

HIGHFIELD SOUTH FARNHAM SCHOOL  
*The Continual Pursuit of Excellence*



# FIRST AID POLICY

REVIEW: ANNUALLY

LAST REVIEW DATE: 2025

## 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](#) 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

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

The school's appointed persons 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 persons are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The governing board**

The governing board has 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 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 person(s) 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 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 parents will be contacted 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 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/staff
- 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 × 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 trip leader 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:

- Each classroom
- Staffroom
- Office

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident online form will be completed by a member of staff, 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
- 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

### 6.2 Reporting to the HSE

Mrs R Oates (Office and Paediatric First Aider) 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).

Mrs J Stonehill (Deputy Headteacher) will report these to the HSE 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 office staff or teacher 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**

Mr G West (Headteacher) 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.

Mr G West (Headteacher) will also notify Surrey County Council 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.

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 1).

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 Headteacher annually.

At every review, the policy will be approved by the Headteacher and board of governors.

## 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

**Last reviewed on:  
18.09.2024**

**Next review due by:  
18.09.2025**

## Appendix 1:

### FIRST AIDERS 2024 2025

Role	Name		Training	Expiry date
Teacher	Nicola	Campbell	Paediatric First Aid - 12 hours	30.03.2026
EYFS - Nursery	Gemma	Chandler	Paediatric First Aid - 12 hours	20.06.2027
Teacher	Sheetal	Chokshi	Emergency First Aid	19.07.2027
Caretaker	Marie	Clark	Emergency First Aid	19.07.2027
Teacher	Rebecca	Gould	Paediatric First Aid	30.03.2026
Teaching Assistant/After School	Angela	Grevink	Paediatric First Aid - 12 hours	TBC
Teaching Assistant EYFS	Melanie	Grew	Paediatric First Aid - 12 hours	31.10.2026
Teacher	Claire	Hayes	Emergency First Aid	19.07.2027
Teaching Assistant	Chloe	Heather	Emergency First Aid	20.01.2025
Teacher	Rowan	Hill	Emergency First Aid	19.07.2027
Teaching Assistant	Tanya	Jeffery	Emergency First Aid	19.07.2027
Teaching Assistant EYFS	Louise	Lavender	Paediatric First Aid - 12 hours	09.11.2025

Teaching Assistant EYFS	Louise	Lyons	Paediatric First Aid - 12 hours	04.10.2025
After school club	Megan	Marlow	Paediatric First Aid - 12 hours	20.06.2027
Teacher	Tara	Thorne	Paediatric First Aid - 12 hours	04.10.2025
EYFS - Nursery	Alice	Merrick	Paediatric First Aid - 12 hours	05.11.2025
Teacher	Frank	Morton	Paediatric First Aid - 12 hours	20.06.2027
Teacher	Sebastian	Munns	Emergency First Aid	19.07.2027
Office	Rosie	Oates	Paediatric First Aid - 12 hours	30.03.2026
Teacher	Caitlin	Alstrom	Emergency First Aid	19.7.2027
Teacher	Kimberley	O'Donnell	Emergency First Aid	19.07.2027
Teacher	Emily	Owen	Emergency First Aid	19.07.2027
Teacher	Beth	Perks	Paediatric First Aid - 12 hours	04.10.2025
Teaching Assistant	Charlotte	Peters	Paediatric First Aid - 12 hours	20.06.2027
Teacher	Wendy	Potter	Paediatric First Aid - 12 hours	09.11.2025
Teacher	Katherine	Rowland	Emergency First Aid	19.07.2027
EYFS - Nursery	River	Sanders	Paediatric First Aid - 12 hours	TBC

Teacher	Hannah	Shepherd	Emergency First Aid	19.07.2027
Teaching Assistant	Catherine	Skipsey	Emergency First Aid	19.07.2027
Teacher	Paul	Stephens	Emergency First Aid	19.07.2027
Deputy Headteacher	Joanna	Stonehill	Emergency First Aid	19.07.2027
EYFS - Nursery	Amy	Ward	Paediatric First Aid - 12 hours	31.10.2026
EYFS - Nursery	Nagham	Yassine	Paediatric First Aid - 12 hours	28.03.2025

## Appendix 2: accident report form

Link to accident reporting form:

<https://forms.office.com/e/9dt3Fb7gGp>