

# YAPTON C. of E. PRIMARY SCHOOL



I have come in order that you might have life - life in all its fullness'  
*John 10:10*

## FIRST AID POLICY 2025

Approved by: Full Governing Body

Date: Summer Term 2025

Next review due by: Summer 2026

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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

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

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

The school's appointed persons are Mrs Kirstie Puttock and Mrs Amy Browning. 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

West Sussex 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 trained first aid staff 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 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, the School Office 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:
  - 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

Risk assessments will be completed by the class 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
- Regular and large bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold Compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- Each classroom

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed in the School Accident book 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 first aider
- 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

The School 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 School 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 School Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- 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 First Aider 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 Reporting to Ofsted and child protection agencies (early years only)**

The 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.

The Headteacher will also notify Safeguarding in Education Team and Children and Young Peoples Services – West Sussex 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 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 Headteacher annually.

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
- Policy on supporting pupils with medical conditions

## Appendix 1: list of trained First Aiders

### First Aid At Work Qualification

| STAFF MEMBER'S NAME | ROLE                                      |
|---------------------|---|
| Amy Browning        | Family Learning Mentor/Attendance Officer |
|                     |   |

### Paediatric/Early Years First Aid Qualification

| STAFF MEMBER'S NAME | ROLE                   |
|---------------------|------------------------|
| Amy Browning        | Family Learning Mentor |
|                     |                        |

### Emergency First Aid At Work Qualification

| STAFF MEMBER'S NAME | ROLE                                  |
|---------------------|---------------------------------------|
| Andrea Bateman      | Teaching Assistant                    |
| Helen Hadingham     | Teaching Assistant                    |
| Julie Dean          | Teaching Assistant                    |
| Kirstie Puttock     | Teaching Assistant                    |
| Vicky Wilson        | Teaching Assistant                    |
| Wendy Diggins       | Teaching Assistant                    |
| Linda Vann          | Teaching Assistant                    |
| Stuart Floyd        | Premises Manager/Forest School Leader |
| Tracey Collett      | Midday Meals Supervisor               |
| Catharine Wood      | Learning Support Assistant            |
|                     |                                       |
|                     |                                       |

Appendix 2: accident report form



**YAPTON C. OF E. PRIMARY SCHOOL  
ADULT ACCIDENT REPORTING FORM**

**Name of Injured Person:**

**Date of Accident:**

**Time of Accident:**

**Type of Incident:**

**Location of Incident:**

**Primary Cause:**

**Details of how incident occurred:**

**Injuries Sustained:**

**Emergency Response: Yes/No**

**Did the Injured Person go to Hospital? Yes/No**

**Was First Aid Provided? Yes/No**

**First Aid Treatment Given:**

**Name of First Aider:**

**Witness Details:**

***WHEN COMPLETED PLEASE HAND THIS FORM TO THE LEAD FIRST AIDER FOR  
INFORMING WSCC - THANK YOU***

### Appendix 3: 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) |
|-------------------------------------|---|---------------|--|
| First Aid at Work                   | Amy Browning  | 10.11.2022    | 10.11.2025   |
|                                     |   |               |  |
| Pediatric/Early Years First Aid     | Amy Browning  | 06.12.2022    | 06.12.2025   |
|                                     |   |               |  |
| Emergency First Aid at Work         | Andrea Bateman  | 20.02.2023    | 20.02.2026   |
|                                     | Julie Dean  | 20.02.2023    | 20.02.2026   |
|                                     | Wendy Diggins   | 20.02.2023    | 20.02.2026   |
|                                     | Helen Hadingham   | 20.02.2023    | 20.02.2026   |
|                                     | Kirstie Puttock   | 20.02.2023    | 20.02.2026   |
|                                     | Linda Vann  | 20.02.2023    | 20.02.2026   |
|                                     | Vicky Wilson  | 20.02.2023    | 20.02.2026   |
|                                     | Stuart Floyd  | 20.02.2023    | 20.02.2026   |
|                                     | Tracey Collett  | 20.02.2023    | 20.02.2026   |
|                                     | Catharine Wood  | 24.04.2024    | 24.04.2027   |
|                                     |   |               |  |
| Managing Medicines                  | Andrea Bateman  | 26.02.2018    |  |
|                                     | Amy Browning  | 10.10.2019    |  |
|                                     | Julie Dean  | 10.10.2019    |  |
|                                     | Lesley Hazelgrove                                       | 26.02.2018    |  |
| Medicines in School Competency Test | Andrea Bateman  | 26.02.2018    |  |
|                                     | Amy Browning  | 10.10.2019    |  |
|                                     | Julie Dean  | 10.10.2019    |  |

| NAME/TYPE OF TRAINING | STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS) | DATE ATTENDED | DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE) |
|-----------------------|---|---------------|--|
|                       | Wendy Diggins   | 10.10.2019    |  |
|                       | Helen Hadingham   | 11.06.2021    |  |
|                       | Lesley Hazelgrove                                       | 26.02.2018    |  |
|                       | Kirstie Puttock   | 11.06.2021    |  |
|                       | Sarah Turner  | 01.07.2021    |  |
|                       | Vicky Wilson  | 11.06.2021    |  |
|                       | Linda Vann  | 01.12.2021    |  |
|                       |   |               |  |
| Anaphylaxis awareness | Andrea Bateman  | 07.03.2025    |  |
|                       | Beth Chuter   | 07.03.2025    |  |
|                       | Wendy Diggins   | 07.03.2025    |  |
|                       | Helen Hadingham   | 07.03.2025    |  |
|                       | Vicky Wilson  | 07.03.2025    |  |
|                       | Sarah Turner  | 07.03.2025    |  |
|                       | Catharine Wood  | 07.03.2025    |  |
|                       | Kirstie Puttock   | 07.03.2025    |  |
|                       | Lesley Hazelgrove                                       | 07.03.2025    |  |
|                       | Emily Barron  | 07.03.2025    |  |
|                       | Heather McNally   | 07.03.2025    |  |
|                       |   |               |  |
|                       |   |               |  |
|                       |   |               |  |
|                       |   |               |  |
|                       |   |               |  |
|                       |   |               |  |

| NAME/TYPE OF TRAINING | STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS) | DATE ATTENDED | DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE) |
|-----------------------|---|---------------|--|
|                       |   |               |  |
|                       |   |               |  |
| Epilepsy Training     | Andrea Bateman  | 23.04.2025    |  |
|                       | Amy Browning  | 23.04.2025    |  |
|                       | Julie Dean  | 23.04.2025    |  |
|                       | Sarah Turner  | 23.04.2025    |  |
|                       | Kirstie Puttock   | 23.04.2025    |  |
|                       | Wendy Diggins   | 23.04.2025    |  |
|                       | Vicky Wilson  | 23.04.2025    |  |
|                       | Linda Vann  | 23.04.2025    |  |
|                       | Stuart Floyd  | 23.04.2025    |  |
|                       | Helen Hadingham   | 23.04.2025    |  |
|                       | Catharine Wood  | 23.04.2025    |  |
|                       | Emily Barron  | 23.04.2025    |  |
|                       |   |               |  |
| Asthma                | Andrea Bateman  | 10.03.2022    |  |
|                       | Louise Bowles   | 08.02.2022    |  |
|                       | Amy Browning  | 29.11.2021    |  |
|                       | Lauren Costello   | 10.02.2022    |  |
|                       | Amanda Cummings   | 06.03.2022    |  |
|                       | Julie Dean  | 10.03.2022    |  |
|                       | Wendy Diggins   | 10.03.2022    |  |
|                       | Leah Emery-Winter                                       | 02.03.2022    |  |
|                       | Stuart Floyd  | 23.02.2022    |  |
|                       | Lesley Hazelgrove                                       | 10.03.2022    |  |

