



## Bowling Park Primary School

<b>Policy / Procedure:</b>	First Aid in School Policy
<b>Date of governing body approval:</b>	February 2026
<b>Chair of Governors signature:</b>	Eileen Thompson

**This policy / procedure has been written alongside our Safeguarding & Child Protection Policy which states the following - At Bowling Park Primary School, there is nothing more important to us than the physical, emotional and spiritual welfare of our pupils. The school recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse.**

**We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically, psychologically or spiritually damaged.**

## 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 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 provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

Beyond this, 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, number and needs of pupils and the location of the school. The appointed person does not need to be a trained first aider.

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

First aiders 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 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.
- Keeping their contact details up to date

Our school's first aiders will also be displayed prominently around the school.

### **3.2 The Trust and governing board**

The Trust 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 body.

The governing body 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 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 first aiders in school are.
- Completing accident reports for all incidents they attend to
- Informing the Headteacher or Deputy Headteachers 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:

- All first aiders carry a green bag at breaktimes and lunchtimes containing first aid equipment.
- A central store of first aid equipment is managed by Learning Mentors, including ensuring enough stock is on premises.
- 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.
- Trained first aiders are displayed on prominent posters around the school site.
- 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 scene until help arrives.
- The first aider will 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.
- The Senior Leadership Team and Learning Mentors alone are responsible for taking the decision to send a pupil home.
- If emergency services are called, a member of the Senior Leadership 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.
- If an injured child is taken directly to hospital as a result of an accident, this should be reported to the Headteacher or Deputy Headteachers as soon as possible. They will then complete an online report tool that informs the Trust's Health and Safety Team of the incident.
- In the case of a staff injury, the accident should be reported to the Headteacher or Deputy Headteachers as soon as possible. They will then complete an online report tool that informs

the Trust's Health and Safety Team of the incident. Following the incident, it may be appropriate for staff to be briefed and preventative measures put in place.

#### **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
- Parents' contact details
- The green class "grab bag" containing Information about the specific medical needs of pupils and any medication

Risk assessments will be completed by the staff member who is the designated 'Visit Leader' leading the trip prior to any educational visit that necessitates taking pupils off school premises. If appropriate, a first aider will be present on school trips and visits.

#### **5. First aid equipment**

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

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

No medication is kept in first aid kits.

There is a first aid pack located in each of the main areas in school. In addition, there is a first aid kit in every room in Foundation Stage.

#### **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 as the 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.
- This information is sent to the Trust's Health and Safety Team via an online tool.
- 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**

School 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).

School 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 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.
- 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)

<http://www.hse.gov.uk/riddor/report.htm>

### 6.3 Notifying parents

- School 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.
- The decision to call home is taken by Senior Leadership Team, Learning Mentors and Class Teachers alone.

### 6.4 Reporting to Ofsted and child protection agencies

- School 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 School will also notify 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 and Payments

- 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.
- 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 statutory Early Years Foundation Stage Framework and is updated at least every 3 years.
- Staff who are qualified and practicing first aid within school will receive a payment for this role.

### 8. Arrangements for 'Safe Eating' for children in EYFS

In line with the Early Years Foundation Stage Framework 2025:

- Whilst children are eating there will always be a member of staff in the room with a valid paediatric first aid certificate.
- EYFS Staff and the School's caterers are aware of the need to prepare food in a way to prevent choking.
- Children will always be within sight and hearing of a member of staff whilst eating. EYFS guidance states: "Choking can be completely silent; therefore, it is important for providers to be alert to when a child may be starting to choke. Where possible, providers should sit facing children whilst they eat, so they can make sure children are eating in a way to prevent choking and so they can prevent food sharing and be aware of any unexpected allergic reactions".