



**Teversham Church of England  
Primary School**

**FIRST AID POLICY  
2025-2026**

**STATUTORY**

**DATE ADOPTED: 8 July 2025**

**REVIEW DATE: July 2026**

## **Purpose**

This policy outlines the school's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is revised every year.

## **Aims**

- To identify the first aid needs of the school in line the Health and Safety at Work Act 1974.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

## **Objectives**

- To appoint the appropriate number of suitably trained people as The First Aider, Appointed Persons and Paediatric First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the school's first aid arrangements
- To keep accident records and to report the Health and Safety Executive (HSE) under the Diseases and Dangerous Occurrences Regulations (RIDDOR).

## **Who Was Consulted?**

Staff and governors have been consulted in the development of this policy.

## **Relationship to Other Policies**

This policy should be read in conjunction with the school's policies on health and safety, administration of medicines in schools and educational visits.

## **Roles and Responsibilities**

The Headteacher is responsible for implementing the policy, identifying a responsible staff member for managing first aid (The First Aider) and the administration of medicines, and ensuring that appropriate resources and staff training are available in line with current health and safety legislation. The Headteacher should ensure that the policy and information on the school's arrangements for first aid are made available to parents.

The First Aider must draw up procedures in consultation with health specialists, ensure that they are kept up to date and that records are maintained, and provide information to staff.

All other trained staff are responsible for keeping themselves up to date with basic first aid, understanding the importance of risk assessment, and recognising the health needs of pupils for whom they have responsibility. These duties will be met by refreshing training in line with guidelines and attending specialist training organised by the School Health Team, i.e. supporting pupils with specific medical needs.

Staff who deal with first aid and medical needs will remember 'what would a good parent do?' and demonstrate appropriate compassion to support children when they are feeling vulnerable.

The First Aider must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. This is a voluntary post.

He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting The First Aider, the Headteacher should consider the person's:

- Reliability and communication skills;
- Aptitude and ability to absorb new knowledge and learn new skills;
- Ability to cope with stressful and physically demanding emergency procedures;
- Normal duties (a first aider must be able to leave to go immediately to an emergency).

Paediatric First Aiders should have undertaken paediatric first aid training. He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called.

Appointed Persons should have undertaken emergency first aid training. He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called.

A list of all first aid trained personnel at Teversham C of E Primary School is displayed in the office and the staffroom and kept updated by The First Aider.

### **Arrangements for Monitoring and Evaluation**

The Resources Committee will receive a termly report on the first aid incidents recorded, the programme of staff training, and the nature of any complaints received.

### **Re-Assessment of First Aid Provision**

As part of the school's annual monitoring:

- The Headteacher reviews the school's first aid needs following any changes to staff, building/site, activities, off-site facilities etc;
- The Office Manager monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions;
- The First Aider checks the contents of the first aid cupboard and other resources weekly.

### **Providing Information**

The Headteacher will ensure that all staff are informed about the school's first aid arrangements via their staff handbook and any updates via the staffroom noticeboard or by email.

## **PROVISION**

### **How Many First Aid Personnel are Required?**

The Headteacher will consider the findings of the risk assessment in deciding on the number of first aid personnel required. Schools are low risk environments, but the Headteacher will consider the needs of specific times, places and activities in deciding on their provision. In particular they should consider:

- Off-site PE;
- School trips;
- Science/DT lessons;
- Adequate provision in case of absence, including trips;
- Out of hours provision, e.g. clubs, events.

Arrangements should be made to ensure that the required level of cover of both The First Aider, Appointed Persons and Paediatric First Aiders is available at all times when people are on school premises.

### **Qualifications and Training**

All first aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE. The First Aider, Paediatric First Aiders and Appointed Persons will undertake emergency first aid training and specialist training in first aid as appropriate in a three year cycle.

### **First Aid Materials, Equipment and Facilities**

The Headteacher must ensure that the appropriate number of first aid kits according to the risk assessment of the site are available. All first aid kits must be marked with a white cross on a green background. First aid kits must accompany teachers off-site.

Spare stock should be kept in school.

The First Aider has responsibility for checking and restocking of the first aid kits in all classrooms, including pre-school.

We have an AED (defibrillator) available in school. Paediatric first aiders are trained in its use and others are able to use it as needed.

### **Accommodation**

The school has a first aid area in the entrance hall for medical treatment and care of children during school hours. There is a lavatory nearby and a washbasin.

### **Hygiene/Infection Control**

Staff must follow basic hygiene procedures. Single use latex and powder free disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment and all waste should be deposited in the dedicated yellow bag in the first aid room.

### **Reporting Accidents**

A record of any reportable injury, disease or dangerous occurrence must be kept in the school office. This must include: the date and method of reporting, the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

If a child is sent home from school due to an accident / illness and the first aider thinks that the child needs to be seen by a medical professional then this information needs to be logged on MyConcern in addition to the normal record keeping protocol.

The following accidents must be reported to the Health & Safety Executive via the RIDDOR reporting system:

- Accidents resulting in death or major injury (including as a result of physical violence);
- Accidents which prevent the injured person from doing their normal work for more than three days.

Involving pupils and visitors:

Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work, i.e. if it relates to:

- Any school activity, both on or off the premises;
- The way the school activity has been organised or managed;
- Equipment, machinery or substances;
- The design or condition of the premises.

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Headteacher is responsible for ensuring these accidents are reported to the Health and Safety Executive within 5 calendar days.

### **Record Keeping**

Statutory accident records: The Headteacher must ensure that readily accessible accident records, written or electronic, are kept until the pupil turns 21 years of age.

The Headteacher must ensure that a record is kept of any first aid treatment given by first aiders (this will be recorded in the Accident Reporting Book and a copy sent home with the child – a log should also be kept in this book of any first aid treatment given to adults within the school). This should include:

- The date, time and place of incident;
- The name (and class) of the injured or ill person;
- Details of their injury/illness and what first aid was given;
- What happened to the person immediately afterwards;
- Name and signature of first aider or person dealing with the incident.

Any injuries involving the head are followed up with a “bumped head” sticker as a visual indication that further observation is needed. A note is sent home to parents informing them that their child has had an accident involving contact with their head.

Any significant incidents are always communicated via phone call at the time, giving parents the opportunity to come to the school to see their child.

### **Splinters**

Paediatric First aiders will remove splinters using a metal pair of tweezers if the splinter can clearly be seen and if it is protruding out of the wound. If the splinter is embedded within the wound and is not easily accessible, the first aid will not remove the splinter. It will be covered and parents informed at the end of the day. This will be recorded on MyConcern.

## **Monitoring**

Accident records can be used to help the Headteacher and the Local Governing Body identify trends and areas for improvement. The Governor responsible for Health & Safety will monitor accident records in order to identify any trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes.

A list of trained first aiders to be on display in the office and in the staffroom. This is to be updated regularly. Office staff will monitor this to make sure that all training is kept up to date.

Adopted: 8 July 2025

Date of next review: July 2026

After approval by the Governing Body this policy will be electronically signed by Rev Nick Moir