

# Hawridge & Cholesbury Church of England School



## First Aid Policy

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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 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

### Appointed person(s) and first aiders

The school's appointed persons are Helen King and Danielle Shead. 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 and checking expiry dates on plasters and dressings
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

In their absence a member of the leadership team will deputise.

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, under liaison with a senior leader
- 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)

- Completing a minor accident form if the injury needs only very minor first aid - a wipe, cold compress, plaster or ice pack - for a short time. A note is sent home to inform parents. This should also be recorded in the minor injury folder, in the First Aid Room.
- If the injury is a head bump, a parent is phoned as well as completing a head bump form and recording the injury in the minor injury folder, in the First Aid Room.
- After a more serious accident, an AIRS 1 accident form (Accident/Near Miss/Violence at Work Reporting Form) should be completed on the same day, or as soon as is reasonably practicable (see the template in appendix 2 – this form must be returned to the School Business Manager.) Further forms are available in H&C Teams/Health and Safety.) As much detail as possible should be supplied when reporting an accident.

Our school's appointed persons and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **The Governing Body**

The Governing Body 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.

### **The Headteacher**

The Headteacher is responsible for the implementation of this 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
- 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)

### **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 2 and 3](#)) for all incidents they attend to, where a first aider/appointed person is not called
- Informing the Headteacher or the School Business 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 student is too unwell to remain in school (following liaison with a senior leader) 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 senior member of staff will contact parents immediately.
- The attending 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.
- 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 to be able to phone the School Office for Parents' contact details
- 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

When transporting pupils using a large vehicle, such as a coach, 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

The organising teacher will complete the risk assessments required using Evolve, prior to any educational visit that necessitates taking pupils off school premises.

The school will endeavour to send one first aider on school trips and visits. Where this is not possible, a staff member would contact school in the case of a minor injury or the emergency services in the case of a major injury. For Reception class trips, there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, 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 with general first aid advice	Plasters of assorted sizes
Regular and large bandages	Scissors
Eye pad bandages	Cold compresses
Triangular bandages	Burns dressings
Adhesive tape Safety pins	Medium-sized individually wrapped sterile unmedicated wound dressings
Disposable gloves	2 large sterile individually wrapped unmedicated wound dressings
Antiseptic wipes	

NB. No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- All classrooms
- The school hall

## 6. Record-keeping and Reporting

### 6.1 First aid and accident record book

- All accidents and injuries will be recorded in the First Aid Book situated in the Medical Room.
- A minor injury form or head bump form will be completed by the first aider or attending teacher on the same day or as soon as possible after an incident resulting in an injury.
- If the injury is more serious, an Accident Report Form (Accident/Near Miss/Violence at Work Reporting Form) should be completed on the same day, or as soon as is reasonably practicable (see the template in appendix 2 – this form must be returned to the School Business Manager.) Further forms are available in H&C Teams/Health and Safety. As much detail as possible should be supplied when reporting an accident, including all the information included in the accident form. This information will be reported to Buckinghamshire Council via AssessNet, following the Council's Incident Reporting Policy.
- A copy of the accident report form will also be added to the pupil's educational record by the School Business Manager
- Records held in the First Aid 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. Accident Report Forms will be kept until the child is 21 years old.

### 6.1 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. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

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**

Parents will be notified 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 Bucks Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 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.

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 paediatric first aid 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 monitored by the School Business Manager every year.

At every review, the policy will be approved by the Headteacher and the Full Governing Board.

## 9.Links with other policies

- [Health and Safety policy](#)
- [Policy on Supporting Pupils with Medical Needs](#)
- [Buckinghamshire Council Incident Reporting Policy](#)

## Appendix 1: list of appointed persons(s) for first aid and/or trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Helen King	School Business Manager	01494 758368
Danielle Shead	Teacher	01494 758368

Hawridge and Cholesbury's first aiders are listed below. Their names will also be displayed prominently around the school.

FORENAME	SURNAME	AWARD	EXPIRY DATE
Helen	King	First Aid at work	September 2024
Danielle	Shead	First Aid at work	January 2026
Penny	McCall	Paediatric First Aid	September 2025
Cat	Nash	Paediatric First Aid	November 2024
Louise	Cairnie	British Red Cross	June 2026
Corinne	Barnes		
Alicia	Dickel		
Liza	Hance		
Marian	Kirby		
Rosie	Phillips		
Adam	Jackson		
Hayley	Jeanes		
Kelly	Saunders		
Nikki	Shaw		
Sam	Williams		
Juliette	Dalton	Paediatric First Aid	Oct 2026
Kelly	Saunders	First Aid Skills	March 2024
Rosie	Phillips	Advanced Online First Aid	April 2024
Rebecca	Thorp	First Response Training	February 2026

## Appendix 2: Injury Form for Minor Injury, Head Bump and Major Injury

### Hawridge and Cholesbury Church of England School

#### Notification of Head Bump

Child's name \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Your child bumped his/her head today. The injury and treatment administered were as follows:-

.....  
.....

It would be advisable to look out for any of the following symptoms.

- Breathing becomes noisy
- Face may be flushed
- Body temperature becomes raised
- Pulse becomes slow in rate
- Pupils of eyes may become unequal in size or dilated and not react to light

Please contact your Doctor if you are concerned. Thank you.

First Aid administered by \_\_\_\_\_ Signed: \_\_\_\_\_

### Hawridge and Cholesbury Church of England School

#### Notification of Minor Injury

Child's name \_\_\_\_\_

Date: \_\_\_\_\_ Time: ----- \_\_\_\_\_

Your child had a minor injury today. The injury and treatment administered were as follows:-

.....  
.....  
.....

Please contact your Doctor if you are concerned. Thank you.

First Aid administered by \_\_\_\_\_ Signed: \_\_\_\_\_

## Appendix 3



### Incident – Injury Form

Please complete and pass on to a designated incident reporter

For use with [www.assessnet.co.uk](http://www.assessnet.co.uk)

#### About the Incident

Accident Centre	Hawridge and Cholesbury Church of England School		
When the Incident occurred	/	/	: (DD/MM/YYYY HH:MM)
Where did the incident happen? (i.e. school hall)			

#### About the person who was injured

Name	
Street	
Town / City	
County	
Postcode	
Occupation	
Status	
Gender	Male / Female
Age (Years)	
Contact Number	
Contact Email	

#### About the person filling in this form

Name	
Street	
Town / City	
County	
Postcode	
Occupation	
Contact Number	
Contact Email	

#### About the Injury

Enter as much detail as possible

Injury Type	
Apparent Cause	
Part of body affected	
Where did the injury happen? Specify the room or place where the accident occurred	

<p><b>How did the injury happen? What injuries were sustained?</b> Give the cause if you can. In the event of any personal injury, please specify.</p>	
<p><b>What materials were used during treatment / first aid?</b> E.g. bandages, plasters etc.</p>	
<p><b>Follow up actions</b> Describe what has been done to prevent a recurrence</p>	

### Lost Time Analysis

<p>Please state the number of days this person has been away from work or unable to do their normal job</p>	<b>Days</b>
<p>Includes day of incident (Mark Yes if the value above includes the day on which the incident took place)</p>	

### Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

#### Section A (If the injury occurred to an Employee / Trainee / Self employed person complete this Section)

<p>Did this injury result in a fatality</p>	
<p>Did this injury result in a major injury (e.g. Fracture other than fingers or toes, Amputation, Loss of sight, Acute illness etc)</p>	
<p>Did the accident cause the person to be away from work or unable to do their normal job for MORE THAN 7 days? (refer to number of days entered above)</p>	
<p>Did the employee / trainee / self employed person remain in hospital for 24 hours or more?</p>	

#### Section B (If the injury occurred to a Member of the public / Volunteer / Service user complete this section)

<p>Did this injury result in a fatality</p>	
<p>Was the member of the public / volunteer taken to hospital by any means?</p>	

Note: If any of the above were answered Yes, then please report to RIDDOR

If this accident is RIDDOR reportable, please fill out these few sections

**Was the injured person ... (Please tick one)**

	One of your employees?
	On a training scheme? Give details
	On work experience?
	Employed by someone else? Give details
	Self-employed and at work?
	A member of the public? (Includes volunteers and service users)

**Was the injury ... (Please tick one)**

	A fatality?
	a major injury or condition?
	an injury to an employee or self-employed person which prevented them from doing their normal work for more than 3 days?
Y	an injury to a member of public which meant they had to be taken from the scene of the accident to a hospital for treatment?

**Did the injured person ... (Please tick all that apply)**

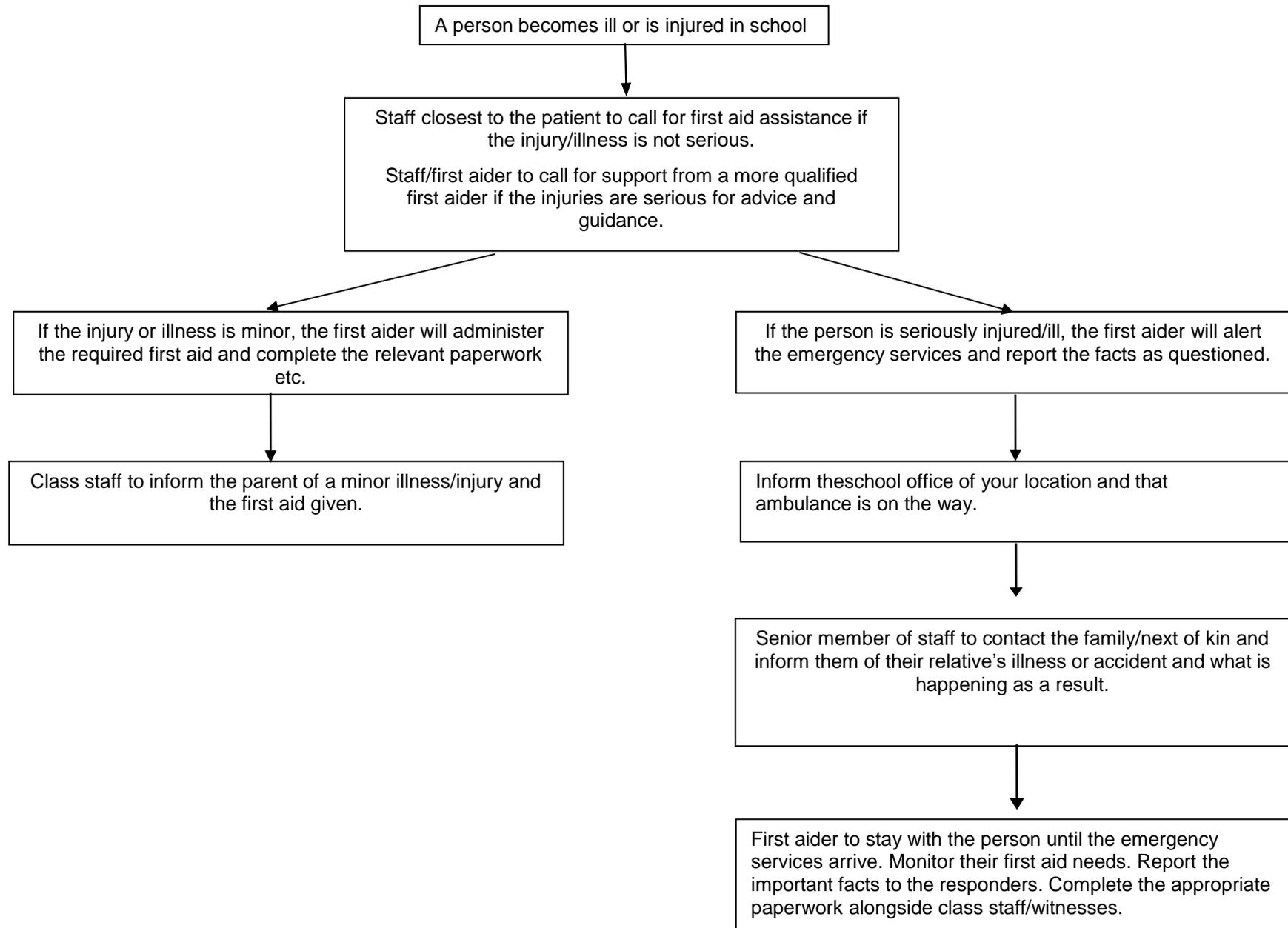
	Become unconscious?
	Need resuscitation?
	Remain in hospital for more than 24 hours?
Y	None of the above?

**Appendix 4: First Aid Bag Check Register**

Appendix 3 - FIRST AID BAG CHECK REGISTER 20.....												
Location	MONTH											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Windmills												
Y1 Honey Pots												
Y2 Little Peppers												
Y3 Folly Fields												
Y4 Holly Crofts												
Y5 Cherry Platts												
Y6 Great Oaks												
School Hall												
Spare Bag (stored in Medical Room)												
Forest School Bag												

**PLEASE ENSURE THAT THE BAGS ARE FILLED TO CORRECT LEVELS STATED WITHIN THE BAG. PLEASE INFORM THE SCHOOL BUSINESS MANAGER IF MORE SUPPLIES NEED TO BE ORDERED.**

## Appendix 5 – Flowchart of responsibilities when a person is ill or injured



**Appendix 6 First Aid Room Record**



**MINOR INJURY / FIRST AID RECORD**

(Please use blue/black ink)

Date	Time	Full Name	Class	Injury Type (Code)	Details of incident/what happened	Location	Wipe	Plaster	Ice Pack	Parent informed	Initials	Reported to SBM

**Please ensure that the parents of a child who has had a head injury receive the ‘Bumped Head’ letter and a phone call  
 Please also ensure that a ‘Minor injury’ letter is filled out for EVERY incident that is recorded  
 Please report to the SBM, if the injury was more serious or was a result of a health and safety issue – Thank you.**



## MINOR INJURY / FIRST AID CODES

### INJURY TYPE

A = Graze  
B = Minor injury by equipment / contact with another pupil  
C = Minor head injury / bump  
D = Foot / leg / arm / hand injury  
E = Face / nose / ear / cheek injury  
F = Eye injury / foreign body  
G = Tooth / mouth / lip bleed  
H = Nose bleed  
I = Nettle Sting  
J = Twisted ankle / arm  
K = Wasp /other sting  
L = Other

### LOCATION

C = Classroom  
CL = Cloakroom  
F = Field  
H = Hall  
K = Kitchen  
L = Library  
O = Other  
OS = Off site  
P = Playground  
T = Toilets

Please remember to send home minor injury/head injury letters **every** time you fill in the medical record.

Thank you