

# First aid policy

Bucklesham Primary School



<b>Approved by:</b>	Rachael Rudge	<b>Date:</b> June 2025
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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](#), advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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
- › 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

In schools with Early Years Foundation Stage (EYFS) provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

Beyond this, in all settings - and dependent upon an assessment of first aid needs - employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work.

However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the layout and location of the school. The appointed person does not need to be a trained first aider.

### 3.1 Appointed person(s) and first aiders

The school's appointed person is Emma Nicholls. 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 as, 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 persons and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

### 3.2 The local authority and governing board

Suffolk 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 headteacher and staff members.

### 3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

### 3.3 The headteacher

The headteacher 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)

### 3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures

- › Ensuring they know who the first aiders and appointed person in school are
- › Completing accident reports (see appendix 2) for all incidents they attend to
- › Informing the headteacher 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 the 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/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers
- › If emergency services are called, the Office Administrator will contact parents/carers immediately
- › The first aider/relevant member of staff 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.

### 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 including, at minimum:
  - A leaflet giving general advice on first aid
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing
  - 2 triangular bandages - individually wrapped and preferably sterile
  - 2 safety pins
  - 2 pairs of disposable gloves
- › Information about the specific medical needs of pupils
- › Parents/carers' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- › 1 conforming disposable bandage (not less than 7.5cm wide)
- › 2 triangular bandages
- › 1 packet of 24 assorted adhesive dressings
- › 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- › 2 sterile eye pads, with attachments
- › 12 assorted safety pins

- › 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the teacher in charge of the trip 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 (EYFS).

## 5. First aid equipment

A typical first aid kit in our school will include the following:

- › A leaflet giving general advice on first aid
- › 20 individually wrapped sterile adhesive dressings (assorted sizes)
- › 2 sterile eye pads
- › 2 individually wrapped triangular bandages (preferably sterile)
- › 6 safety pins
- › 6 medium-sized individually wrapped sterile unmedicated wound dressings
- › 2 large sterile individually wrapped unmedicated wound dressings
- › 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- › The medical room (accessible toilet)
- › School Office
- › The school hall
- › The school kitchens
- › School vehicles

## 6. Record-keeping and reporting

### 6.1 First aid and accident recording

An accident form will be completed by the first aider/relevant member of staff who dealt with the incident on the same day or as soon as possible after an incident resulting in an injury. This will be recorded on a [Google Form](#) and the Office Administrator will print a copy out at the end of the day to send home with the child to parents, with advice in relation to a head injury if necessary.

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

For serious accidents involving pupils, an accident report form will be sent to Suffolk County Council within 24 hours.

Records held will be retained online 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.

### 6.2 Reporting to the HSE

The Office Administrator will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Office Administrator will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident - except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

**School staff: reportable injuries, diseases or dangerous occurrences**

These 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) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - Any scalping 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the [job title of relevant member of staff] will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- 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

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and where the person is taken directly from the scene of the accident to hospital for treatment

\*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc.); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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>

### 6.3 Notifying parents/carers

The Office Administrator will inform parents/carers 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 by printing out the [Google Form](#) at the end of the day and sending home with each child. Parents/carers will also be informed immediately if emergency services are called.

## 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).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

## 8. Monitoring arrangements

This policy will be reviewed by the headteacher every 2 years.

At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

This first aid policy is linked to the:

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

### Appendix 1: list of [appointed person(s) for first aid and/or trained first aiders]

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Emma Nicholls	Appointed first Aider	
Rachael Rudge	Emergency first aid at work	
Rachel Wakeman	Paediatric first aider	
Amy Greatrex	Paediatric first aider	

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Laura Kuzminsky	Paediatric first aider	
Jo Nash	Paediatric first aider	
Shara Holmes	Paediatric first aider	
Rebekah Cordle	Paediatric first aider	
Katie Cocker	Paediatric first aider	
Charlie Beard	Paediatric first aider	
Katherine Biggs	Paediatric first aider	
Jeanette Mower	Paediatric first aider	
Kim Weeks	Emergency first aid at work	
Natasha Measelle	Paediatric first aider	
Jess Rodriguez	Paediatric first aider	
Jenny Goddard	Paediatric first aider	
Christine Knight	Paediatric first aider	
Zoe Barber		
Terri Robson		
Nikki Batten		

## Appendix 2: accident report form

# Pupil Accident Form

Pupil Name	Class

<b>Details of Accident</b>	Date:		Time:	
Location of accident				
Description of how accident happened				

<b>Treatment of Injuries</b>	
Description of the injury : (eg. cut to right knee)	
What treatment, if any, was administered and by whom?	
Was the injured person taken directly to hospital as a result of the accident	Yes / No
Was a parent/guardian contacted?	Yes / No
Did the parent/guardian attend?	Yes / No
Has this accident been reported to County under the RIDDOR regulations?	Yes / No

Name of person completing this form (please print and sign):	
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### 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 RENEWED (WHERE APPLICABLE)
Emergency First Aid at Work	Emma Nicholls Rachael Rudge Kim Weeks	21.10.23	October 2026
Paediatric First Aid	Rachel Wakeman Jo Nash Shara Holmes Laura Kuzminsky Rebekah Cordle Katie Cocker Jeanette Mower Katherine Biggs Charlie Beard Natasha Measelle Jenny Goddard Jess Rodriguez Christine Knight	21.10.23	October 2026
Asthma Training	Rachael Rudge Kim Weeks Nikki Batten Charlie Beard Jeanette Mower Katherine Biggs	May 2025	
Diabetic training	Shara Holmes Rachael Rudge Katherine Biggs Emma Nicholls	October 2023	