

# River Primary School

## First Aid Policy

Date written: [November 2024](#)

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Date agreed and ratified by Governing Body: [December 2025](#)

Date of next full review: [December 2026](#)

**This policy will be reviewed annually and/or following any updates to national and local guidance and procedures.**

	River	Lydden
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Headteacher	Mrs V Alliston	Mrs C Lintott
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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 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

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

The school's appointed persons are: Mrs V Alliston (Headteacher at River), Mrs J Brown (Deputy Headteacher), Ms T Moody (Assistant Head of School/SENCo), Mrs Dawn Hunter-Wardle (Business Manager), Mrs R Kesby (TA) and Miss L Chase (Senco Assistant)

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 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 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 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)

### 3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/ or appointed persons in school are
- Completing accident reports (see appendix 2/3) for all incidents they attend to where a first aider/appointed person is not called
- 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 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, one of the headship team 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.

### 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 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
  - individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' 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:

- 10 antiseptic wipes, foil packed
- 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 x 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 lead person (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.

## 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:

- KS1 area
- Year 3 and 4 toilet corridor
- Year 5 shared area
- Year 6 shared area
- EYFS shared area

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the 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 also be added to the pupil's educational record by the admin team once the first aid record is processed.

- Records held in the first aid and accident book will be held at River Primary and then transferred with their pupil file when the child leaves. The document will be retained for 22 years from the DOB of the child and securely disposed of thereafter in accordance with the Annual review of school records and safe data destruction checklist on the gov.uk website

## 6.2 Reporting to the HSE

The business 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 business manager 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 business manager 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 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 (early years only)**

The class teacher (for minor injuries) or Headship team 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. Parents will also be informed if emergency services are called.

### **6.4 Notifying parents of a head injury**

A minor head injury is a frequent occurrence in the school playground and on the sports field. Fortunately, the majority of head injuries are mild and do not lead to complications or require hospital admission. However, a small number of children do suffer from a more severe injury.

All children who suffer a head injury at school should initially be seen by a First Aider for assessment and to plan ongoing care. For more extreme injuries an ambulance will be called for. If a child is complaining of memory loss, a headache that won't go away, sickness or vomiting parents will be called with the expectation the child is taken to hospital.

Any injury involving the head that occurs during sporting activities will be assessed by a first aider. For extreme injuries, an ambulance would be called. If a child is complaining of any worrying signs parents would be called. In this case, the child will also cease play immediately and sit out.

After any head injury, even when none of the worrying signs are present, it is important that the child's parents or carers are informed about the head injury. This may be by email or telephone depending on the nature of the bump. Parents will also be given written information about how to monitor their child using the school 'I've bumped my head today letter.' The class teacher is responsible for the children in their care and are either expected to make the call to parents or instruct the school office to phone parents regarding the injury.

### **6.5 Reporting to Ofsted and child protection agencies (early years only)**

The Headship team 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 Headship team will also notify Kent children's safeguarding team 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. However, the school will make pay allowances for support staff who are likely to be called on to deal with first aid incidents, whilst the teacher maintains responsibility for the other children in their care.

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 which 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 Governing Body Annually.

At every review, the policy will be approved by the Full Governing Body.

## 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

## The school's appointed persons responsible for First Aid on site are:

River:

Mrs V Alliston (Headteacher)

Mrs J Brown (Deputy Headteacher)

Ms T Moody (Assistant Headteacher/SENCo)

Mrs R Kesby (Teaching Assistant)

## Appendix 1:

### First Aid

#### First Aid at Work – Level 3 (3 day course)

Staff	Expiry*
Ann Salisbury	11 September 2028

#### Paediatric First Aid (1 day online and 1 day in person course)

Staff	Expiry*
Katy Jones	5 February 2026 (emergency only)
Heidi Coulter	11 July 2027
Leanne Chase	13 November 2027
Samantha Ashman	12 January 2028
Samantha Clarke	12 January 2028
Claire Marsh	16 June 2028

#### Emergency First Aid (1 day in-person course)

Staff	Expiry*
Ellie Shanahan	N/R

June Read	Expired - booked 4 December 2025
Maxine Beal	5 March 2026
Hollie Lee	12 June 2026 (paediatric)
Georgia Robinson	11 January 2027
Sarah Higgins	10 November 2027
Rebecca Kesby	9 December 2027
Nicola Watson	8 January 2028
Zoe Hartopp	8 January 2028
Katie Goldsmith	11 March 2028
Cloe Atkins	11 May 2028
Zoe Warren	29 September 2028

\*refreshed every three years

Appendix 2: accident report form children

Book No.	Page No.	/ /	Date Completed		Person Completed sheet handed to
Book No.	Page No.	/ /	Date Completed		Person Completed sheet handed to

**A SEPARATE RECORD SHOULD BE FILED FOR EACH PERSON INVOLVED. It should then be removed and handed to the person or department noted on the front of the book for safe keeping.**

## Accident Record

**About the pupil who had the accident**

Name .....

Year ..... Form .....

**About you, the person filling in this record**

Teacher  Pupil  Other

Name .....

Department/Form .....

**Accident Details**

Date ..... Time .....

Place .....

**Description of Accident and Cause**

.....

.....

Pupil treated by .....

Position .....

Action taken .....

.....

Parents informed? Yes  No  How? .....

.....

Tick if risk assessment required

Signed ..... Date .....

**Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).**

**How was it reported?** .....

**Date reported** ..... **Print Name** ..... **Signature** .....

**This section should be signed by the data protection officer (DPO) or a relevant contact to acknowledge receipt of the record and that it has/will be stored as per GDPR documentation.**

**Signed** ..... **Dated** .....

### Appendix 3: accident reporting form adults

1	Book Number	16	Page Number	/ /	Date Completed		Person Completed sheet handed to
1	Book Number	16	Page Number	/ /	Date Completed		Person Completed sheet handed to

A SEPARATE SHEET SHOULD BE COMPLETED FOR EACH PERSON INVOLVED IN THE ACCIDENT  
 Once completed, the sheet should be removed and passed to the person or department on the front of this book for secure safekeeping. The employee who had the accident, may wish to make a copy of this form for their own records before handing it in.

ACCIDENT REPORT FORM

**Details about the person who had the accident**

Name: .....

Address: .....  
 ..... Postcode: .....

Occupation: .....

Department: .....

**Details about you, the person completing this record** - Please complete if you are not the person who had the accident

Name: .....

Address: .....  
 ..... Postcode: .....

Occupation: .....

Department: .....

**About the accident** - Please use the back of this form if you require more space

Time when the accident occurred: ..... Date of accident: / /

Where the accident occurred - Please include department / room / area .....

How the accident took place - Include the cause if known .....

.....

Details of any injury suffered by the person involved.....  
 .....

Please tick if a risk assessment is required

The person involved in the accident should tick the box and sign and date below if they consent to their details on this form being disclosed and made available to safety representatives and representatives of employee safety when requested.

Signature..... Date: / /

Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

How was it reported: .....

Date reported: / / Print Name..... Signature .....

This section should be signed by the data protection officer (DPO) or a relevant contact to acknowledge receipt of the record and that it has/will be stored as per GDPR documentation.

Signed..... Dated .....

## Appendix 4: 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)
Epilepsy Awareness (Kent Community Health)	N Watson, R Kesby, S Clarke, J Read, Z Hartopp, H Lee, K Goldsmith, C Marsh, H Coulter, G Robinson, K Jones, L Chase, S Lockhart, C Atkins	September 2025	Annually
Asthma Awareness (Kent Community Health)	N Watson, R Kesby, S Clarke, J Read, Z Hartopp, H Lee, K Goldsmith, C Marsh, H Coulter, G Robinson, K Jones, L Chase, S Lockhart, C Atkins	September 2025	Annually
Anaphylaxis Awareness (Kent Community Health)	N Watson, R Kesby, S Clarke, J Read, Z Hartopp, H Lee, K Goldsmith, C Marsh, H Coulter, G Robinson, K Jones, L Chase, S Lockhart, C Atkins	September 2025	Annually

## Appendix 5: First aid kit supplies

 <p>Aprons</p>	 <p>Gloves</p>	 <p>Tape Scissors and Tweezers</p>	 <p>Wipes</p>	 <p>Ice Pack</p>	<table border="1"> <thead> <tr> <th>Accident Form Number (if relevant)</th> <th>Date of Treatment</th> <th>Employee Name</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Accident Papers</p>	Accident Form Number (if relevant)	Date of Treatment	Employee Name												
Accident Form Number (if relevant)	Date of Treatment	Employee Name																		
 <p>Eye Pads</p>	 <p>Eye Wash/Drops</p>	 <p>Triangular Bandages</p>	 <p>Trauma Fix</p>	 <p>Foil Blankets</p>	 <p>Reinforced Skin Strips</p>															
 <p>Small Bandages</p>	 <p>Stero Pad</p>	 <p>Finger Bobs</p>	 <p>Face Shield</p>	 <p>Burn Dressing</p>	 <p>Spillage Compound</p>															
 <p>Hypoallergenic Tape</p>	 <p>Small Plasters</p>	 <p>Medium Plasters</p>	 <p>Large Plasters</p>																	