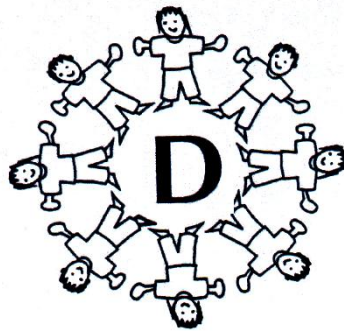


# Dalestorth Primary and Nursery School



**First Aid Policy**  
**September 2025**

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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 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
- [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

The school's appointed Lead first aider is **Joseph Lamb**. A number of other members of staff support Joseph by also being trained in first aid for staff and children as necessary. (See appendix 1) They are responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

- Making sure 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 appointed person and 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**

Nottinghamshire 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 governing board**

The governing board 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.

### **3.4 The headteacher**

The headteacher is responsible for the implementation of this policy, including:

- Making sure that an appropriate number of trained first aid personnel are present in the school at all times
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure 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:

- Making sure they follow first aid procedures

- Making sure they know who the appointed person and trained first aiders in school are
- 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
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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, the first aider will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, the first aider will contact parents/carers immediately
- The first aider or relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable 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 make sure that they always have the following:

- A mobile phone
  - A portable first aid kit. 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
    - Eye wash
    - Triangular bandages
    - Adhesive tape

- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Information about the specific medical needs of pupils
- Parents/carers' contact details

No medication is to be kept in first aid kits.

First aid kits are stored in:

- every classroom ,
- baking area,
- school kitchen,
- school office,
- foundation stage buildings (separate ones in F2 and F1)

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 x 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 relevant staff prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

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 (EYFS).

There will always be at least 1 first aider on school trips and visits in KS1 and KS2.

## **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
- Eye wash
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

First aid kits are stored in:

- > every classroom
- > baking area,
- > school kitchen,
- > school office
- > foundation stage building (separate ones in F2 and F1)

No medication is kept in first aid kits.

See section 4.2 for first aid equipment off the school site.

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- > An accident form will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- > As much detail as possible will 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 by the relevant member of staff. **This is for accidents which require additional support. E.g. Accidents that are reportable to RIDDOR.**
- 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 relevant member of staff 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).

The relevant member of staff 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 relevant member of staff will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome

- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

➤ 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 where 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/carers (early years only)**

The relevant member of staff will inform parents/carers 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/carers will also be informed if emergency services are called.

#### **6.4 Reporting to Ofsted and child protection agencies (registered early years providers ONLY)**

The school 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 or relevant DSL will also notify MASH 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 that 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 monitored by Annemarie Olpin, trained First Aider at Work, and reviewed by Annemarie Olpin every 2 years.

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

The first aid provision will be reviewed by the head and designated first aiders at least annually.

## **9. Links with other policies**

This first aid policy is linked to the:

- Health and safety policy
- Medical conditions
- Medicines policy

### **POLICY REVIEW**

- This policy is to be reviewed every two years.
- Policy reviewed: Sept 2025
- Policy due to reviewed: Sept 2026

Appendix 1:

**First Aiders:** The designated first aiders in school are:

Name	Location	Type of Qualification	Date of Expiry
Katie Hartwright	KS1	First Aid at Work	16 June 2027
Joseph Lamb	KS2	First Aid at Work	Sept 2027
Annemarie Olpin	KS2	First Aid at Work	Sept 2027
Helen Hunt	Senior MDSA	ITC L3 Award in First Aid for Schools and Colleges (FASch)	23 Nov 2026
Gillian Bennett	KS2	First Aid at Work	16 Oct 2027
Jessica Bailey	FS2	Paediatric First Aid	02 Oct 2027
Joanne Dwyer	FS1	Paediatric First Aid	16 Nov 2025
Terri Carter	Hive	Paediatric First Aid	11 June 2028
Charlotte Wood	FS2	Paediatric First Aid	16 July 2026
Lisa Dove	MDSA/FS	Paediatric First Aid	20 Feb 2026
Kate Blackwell	KS2	Emergency First Aid at Work	14 Sept 2026
Shelley Cargill	KS1	Emergency First Aid at Work	14 Sept 2026
Andy Smith	The Hive	Emergency First Aid at Work	14 Sept 2026
Tracey Smith	FS2	Emergency First Aid at Work	14 Sept 2026
Vanessa Vilums	FS2	Emergency First Aid at Work	14 Sept 2026
Teresa Rigby	KS2	Emergency First Aid at Work	14 Sept 2026
Jackie Cooke	MDSA	Emergency First Aid at Work	14 Sept 2026
Jodie Hartin	Care Assistant	Emergency First Aid at Work	14 Sept 2026
Sam Clarke	MDSA	Emergency First Aid at Work	26 April 2026
Emma Bunkle	MDSA/CA	Emergency First Aid at Work	14 Sept 2026
Keighly Clarke	MDSA	Emergency First Aid at Work	14 Sept 2026
Hayley Vincent	MDSA/CA	Emergency First Aid at Work	24 Feb 2026

Appendix 2: accident report form

Accident form		Accident form	
Name	Date	Date	Date
Where did the injury occur?		Where did the injury occur?	
Description of injury (please provide as much detail as possible)		Description of injury (please provide as much detail as possible)	
First aid provided and by whom?		First aid provided and by whom?	
Any follow up first aid needed and by whom?		Any follow up first aid needed and by whom?	
Witnesses		Witnesses	
Who was informed about the accident?		Who was informed about the accident?	
Signed (please print name)		Signed (please print name)	