First Aid Policy

Approved by:	Finance & Resource Committee	**Date:** 11/02/2026
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Reviewed by:	Ransi Bandara (CFOO) and Daniel Knuckey (Health & Safety Lead)	
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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all employees, 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 and Early years foundation stage: coronavirus disapplications guidance, advice from the Department for Education on first aid in schools, health and safety in schools and actions for schools during the coronavirus outbreak, 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
Managing specific infectious diseases: A to Z - GOV.UK

3. Roles and responsibilities

3.1 The Board of Directors

The Board of Directors has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the head and staff members.

3.2 Headteachers

The head 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)

3.3 Appointed person(s) and First Aiders Appointed Person(s)

The school's appointed person(s) are Sue Jenkin and Rebecca Kirkbride.

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

- 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
- Keeping their contact details up to date

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

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 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the head 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, the Secretary or member of SLT 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. If the injured is taken to the doctors or the hospital, the injury will be recorded in the Trust's management system, AssessNet

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

Coronavirus:
First aiders will follow Health and Safety Executive (HSE) guidance as applicable. They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

In addition, the school will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

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

Risk assessments will be completed by the Educational Visits Coordinator 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 (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Coronavirus: the school will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government, regional and local advice in relation to educational visits during a coronavirus outbreak.

5. 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
- Scissors
- Cold compresses
- Burns dressings

(No medication is kept in first aid kits).

First aid kits are stored in:
Main school office

Classrooms
Staff Room
The school hall
The school kitchens

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. Where required, the incident will be recorded on the Trust's management system, AssessNet.

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.

Records held in the first aid and accident book will be retained by the school in line with the recommended retention period for schools and then securely disposed of.

6.2 Reporting to the HSE
The Head will record and report 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) on AssessNet.
The Head, in Liaison with Cornwall Council Health, Safety and Wellbeing service, 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

6.3 Notifying parents

The class/nursery staff, first aider or admin 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.

6.4 Reporting to Ofsted and child protection agencies

The Head 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 Head will also notify the MARU 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).

Staff are encouraged to renew their first aid training when it is no longer valid.

8. Monitoring arrangements

This policy will be reviewed by the Board of Directors or delegated committee annually.

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

Infant School

Staff member's name	Role	Contact details
Sue Jenkin	Teaching Assistant	Via school office at 01209 713982
Lisa Smith	Lunchtime Supervisor	Via school office at 01209 713982
Sharon Eyre	Nursery Manager	Via school office at 01209 713982
Steph Hodson	Teaching Assistant	Via school office at 01209 713982
Charmaine Sheers	Teaching Assistant	Via school office at 01209 713982
Michelle Williams	Teaching Assistant	Via school office at 01209 713982
Tracey Whitaker	Administrative Assistant	Via school office at 01209 713982
Victoria Shirlow	Nursery Manager	Via school office at 01209 713982
Sarah Wilkins	Executive Headteacher	Via school office at 01209 713982
Tom Brokenshire	Assistant Headteacher	Via school office at 01209 713982
Linda Benney	Teaching Assistant	Via school office at 01209 713982
Annie Osborne	Family Laison Officer	Via school office at 01209 713982

Junior School

Staff member's name	Role	Contact details
Sam Lamb	Lunchtime Supervisor	Via school office at 01209 713436
Sarah Barham	Teaching Assistant	Via school office at 01209 713436
Jen Hart	School Secretary	Via school office at 01209 713436
Sue Ducker	Teaching Assistant	Via school office at 01209 713436
Tracey Whitaker	Administrative Assistant	Via school office at 01209 713436
Annie Osborne	Family Laison Officer	Via school office at 01209 713436
Amanda Goodwin	Teaching Assistant	Via school office at 01209 713436
Claire Morrissey	Teaching Assistant	Via school office at 01209 713436
Rachel Clemo	Teaching Assistant	Via school office at 01209 713436
Michelle Williams	Teaching Assistant	Via school office at 01209 713436
Chantelle Hargreaves	Teaching Assistant	Via school office at 01209 713436
Jordan Hawthorne	Teaching Assistant	Via school office at 01209 713436

Staff member's name	Role	Contact details
Rebecca Kirkbride	Deputy Headteacher	Via school office at 01209 713436
Sarah Wilkins	Executive Headteacher	Via school office at 01209 713436
Ang Woodland	Teaching Assistant	Via school office at 01209 713436

Appendix 2: accident report form

Name of injured person		Role/Class	
Date and time of incident		Location of incident	
incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
Follow-up Action required			
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			
Name of person attending the incident			
Signature		Date	