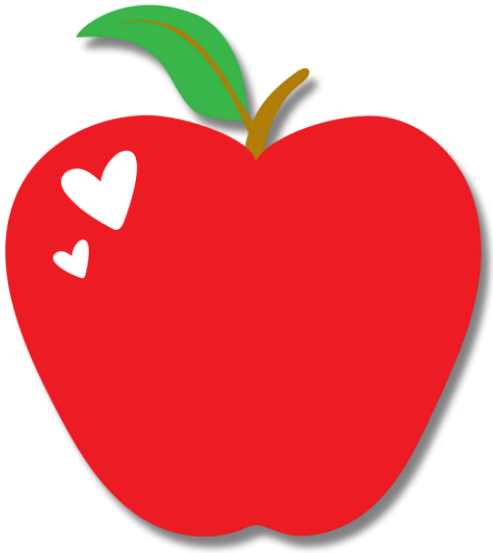
First Aid Policy



Approved by:	Governing Board
Last reviewed on:	January 2026
Next review due by:	January 2027

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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

Children are exploring the world around them and as part of this they will experience trips, stumbles and falls and potentially collisions with other children on the playground. Staff are on duty on the playground to comfort and reassure children and we have first aid trained staff in school at all times.

It is important that children have the opportunities to manage their own risks in a safe space.

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 has nine trained first aiders. 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 trained 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

Buckinghamshire Local Authority 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 trained first aiders 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 trained first aiders are in school
- Completing accident reports (see appendix 2) for all incidents they attend to where a trained first aider 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, the School Business Manager will contact parents immediately
- The trained 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 mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Information about the specific medical needs of pupils
- Parents' / carers' contact details

Risk assessments will be completed by the school prior to any educational visit

5. First aid equipment

First aid kits will be well stocked and checked regularly

All staff will know where the first aid kits are kept in the school.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by a member of staff 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
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record on CPOMS
- 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
- A member of SLT will review the accident forms on a regular basis to look for patterns.

6.2 Reporting to the HSE

The Head Teacher 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 Head Teacher 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

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 (early years only)

Parents will be notified 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. Any injury to the head MUST be treated as high priority: children must take home a letter notifying the family of the injury. The staff member who deals with the injury should also call the parent/carer or ensure that office is notified if the child is being monitored by the member of staff who dealt with the incident, so that a call can be made to the parent/carer.

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 child 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 local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

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. In Reception class there is always a PFA in line with current guidelines.

The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Head Teacher every year.

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

9. Links with other policies

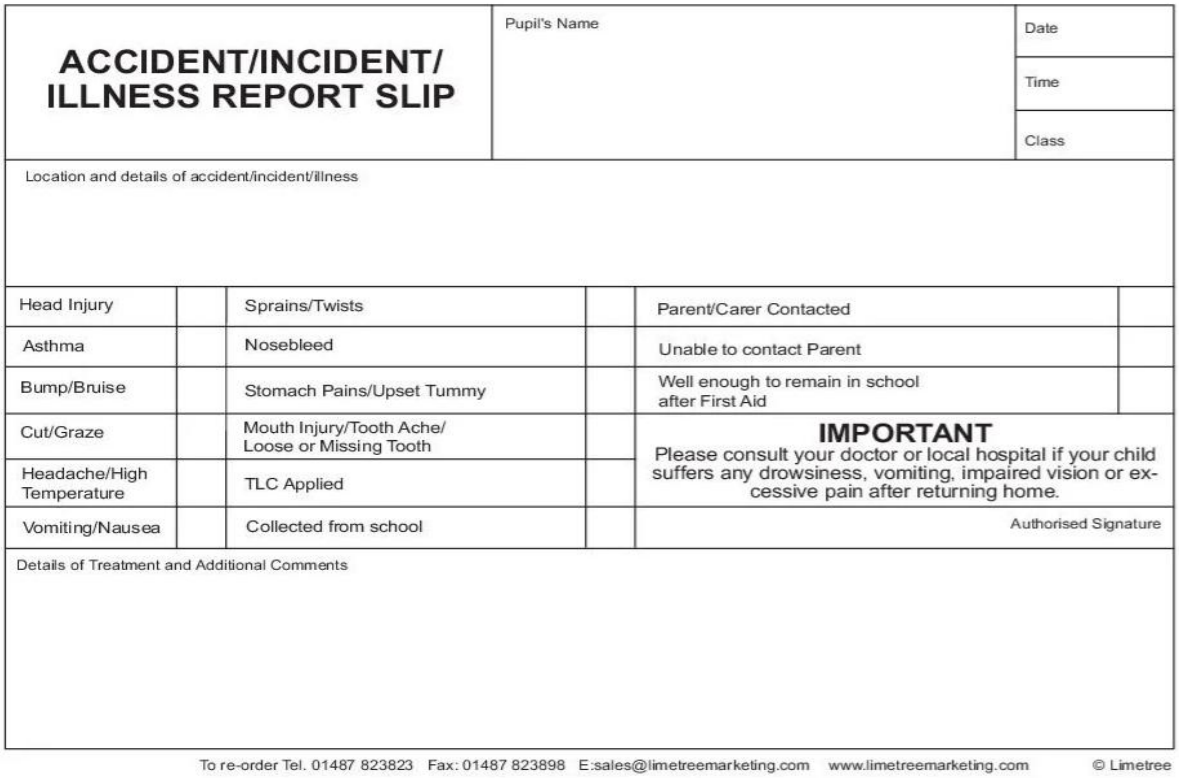
This first aid policy is linked to the:

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

Appendix 1: list of trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
L Chidley	Teaching Assistant	01296 668324
L. Craft	School Business Manager	01296 668324
T. Dickinson	Teaching Assistant	01296 668324
K. Dwight	Teaching Assistant	01296 668324
J. Gammell	Teaching Assistant	01296 668324
R. Hazleden	HLTA	01296 668324
K. Lowery	HLTA	01296 668324
M. Mandry	HLTA	01296 668324
S. Nash	Teaching Assistant	01296 668324
K. O'Reilly	Admin Assistant	01296 668324
K. Smart	Teaching Assistant	01296 668324
H. Davies	HLTA	01296 668324

Appendix 2: accident report form



ACCIDENT/INCIDENT/ ILLNESS REPORT SLIP	Pupil's Name	Date
		Time
		Class

Location and details of accident/incident/illness

Head Injury		Sprains/Twists		Parent/Carer Contacted	
Asthma		Nosebleed		Unable to contact Parent	
Bump/Bruise		Stomach Pains/Upset Tummy		Well enough to remain in school after First Aid	
Cut/Graze		Mouth Injury/Tooth Ache/ Loose or Missing Tooth		**IMPORTANT** Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.	
Headache/High Temperature		TLC Applied			
Vomiting/Nausea		Collected from school		Authorised Signature	

Details of Treatment and Additional Comments

To re-order Tel. 01487 823823 Fax: 01487 823898 E:sales@limetreemarketing.com www.limetreemarketing.com © Limetree

Head Injury Advice Note:

Cheddington School

Guidance Notes – Head Injury

Most people recover from such injuries without problem, but please contact your GP without delay if your child develops any of the following:

- Persistent headache
- Repeated vomiting
- Drowsiness or confusion
- Severe dizziness or feeling faint
- Blurred or double vision
- A fit or convulsion
- Neck stiffness or weakness in limbs

Appendix 3: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED
Paediatric First Aid Certificate	L Chidley	January 2025
	L. Craft	January 2025
	T. Dickinson	January 2025
	K. Dwight	January 2025
	J. Gammell	January 2025
	R. Hazledon	January 2025
	K. Lowery	January 2025
	M. Mandry	January 2025
	S. Nash	January 2025
	K. O'Reilly	January 2025
	K. Smart	January 2025
	H. Davies	September 2024