Leigh Primary School

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'Caring, Sharing and Learning Together'

First Aid Policy

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	Signed	Date
Approved by Governing Body	Governing Body	30/03/2026
Chairman of Governors	Dave Dorrell	30/03/2026
Co-Headteachers	Jenna Halfhide and Joanne Shobbrook	30/02/2026

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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 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 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

3.1 Appointed person(s) and first aiders

The school's appointed person is Jo Tallent. 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 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 (see the template in appendix 2)
- Keeping their contact details up to date

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

3.2 The local authority and governing board

Kent County Council 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 Teacher and staff members.

3.4 The Head Teacher

The Head Teacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of 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)

3.5 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 the appointed person is not called
- Informing the Head Teacher or their manager of any specific health conditions or first aid need.

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 (The first aider may seek advice/assistant from the nominated person if required). 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 Office manager or appointed person 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

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

During any partial opening relating to a pandemic: we 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.

During a pandemic: first aiders will follow Health and Safety Executive (HSE) guidance for any communicable diseases. 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.

4.2 Off-site procedures

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to Parents' contact details via Arbor

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off school premises.

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.

During a pandemic or partial opening: we 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 advice in relation to educational visits during any national pandemic of a communicable disease.

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
- Sterile wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.
First aid kits are stored in:

- The Thrive Hive
- The school hall
- Reception classroom/Turtle Class/Dolphin Class/Tiger Class and Rhino Class

Each classroom also has a small class kit containing basic supplies, including the following:

- Plaster
- Adhesive dressings
- Regular bandages
- Disposable gloves
- Sterile wipes

First aid kits for offsite trips are stored in the school office

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the attending first aider on the same day or as soon as possible after an incident resulting in an injury
- 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
- A copy of the accident report form will be stored in the class accident file in staff public on school share point.
- Records held in the first aid and accident 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 of
- KCC guidance will be followed regarding accident reporting using H5157 forms online and PDF downloads will be issued to parents and saved in staff public on school share point.
  https://kentcc-self.achieveservice.com/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-e6a99e70-6315-489f-9ac6-4ee4886fcef6/AF-Stagec4d2c58f-628f-4fc6-8186-85339a2086cc/definition.json&redirectlink=%2Fen&cancelRedirectLink=%2Fen&consentMessage=yes

6.2 Reporting to the HSE

The office manager/First Aid 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 office manager/First Aid 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.
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

6.3 Notifying parents

The class teacher/First Aid Manager 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 Teacher 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 Teacher will also notify the Area Education Offer and Safeguarding Officer of any serious accident or injury to, or the death of, a pupil while in the school's care.

CY (including schools and children centres)
KCC employees, pupils, client/service users, and other 3rd party accidents

Which accident/incident forms should you complete on the Health and Safety Team's online reporting system?

KCC EMPLOYEES
(Forms: HS157, HS160, F2508, F2508A)

Report all accidents/incidents which have arisen out of a workplace or work activity:

- involving damaged or faulty premises;
- lack of health and safety processes or procedures;
- caused by a 3rd party e.g. road traffic accident;
- caused by assault or violent behaviour;
- a near miss.

- **RIDDOR** reportable arising out of work or work activities and occurred due to damaged/faulty premises or equipment, or insufficient health and safety processes or procedures:
  - over 7 days absence from work (notifiable within 15 days);
  - specified injury e.g. fracture - not fingers, thumbs or toes (10 days);
  - diseases F2508A (once a doctor's confirmation letter is received);
  - dangerous occurrence (immediately);
  - fatality (immediately).

PUPILS, CLIENT SERVICE USERS and 3rd PARTY
(Forms: HS157, HS160, F2508, F2508A)

Report all significant accidents/incidents which have arisen out of a curriculum/extra curriculum/work activity or workplace:

- involving damaged or faulty premises;
- which may have arisen out of inadequate supervision;
- caused by a 3rd party e.g. road traffic accident;
- caused by assault or violent behaviour;
- a near miss.

- **RIDDOR** reportable arising out of curriculum/extra curriculum/workplace or work activities and occurred due to damaged/faulty premises or equipment, or insufficient supervision:
  - resulted in the injured party being taken direct to hospital and receiving treatment (notifiable within 10 days);
  - diseases F2508A (once a doctor's confirmation letter is received);
  - fatality (immediately).

RIDDORs must be notified to the HSE by completing a F2508/F2508A form via their website. Ensure a copy is saved at the point of submission for your records as it cannot be retrieved later. You will have an opportunity to attach the F2508/F2508A to the HS157 when completing the form online.

Accident/incidents forms <u>are not required for</u>:

KCC Employees
- any illness, seizure or epileptic fit, unless it has resulted from a work activity;
- off duty accidents;
- any very minor accident/incidents e.g. paper cut.

Pupils, Client Service Users (Children) and 3rd Party
- no injuries unless a near miss due to faulty premises/equipment or lack of supervision;
- minor accidents which only take a few moments of recovery time e.g. red marks, tiny cuts (these should be recorded in your own accident book);
- any illness, seizure or epileptic fit, unless it has resulted from a work activity.

CY (including schools and children centres)
accident/incident reporting and investigation flowchart

In the event of a fatality you must contact the Head of Health and Safety at the earliest opportunity (see contact details at the end of the flowchart). For all other accidents please follow the flowchart below:

Stage 1

- **has an accident/incident occurred to an employee or 3rd party** (pupil/student, visitor, client/service user, volunteer, contractor, or agency) at work or by undertaking a work/curriculum or extra curriculum activity, and has occurred due to damaged/faulty premises or equipment or lack of processes/procedures or supervision?
- **RIDDOR** as above criteria for employee specific injuries and over 7 absence, or 3rd parties taken direct to hospital and received treatment, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - a responsible person must complete an online F2508/F2508A form immediately via the HSE website.

  Copies of completed F2508/F2508A forms must be attached when completing the online HS157 form and a copy retained at your establishment; detailed guidance on RIDDOR is available on Knet.

Stage 2

Does the accident/incident need to be investigated?
(see accident/incident reporting, investigation and RIDDOR guidance on KELSI for information)

If Yes

- complete a HS157 form on the online accident reporting system;
- complete a F2508 RIDDOR form via the HSE and attach it the HS157;
- complete a HS160 investigation form via the HS157 if required;
- Implement findings of investigation.
- Should you require support to carry out your investigation for a serious accident/incident, please contact the Health and Safety Advice Line on 03000 418456.

If No

- file the electronic master copy of the HS157 in your accident book at the establishment as per KCC's retention schedule.

Medial incidents:

- do not use HS157 - use medication incidents report form.

Employee lost time: complete a notification of sickness absence form for all periods of absence caused by injury at work.

The Health and Safety Advice Line: 03000 418456 / **Email:** healthandsafety@kent.gov.uk

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 and are invited to training at the school's cost.

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.

8. Monitoring arrangements

This policy will be reviewed by the First Aid Manager every 2 years.

At every review, the policy will be approved by the headteacher and ratified by the governing board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

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

STAFF MEMBER'S NAME	ROLE	CLASS
Katie Bone	Assistant SENDCo – appointed person for first aid and first aider	N/A
Jenna Halfhide	Co-Head teacher – first aider	N/A
Jo Shobbrook	Co-Head teacher/KS2 Leader/Tiger teacher – first aider	Tigers
Victoria Short	SENCO/Tiger's teacher – first aider	Tigers
Jane Burbridge	Office manager – first aider	Office
Nataliya Huxley	HR Finance Administrator – first aider	Office
Tracey Prockter	KS1 leader/EYFS Manager / Panda's teacher – first aider	Panda's
Sarah Hunt	Panda's teacher – First Aider	Pandas
Nathasha Carter-Clout	Turtles' teacher – First Aider	Turtles
Suzanne Barbrer	Dolphin's teacher – first aider	Dolphins
Sophie White	Rhino's teacher– first aider	Rhinos

STAFF MEMBER'S NAME	ROLE	CLASS
Jo Tyrrell	Rhino's teacher – First Aider	Rhino
Paula Marsh	TA – first aider	Pandas
Shelby Varley	TA – First Aider	Pandas
Sacha Baldock	TA – first aider	Turtles
Jill Mander	TA – first aider	Dolphin
Sarah Punnett	TA – first aider	Dolphin
Chelsey Reynolds	TA – first Aider	Tigers
Rebecca O'Connor	TA – first aider	Tigers
Karen Korvin	TA – first aider	Rhino
Helen O'Connor	TA – first aider	Rhino
Daniel West	Midday supervisor – First Aider	N/A

Appendix 2: accident report form

Accident/injury report

Leigh Primary School

Pupil details			
Name -	Class -	Date- Time-	Location -

Incident/accident details		
Trip/slip/fall	Collison with an object	Accident with equipment
Collision with a person	Sports injury	Other
Details -		

Treatment given by first aider		
Cleaned (water/sterile cleansing wipe	Ice pack/cold compress applied	Other (please supply details)
Plaster/Dressing applied	Monitored	
Any other information		

Further action/advice		
Parent/carer informed by:	Accident report	Telephone*
*Call made by - *time -		*child sent home **YES/NO**

FOR USE WITH HEAD INJURIES ONLY	
Your child has sustained a head injury while at school today (please leave blank if not applicable)	**YES/NO**

They have displayed signs of:	
Dizziness	Drowsiness
Nausea/vomiting	Loss of vision
Headache	Unconsciousness
Signs of blood/watery fluid from the nose or ear	**None of the above**
Please continue to monitor for any of these symptoms at home and seek medical advice if you have any concerns.	
Name of first aider	

Please check your child's injury and seek professional medical advice if you are at all concerned. A copy of this report is retained in school

Appendix 3: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
Blended Paediatric first aid – 12 hour	Helen O'Connor Jenna Halfhide Jill Mander Joanne Shobbrook Nataliya Huxley Paula Marsh Rebecca O'Connor Sacha Baldock Sarah Punnett Karen Korvin Nataliya Huxley	5th January 2026	4th January 2029
Paediatric first aid	Katie Bone	11th March 2024	10th March 2027
Paediatric first aid – 6 hour	Tracey Prockter Daniel West Sophie White Joanne Tyrrell Sarah Hunt Tracey Prockter Victoria Short Suzanne Barber Chelsey Reynolds Natasha Carter-Clout	21st July 2026	21st July 2029