

Acre Heads Primary School



First Aid Policy

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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 assess 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
- [The 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

- School must have appropriate numbers of staff who hold the Pediatric First Aid (PFA) certificate and as a minimum one member of staff must be Pediatric First Aid trained in the Early Years Foundation Provision. The school office will ensure that: There is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Undertaking termly reviews to ensure the first aid kits are fully stocked and contents haven't expired
- 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
- Making a CPOMS entry for pupils detailing the first aid given, on the same day, or as soon as is reasonably practicable, after an incident.
- Filling in an incident report, for staff or visitors, on the same day or as soon as is reasonably practicable, after an incident
- Making the appointed person aware if contents of the first aid kit have been used
- 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 governing body

The governing body 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 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)

3.5 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 on CPOMS for all incidents they attend where the child does not need to go to the medical room
- Informing the headteacher or their manager of any specific individual 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 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, a member of the office staff will contact parents immediately
- If the incident involves a child, the member of staff initially involved will log the incident on CPOMS on the same day or as soon as is reasonably practical after an incident resulting in an injury. Any actions will also be logged on CPOMS by any additional members of staff involved, as needed.
- If the incident happens to a member of staff or a visitor, the incident must be recorded in the accident book, held at the Welcome Desk, on the same day or as soon as is reasonably practical after an incident resulting in an injury or near miss.

There will be at least 1 person who has a current pediatric first aid (PFA) certificate on the premises at all times when children under the age of 8 are present.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone, either personal and/or school mobile
- A portable first aid kit
- Information about the specific medical needs of pupils

Risk assessments will be completed by the member of staff leading the visit, with oversight of the Educational Visits Coordinator, to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current pediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage, for all children under the age of 8.

There will always be at least 1 first aider on school trips and visits with children in Years 1-6.

4.3 Bumped heads

Any bump to the head, however small it appears to be, is assessed, treated and recorded by a qualified first aider. A bump to the head is common in children. If a child is asymptomatic i.e. there is no bruising, swelling, abrasion, mark of any kind, dizziness, headache, confusion, nausea or vomiting and the child appears well then the incident will be treated as a 'bump' rather than a 'head injury'

Bump to head protocol

- If very minor, no further action to be taken but if in doubt the child is to be assessed by a First aider. If sending a child to the medical room, ensure they have another person with them who can inform the First aider that they have had a head bump.
- Cold compress to be applied
- First contact to be notified by text message.
- Incident to be reported on CPOMS
- Class teacher/adult in the classroom to observe for the rest of the day. If the child begins to display or develop any symptoms, the First aider is to be notified and appropriate action to be taken.

Minor Head Injury – no loss of consciousness

A minor head injury often just causes bumps, swellings or bruises on the exterior of the head.

Other symptoms include:

- Nausea
- Mild headache
- Tender bruising or mild swelling of the scalp
- Mild dizziness

Action to be taken in school for a ‘Minor Head Injury’:

- Ice pack/cold compress to swelling
- Observation
- Incident to be reported on CPOMS
- Report to class teacher
- Parent informed by phone call

5. First aid equipment

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

Basic First Aid equipment is kept in every classroom. First aid kits are also stored in:

- The medical room
- The disabled toilet
- The main doors leading onto the school field and both playgrounds
- The school kitchen
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6. Record-keeping and reporting

6.1 First aid and accident record book/CPOMS

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident (anything that has left or is likely to leave a mark) resulting in an injury for any staff and visitors
- A CPOMS entry will be made for each child where First Aid has been administered, A text message or phone call will be sent to the child's first contact on SIMS to notify the first contact that an injury has occurred and what medical assistance has been given.
- As much detail as possible should be supplied when reporting an accident.
- Records held in the 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 Reportable injuries

A member of the office team will initially contact ERYC Safety Services after 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). Safety services will then advise on the appropriate course of action. Accidents causing reportable injury (fractures) may sometimes be deemed as pure accidents through play.

Following guidance from ERYC Safety Services, a member of the office team 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 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)
<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

A member of staff from the office 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 via text or telephone.

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 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 Safeguarding Lead will also notify East Riding and Hull child protection agencies of any serious accident or injury to, or the death of any pupil under their care, while in the school's care.

7. Training

All school staff are able to undertake first aid training if they would like to, subject to their job role and requirements.

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 2).

Staff are encouraged to renew their first aid training when it is no longer valid, depending on their role and requirements.

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 and is updated at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed every 3 years.

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

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Supporting pupils with medical conditions Policy
- Intimate Care Policy

Appendix 1: list of Pediatric First aiders and First aiders

Staff Member	Role
Amy Winfield	Office Manager
Michelle Wadds	Foundation
Nicky Taylor	Foundation
Jennifer Brady	Paddington
Rachel Guymer	Paddinton
Helen Job	Year 1
Fiona Eskrett	Year 2
Sophie Clayton	Lunchtime

