid Leader KS2	Learning Support Assistant	Year 3
Assia Begum	Learning Support Assistant	Year 4
Jac Lewis	Higher Level Teaching Assistant	Year 4
Nicola Richens	Learning Support Assistant	Year 5
Gabriella Van Der Zandt	Higher Level Teaching Assistant	Year 6
Asma Rehman	Higher Level Teaching Assistant	<i>All over</i>
Ameena Muhammad	MDS	n/a
Bilqees Hassan	MDS	n/a
Kimberley Baker	MDS	n/a
Alison Cawley	Family Support Worker	1302
Bindy Wright	Family Support Worker	1303
Maryam Khan	Receptionist/Family Engagement Officer	1301
Amy Harris	Receptionist	1300
Christabel Bunce	DHT/SENDCo	1306

## Appendix 2: accident report form

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<b>Action taken</b>			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
<b>Follow-up action required</b>			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

### Appendix 3: first aid training log

	First Aiders	Certificate Details	Expiry	Booked
2YO	Helen Heeley	Paediatric First Aid	09/09/2024	6/11/24
2YO	Zara Pescod Zara Pescod	Schools First Aid Supporting Pupils with Medical Conditions	12/01/2026 09/03/2023	Educare – to complete
YR	Aishah Khan Aishah Khan	Paediatric First Aid Supporting Pupils with Medical Conditions	12/10/2025 09/02/2026	
YN	Kylie Lehane	Emergency Paediatric First Aid	18/09/2027	
YN	Deniz Gok	School First Aid	17/10/2027	
YN	Annamaria Torok	Schools First Aid	23/05/2027	
Y1	Zaira Ali Zaira Ali	Schools First Aid Supporting Pupils with Medical Conditions	03/07/2025 09/02/2026	
YR	Kimberley Foulger-Fenn	Emergency Paediatric First Aid		Could not attend
YR	Tanya Balzhyk	Schools First Aid	23/05/2027	
YR	Lucy Hackett	Schools First Aid	12/01/2026	
Y1	Janine Washington Janine Washington	Paediatric First Aid Emergency Paediatric First Aid	11/04/2025 05/11/2026	
Y2	Sannia Hatiq	Schools First Aid	17/05/2026	
Y1	Rohini Minhas	Schools First Aid	17/05/2026	
Y2	Amanda Robinson	Schools First Aid	30/11/2026	
Y2	Zoe Griffiths	Schools First Aid	03/07/2025	
LL	Carly Miller Carly Miller Carly Miller	Paediatric First Aid Supporting Pupils with Medical Conditions Emergency Paediatric First Aid	20/02/2027 27/04/2025 05/11/2026	Educare – to complete
LL	Hannah Baldwin	Schools First Aid	23/05/2025	
Y3	Teresa Dunn – FAL Teresa Dunn Teresa Dunn	First Aid at Work Paediatric First Aid Supporting Pupils with Medical Conditions	08/09/2025 14/03/2024 18/01/2025	Educare – to complete
Y3	Glen Spencer Glen Spencer – FAL	Schools First Aid First Aid at Work	23/05/2025 08/09/2025	
Y1	Shahbaz Begum	Schools First Aid	23/05/2025	
Y4	Jac Lewis Jac Lewis	Emergency Paediatric First Aid Supporting Pupils with Medical Conditions	05/11/2026 18/01/2025	Educare – to complete
Y5	Nicola Richens	Schools First Aid	18/09/2027	
A/O	Asma Rehman	Schools First Aid	11/10/2024	
Y4	Assia Begum Assia Begum	Emergency Paediatric First Aid Management of Diabetes in Schools	05/11/2026 2023	
Y6	Gabriella Van Der Zandt	Schools First Aid	23/05/2025	
MMS	Ameena Bibi	Schools First Aid	05/12/2025	
MMS	Bilqees Hassan	Schools First Aid	03/07/2026	
MMS	Kimberley Baker	Schools First Aid	14/01/2027	
FSW	Alison Cawley Alison Cawley Alison Cawley	Paediatric First Aid Administration of Medication in Schools Management of Diabetes in Schools	12/10/2025 03/06/2027 2023	
FSW	Bindy Wright Bindy Wright	Emergency Paediatric First Aid Supporting Pupils with Medical Conditions	05/11/2026 01/04/2025	Educare – to complete
Office	Maryam Khan Maryam Khan	Emergency Paediatric First Aid Supporting Pupils with Medical Conditions	05/11/2026 28/06/2025	
Office	Amy Harris Amy Harris	Emergency Paediatric First Aid Administration of Medication in Schools	05/11/2026 23/05/2027	
SLT	Christabel Bunce Christabel Bunce	Schools First Aid Supporting Pupils with Medical Conditions	24/01/2025 18/01/2025	