

Boxgrove CE Primary School



First Aid Policy & Procedure

Theresa Smyth

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Review 2027

1. Policy Statement

1.1 The Governors and Head teacher of BoxgroveCE Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

1.2 The Governors are committed to the Local Authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

1.3 The provision of First Aid within the school will be in accordance with DFE and Local Authority guidance on First Aid in school.

1.4 This policy should be read in conjunction with the school's policy on health and safety and the local authority policy relating to educational visits.

1.5 Staff, Governors and parents have been consulted in the development of this policy.

2. Statement of First Aid organisation.

The school's arrangements for carrying out the policy include nine key principles:

1. The Governing Body has a duty to approve, evaluate and review the policy.
2. All employees have a duty of care where First Aid is concerned.
3. All accidents reported will be recorded and, where appropriate, investigated and reported to the relevant authority.
4. All occasions when First Aid is administered to employees, pupils and visitors will be recorded.
5. The school will provide suitable space, equipment and materials to carry out First Aid treatment.
6. The school will make arrangements to provide training to employees and will maintain a record of that training to be reviewed annually.
7. The school will establish a procedure for managing accidents in school which require First Aid treatment.
8. The school will provide information to employees on the arrangements for First Aid.
9. The school will undertake an annual review of the First Aid requirements of the school.

3. Aims

- To ensure that the welfare and well being of pupils is secure.
- To provide adequate and appropriate First Aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.
- To identify the First Aid needs of the School in line the Health and Safety at Work etc 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.

4. Arrangements for First Aid: Materials, Equipment and Facilities

4.1 The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools' (section 58). A copy of this document is located in the Office

4.2 The location of First Aid delivery point in school is: the Learning Den.

4.3 The location of First Aid kits in school are

- Learning Den: First aid Trolley and portable kit to be used for trips.
- Classrooms and the office have additional First Aid Kits.

4.4 The contents of the First Aid Kits and refill cupboard will be checked on a monthly basis by Mrs Des Goodchild.

4.5 Senior appointed person for First Aid is: Mrs Goodchild

4.6 Mrs Ford, Mrs Goodchild and Mr Rogers all have Pediatric First aid qualifications.

4.7 Mrs Goodchild, Mrs McIntyre and Mrs Turner have First aid at work qualifications.

Other appointed persons for First Aid include members from across the Teaching and Support Staff.

Appointed First Aiders 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.

Appointed First Aiders 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 appointed First Aiders, the Head Teacher has considered 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.

4.6 Whole staff training on Basic First Aid (4 hour course) will be undertaken every two years and all teaching and support staff will be invited to attend.

4.7 The school's current First Aid recording / Incident and Illness log is located in the Learning Den. Archived records from the academic year are located in the Loft and Filing cabinet.

5. Off site activities and Out of School Hours Clubs.

5.1 At least one First Aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc.

5.2 A person who has been trained in First Aid will accompany all off site visits. There will always be a staff with basic first aid training present during clubs.

6. Accident Reporting and Record-keeping

6.1 Staff responsible for administering First Aid must keep a record of any incidents, accidents or illnesses requiring First Aid.

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 incidents, accidents or illnesses requiring First Aid

The school's current First Aid recording / Incident and Illness log is located in the Learning Den.

Archived records from previous academic years are located in a locked filing cabinet and after 1 year moved to the loft.

6.2 The Governing body is aware of its statutory duty in respect of reporting the following to the Health and Safety Executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

6.3 For non-employees and pupils: the school will report accidents resulting in the person being killed or being taken from the site of the accident to hospital if 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

6.4 The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring these accidents are reported to the health and safety team by a First Aider within 5 calendar days as follows by completing form IRF (96) on-line Reporting Accidents/Incidents form available on line at West Sussex Service for Schools

Completed IRF (96) forms are printed off and a copy filed in pupil/staff files and the First Aid log.

6.5 The contents of the first aid book to be checked on a half termly basis by Mrs Goodchild to look for trends and any issues discussed with the Head Teacher. Trends / incidents form part of the Head Teacher's report to Governors.

6.6 Parents of pupils who have had a head injury will be issued with an advice letter for their family. Where injuries are serious, parents will be called to enable them to make a judgement regarding action to take (hospital check)

Pupils in Squirrel Class: staff will inform parents of any first aid that children have received. For children with S&L or communication challenges in other classes, staff will communicate any first aid where necessary.

7. Monitoring and Review

7.1 This policy will be reviewed and its effectiveness monitored annually by the Governing Body through completion of the school's Annual Monitoring Checklist (Appendix B).

7.2 Any significant information gained from these monitoring and review activities will be reported to the Full Governing Body and along with recommended changes to this policy.

Appendix A: First Aid Procedures

When an accident occurs:

- assess the situation
- move child / adult to safe place if appropriate
- clear space from onlookers

For minor injuries / accidents, those trained in basic First Aid should administer basic First Aid as follows:

- Use protective gloves (a fresh pair for each child)
- Wash wounds using a sterile pad and apply dressing if necessary / appropriate
- Elevate and rest suspected sprains
- Apply ice pack to bumps and / or swellings, avoiding direct contact with the skin
- Do not apply any medicated creams, etc.
- Complete the black Incident and Illness book kept in the First Aid trolley outside Year 2 and give the pupil the blue proforma to take home.
- Ensure that any behavioural issues are followed up appropriately either by yourself or the class teacher
- Parents of pupils who have been issued with blue proformas from the black Incident and Illness book will be notified by telephone or in person straight away by Office Staff if the a senior First Aider feels that is necessary.

If the incident is more than minor, those trained in basic First Aid should administer basic First Aid as follows:

- Seek support from a trained First Aider, who should:
 - Use protective gloves (a fresh pair for each child)
 - Administer First Aid as above
 - Notify the Head teacher / Deputy Head
 - Contact parents so that they can make a decision about whether or not to seek further medical advice
 - Complete the First Aid book in the staff room. Head letter proforma to take home
 - Ensure that any behavioural issues are followed up appropriately
 - Notify by telephone any parents where an incident is serious / reportable to **RIDDOR**.
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Should a child need to be taken to hospital and parents cannot be contacted, only the Headteacher or other teaching member of staff should do this and must be accompanied by a second adult.

All waste from injuries and accidents must be cleared away as follows:

- Sprinkle all spillages with absorbent granules.
- Sweep up with First aid brush & pan. Place in plastic bag, seal and place in bin.
- Clean floor / surface with first aid mop using sterilising solution

Pupil accidents involving the head

The Governing body recognises that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

All cases of injury to the head should be treated by as follows:

- Ask a First Aider to assess the situation

- First Aider to contact parents so that they can make a decision about whether or not to seek further medical advice
- Complete the First Aid book in the staff room and give the pupil the Head letter for parents.
- Ensure that any behavioural issues are followed up appropriately
- Notify the Head teacher / Deputy Head, who will undertake a risk assessment investigation as appropriate
- Should a child need to be taken to hospital and parents cannot be contacted, only the Headteacher or other teaching member of staff should do this and must be accompanied by a second adult.

Administering medicines in school:

Only prescribed medicines may be given & only after written permission & instructions are received from the parents. Details must be filled in the medication book kept in the Secretary's cupboard and medicines kept locked in the Medical Room. (see Managing medicines Policy)

Asthmatics - children must have immediate access to inhalers as they require them & should not have to wait. If the attack is severe an adult should fetch the inhaler for the child. In severe cases, the child will carry medication at all times.

Children with specific medical needs

Should we admit a child with specific medical needs, all staff will be informed and offered appropriate training and support.

Appendix B

Annual Monitoring Form

Governor Monitoring First Aid	Yes	No	Guidance / Standard
Are there sufficient certificated First Aiders/Appointed Persons available at all times work activities are being undertaken?			<i>Numbers should be determined by considering issues such as pupil numbers, premises layout (split sites etc.), sickness/holiday absence, and higher risk activities.</i>

Is there an adequate number of stocked first aid kits, (including provision for external visits) suitable for both staff, pupils and members of the public – and locations signed?			
Are staff aware how first aiders can be contacted?			<i>Posters around site etc.</i>
Comments			