

Roe Farm Primary School

First Aid Policy



Version Control				
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1.0	October 2024	SBM	Head teacher changed to Co-Head Teacher	October 2024
2.0	October 2024	SBM	N Evans taken out – no longer First-Aider	October 2024
3.0	October 2025	MD/PT	Page 3 The school's designated first aiders are Matt Davenport & Sam Miller- Assistant Headteachers. Previously Matt Davenport	November 2025

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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](#), 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

Section 3.1 below sets out the expectations of first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2. As a school with an Early Years Foundation Stage, at least one person must hold a current paediatric first aid certificate and be on the premises during the school day.

3.1 First Aiders

The school's designated first aiders are Matt Davenport & Sam Miller- Assistant Headteachers.

They are responsible for:

- Taking charge when someone is seriously injured or becomes ill.

- Ensuring there is an adequate supply of medical materials in first aid kits, and ensuring the replenishment of these contents.
- Ensuring that an ambulance or other professional medical help has been summoned when appropriate.
- Ensuring accident report forms are completed and filed or handed to the Head Teacher for escalation.
- Designated first aiders will be trained as a minimum to First Aid at Work standard.

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.
- Filling in a first aid report slips on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 1).

An up to date list of the school's first aiders is held by the School Business Manager. The names of designated first aiders will also be displayed prominently around the school.

3.2 The local authority and governing board

Derby City Council 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. As a school, we buy into Derby City Council's Corporate Health and Safety service.

The governing board delegates operational matters and day-to-day tasks to the Co-Headteacher and staff members.

3.3 The Co-Headteacher

The Co-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 1) for all incidents they attend to where a first aider is not called.
- Informing the Co-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 either:
 - Refer the pupil to medical ensuring they are suitably supervised on route.
 - Seek the assistance of a qualified first aider 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 designated first aider. They will remain on scene until help arrives.
- The designated first aider will decide whether the injured person should be moved or receive treatment in situ.
- 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, usually at the decision of the designated first aider, office staff will contact parents immediately.
- The first aider or relevant member of staff 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 rota for playtimes and lunchtimes ensures a trained first aider is present in medical for dealing with minor injuries. For more serious injuries or illnesses, these should be referred to a designated first aider.

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
- Information about the specific medical needs of pupils
- Parents' contact details if the trip falls outside of school hours

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

There will always be at least one first aider on all trips (with a current paediatric first aid certificate on school trips and visits for the Early Years Foundation Stage).

5. First aid equipment

5.1 Kit Contents

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

5.2 Medications

No medication is kept in first aid kits. General medications are stored in the office for administration per guidance and parental consent.

In order for ready access at any time of day, individual inhalers and spacers are stored in medical in clearly identifiable containers. Should a child require more specialist medication (e.g. EpiPen) then the storage of this will be identified on their Care Plan.

5.3 First aid kit locations

First aid kits are stored in:.

- The medical room
- Veranda outside Year 1/2
- Veranda outside Year 3/4
- School servery
- School minibus

5.4 Restocking

First aid kits should be re-stocked after use. Spares to restock first aid kits is located in medical. When stock is getting low, any person can request re-supply from the office staff.

First aid kits and equipment will be checked twice annually and stocks replenished accordingly.

5.5 Additional Equipment

Emergency spare asthma inhalers are stored in medical.

Defibrillator and associated equipment, including both adult and child pads, is located in medical.

6. Record-keeping and reporting

6.1 First aid and accident record book

- For minor accidents or illnesses, a first aid reporting slip (appendix 1) will be completed by the first aider on the day of the incident for with a copy taken home by the pupil and one retained in school.
- For more serious injuries the Incident Report Form (appendix 2) must also be filled in to provide opportunity for more detail. The report must be kept secure in line with GDPR regulations. An additional two sided report must also be sent to the Local Authority using their proforma.
- First aid records need to be retained for three years in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. Accident book reports will need to be retained by the school until the young person reaches the age of 25.

6.2 Reporting to the HSE

The Co-Headteacher to 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 Co- Headteacher 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 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).

- 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 class teacher or the office staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, as soon as reasonably practicable on the same day. Pupils will also take home a copy of the accident report form.

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 Co-Headteacher will also notify the Local Authority (Derby City Council) 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. This is held by the school Business Manager.

Designated first aiders will hold First Aid at Work as a minimum.

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 full Paediatric First Aid 2 day (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years. All Early Years staff must hold the Emergency Paediatric First Aid within 3 months of commencing employment.

8. Monitoring arrangements

This policy will be reviewed by the Co-Headteacher and designated first aiders every 2 years.


At every review, the policy will be approved by the Co Headeachers and Governors Resources Committee.

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: Accident Reporting Form

 Roe Farm Primary School Tel: 01332 346310		ACCIDENT/INCIDENT/ ILLNESS REPORT SLIP		Date
				Time
Pupil's Name			Class	
Location and details of accident/incident/illness				
Head Injury		Sprains/Twists		Parent/Carer Contacted
Asthma		Nosebleed		Unable to contact Parent
Bump/Bruise		Stomach Pains/Upset Tummy		Well enough to remain in school after First Aid
Cut/Graze		Mouth Injury/Tooth Ache/ Loose or Missing Tooth		IMPORTANT Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.
Headache/High Temperature		TLC Applied		
Vomiting/Nausea		Collected from school		Authorised Signature
Details of Treatment and Additional Comments				

Appendix 2: Incident Report Form



Incident Report and Investigation Form

Reference:	
Date of Incident:	

Contents

Part 1	Personal Details
Part 2	Event Details
Part 3	Event Investigation
Appendix 1	Statement Form
Appendix 2	Glossary of Terms



Together we make a difference!

Worcester Crescent, Chaddesden, Derby. DE21 4HG
 01332 346310
 admin@roefarm.derby.sch.uk
 www.roefarmprimary.co.uk
 Head Teacher: Mrs Weston

Part 1

Reported By:		Date of Event:	
Role:		Time of Event:	
Location of Event:			
Nature of Event: <input type="checkbox"/> Incident <input type="checkbox"/> Ill Health <input type="checkbox"/> Minor Injury <input type="checkbox"/> Serious Injury <input type="checkbox"/> Major Injury			
Name of Person			
Home Address		Contact Phone Number	
		Date of Birth	
		Gender	
Role/Status of Person			
Details of Others Involved			
Name of First Aider			
Names of other witnesses / participants			



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Part 2

Details of the Activity		
<p><i>Please be as descriptive as possible. If the event took place at play or lunchtime, give details of the game or activity they were engaged in.</i></p>		
Equipment		
<p><i>Was any equipment being used, if so please give details.</i></p>		
Conditions		
<p><i>Please provide a brief description of the conditions such as sun, wind, rain, temperature etc.</i></p>		
Statements		
<p><i>Please take statements from all persons involved including the injured person, first on scene, witnesses etc. and list them below attaching their statements to this form.</i></p>		
Name	Role	Statement No.



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Head Teacher: Mrs Weston

Part 3

Investigation Checklist:	
Have photos been taken of the location / equipment?	[] Yes [] No
<i>Details</i>	
Is there a risk assessment covering the event?	[] Yes [] No
<i>Details</i>	
Are staff suitably trained in this area?	[] Yes [] No
<i>Details</i>	
Were school policies and procedures followed correctly?	[] Yes [] No
<i>Details</i>	
Do LA or HSE require notification?	[] Yes [] No
If yes, has this been done and by who?	[] Yes [] No
<i>Details</i>	
Summary of Findings / Recommendations	



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Statement No. []

Witness Details	
Name of Witness	
DOB	
Witness Statement	
Declaration	
I hereby confirm that the above information is correct and to the best of my knowledge no information of significance has been omitted. [] (Please tick to confirm)	
Full Name:	
Signed:	
Date:	

Understanding the language of Investigation

Certain key words and phrases will be used regularly throughout this guide.

'Adverse event' includes:

an accident: an event that results in injury or ill health;

an incident:

- near miss: an event that, while not causing harm, has the potential to cause injury or ill health. (In this guidance, the term near miss will be taken to include dangerous occurrences);
- undesired circumstance: a set of conditions or circumstances that have the potential to cause injury or ill health, eg untrained nurses handling heavy patients.

Dangerous occurrence: one of a number of specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Hazard: the potential to cause harm, including ill health and injury; damage to property, plant, products or the environment, production losses or increased liabilities.

Immediate cause: the most obvious reason why an adverse event happens, eg the guard is missing; the employee slips etc. There may be several immediate causes identified in any one adverse event.

Consequence:

fatal: work-related death;

major injury/ill health: (as defined in RIDDOR, Schedule 1), including fractures (other than fingers or toes), amputations, loss of sight, a burn or penetrating injury to the eye, any injury or acute illness resulting in unconsciousness, requiring resuscitation or requiring admittance to hospital for more than 24 hours;
serious injury/ill health: where the person affected is unfit to carry out his or her normal work for more than three consecutive days;

minor injury: all other injuries, where the injured person is unfit for his or her normal work for less than three days;

damage only: damage to property, equipment, the environment or production losses. (This guidance only deals with events that have the potential to cause harm to people.)

Likelihood that an adverse event will happen again:

certain: it will happen again and soon;

likely: it will reoccur, but not as an everyday event;

possible: it may occur from time to time;

unlikely: it is not expected to happen again in the foreseeable future;

rare: so unlikely that it is not expected to happen again.