



Chorlton CE Primary School

First Aid policy

Policy information and Review

Names person with designated responsibility

Academic Year	Designated Lead Person(s)
2023-2024	Claire Gunn
2024-2025	Claire Gunn
2025-2026	Claire Gunn

Policy review dates

Review date	Changes made	By whom
October 2023	Policy reviewed	Claire Gunn
October 2024	Policy reviewed	Claire Gunn
June 2025	Policy reviewed	Claire Gunn

**"The UN Convention on the Rights of a Child recognises the right of the child to the enjoyment of the highest attainable standard of health and to facilities for the treatment of illness and rehabilitation of health."
(Article 24 health)**

AIMS

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school

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

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](#), [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

ROLES AND RESPONSIBILITIES

The administration and organisation of first aid provision is completed within school. This policy has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid. All staff are provided with first aid training and all staff undertake a rolling programme of retraining.

Appointed person(s) and first aiders

All staff have received First Aid at Work, three have Paediatric First Aid training, we also have four Level 2 Defibrillator trained First Aiders and three Paediatric Outdoor First Aiders.

They are responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Taking charge when someone is seriously injured or becomes ill
- Ensuring an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Taking charge when someone is injured or becomes ill, assessing the situation where there is an injured or ill person to provide immediate and appropriate treatment
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Sending pupils home to recover, where necessary

The Local Authority and Governing Board

Manchester 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 of School and staff members.

The Governing Board

The Governing Body has ultimate responsibility for health and safety matters in the school, delegates operational matters and day-to-day tasks to the Head of school and staff members. The Health and Safety governor Sue Hilton.

The Head of School

The Head of School is responsible for the implementation of the 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

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 serious incidents they attend to where the senior leadership team is not called
- Informing the head teacher or their manager of any specific health conditions or first aid needs

FIRST AID PROCEDURES

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 senior management 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

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following

- A contactable device e.g. mobile phone
- Portable first aid kit
- Information about specific medical needs of pupils
- Parental contact details

Risk assessments will be completed by class teacher prior to any educational visit that necessitates taking pupils off school premises. These are checked by members of the Senior Leadership Team and signed off by the Head teacher.

Bumped heads

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack and the child's teacher should be made aware of this so close monitoring can take place.

ALL bumped head incidents should have a bump note completed with the slip being sent home to parents. If a child has had a bump to any part of their head (above the neck) then parents will be called to inform them of the bump.

FIRST AID EQUIPMENT

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
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in: Reception office, Kitchen, Nursery & the School Business Managers office.

RECORD KEEPING AND REPORTING

First aid and accident record

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in injury.
- As much detail as possible should be supplied when reporting an accident
- Records help will be retained by 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.

Reporting to HSE

The appointed person 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 & 7)

The appointed person 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 scalding 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>)

Notifying parents

A member of staff will inform parents 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. If the injury is a bump to the head then parents will be called, otherwise a bump note will be sent home to advise parents of any injuries.

Reporting to Ofsted and child protection agencies

The appointed person or member of the senior leadership team 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.

They will also notify the relevant Local Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

TRAINING

All school staff are able to undertake first aid 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 (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

MONITORING AND LINKS WITH OTHER POLICIES

This policy will be reviewed every 3 years.

At every review, the policy will be approved by the Head teacher and ratified by the Governing Board

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Medication in school policy
- SEN & inclusion policy
- Positive Handling and Safety policy

APPENDIX A

Procedure for contacting emergency services

Requesting an ambulance

1. Dial 999
2. Speak clearly and slowly.
3. Be ready to repeat information if asked

You will be asked for three key pieces of information

1. Your telephone number
2. The location you want the ambulance to be sent to
3. The reason for the call

School telephone number:	0161 881 6798
School name:	Chorlton CE Primary School
School address:	Vicars Road, Chorlton-Cum-Hardy Manchester
School postcode for satnav:	M21 9JA
Best entrance to the school site:	Through the main gate
Exact location of the patient within the school:	The child is located.....

STATE THAT THE AMBULANCE WILL BE MET BY A MEMBER OF STAFF WHO WILL TAKE THE CREW TO THE PATIENT.

Name of child:

Age of child:

Description of child's symptoms:

Inform if have an underlying medical condition:

Inform if any emergency rescue medication has been administered:

Inform if any emergency procedures have been carried out:

e.g. midazolam – epilepsy, epipen -
allergies, glucose – diabetes

e.g. suction/trache tube replacement -
tracheostomy, button replacement – gastro feed

On arrival of the ambulance

- Member of staff to meet crew and escort crew to the patient
- Member of staff to pass over empty packaging of any rescue medication administered, if appropriate
- In the case of a child with complex needs, member of staff to pass over the child's IHCP or summary letter stating child's medical condition and medication
- Member of staff to travel in the ambulance with the patient