



# **First Aid Policy**

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**Review date: June 2026**

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**Mr G Doubleday (Chair of Governors)**

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This procedure outlines the arrangements for Hindley Junior and Infant School to provide adequate first aid cover. It is designed to help ensure that the school meets its legal obligations under the *Health and Safety (First Aid) Regulations* and the *Management of Health and Safety at Work Regulations*.

## **Responsibilities (2)**

Responsibility for the correct implementation of this procedure is delegated to designated staff members who are responsible for undertaking or overseeing work carried out on behalf of the school. The following duties apply to these designated staff members:

- Provide the necessary resources to enable the training and qualification of sufficient employees to ensure adequate first aid provision for employees, contractors, visitors, and customers during all operational hours, where applicable.
- Provide and maintain adequate and appropriate first aid equipment and facilities, including backup supplies for the Automated External Defibrillator (AED) and replenishment of stock, by the first aid risk assessment and the requirements of *BS 8599-1:2019*.
- Ensure a process is in place to monitor the expiry dates of first aid qualifications and to arrange refresher training as required.
- Ensure that regular, recorded checks are carried out on first aid kits to confirm they are appropriately stocked and readily available.
- Ensure that regular, recorded checks are completed on the AED, its pads/parts, and spare components according to the manufacturer's instructions.
- Appointed person(s) and first aiders
- The school's appointed personnel include Steven Hyde, the site manager, and trained first aid staff.

## **Legislation and Guidance (3)**

This policy is based on the *Statutory Framework for the Early Years Foundation Stage*, guidance 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  
These regulations require employers to provide employees with adequate and appropriate equipment, facilities, and qualified personnel to administer first aid.
- The Management of Health and Safety at Work Regulations 1992  
These regulations require employers to assess risks to the health and safety of their employees.
- The Management of Health and Safety at Work Regulations 1999  
These regulations require employers to carry out risk assessments, implement necessary control measures, and provide appropriate information, instruction, and training.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013  
These regulations require the reporting of inevitable accidents, incidents, and cases of ill health to the Health and Safety Executive (HSE), specifying the required timeframes for reporting and the length of time records must be retained.

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- Social Security (Claims and Payments) Regulations 1979  
These regulations outline the requirements for retaining accident records.
- The Education (Independent School Standards) Regulations 2014  
These regulations require that suitable space is provided within the school to cater for the medical and therapy needs of pupils.

## **First Aid Roles (4)**

When selecting someone for the role of First Aider, managers should consider:

- Reliability, disposition and communication skills.
- Ability to cope with stressful and physically demanding emergency response procedures.
- Normal duties, which should be that they may be able to respond immediately and rapidly to an emergency.
- Giving immediate assistance to casualties.
- Providing cardio-pulmonary resuscitation, the treatment of bleeding, dressing of wounds, attending to injuries such as broken bones and fractures, and treating burns and scalds.
- Calling for an ambulance or other professional medical help.
- Following instructions from emergency services medical dispatchers or call handlers.
- Recording the incident and complying with data protection.

The names of our school's first aiders will be displayed in the first aid areas around the school. Please see the attached site plan for the locations.

## **Mental Health First Aid (5)**

Mental health first aid involves identifying the signs and symptoms of common mental health issues and providing non-judgmental support and reassurance, ultimately guiding the person to seek professional support if needed.

When completing a first aid needs assessment, management of mental ill health within the workplace should be considered. The appraisal may highlight the benefit of having personnel trained to identify, understand, and recognise symptoms of mental ill health and be able to support those employees who may be experiencing symptoms. This could be achieved by having employees who are qualified to become mental health first-aiders for the service.

Mental Health First Aid (MHFA) is an internationally recognised training course designed to teach people how to spot the signs and symptoms of mental ill health and provide help on a first-aid basis, in the same way that learning physical first aid teaches people how to recognise the crucial warning signs of mental ill health and feel confident in guiding someone to appropriate support.

The school's mental first health first aiders are Mrs Speakman and Mrs Jones.

## **First Aid Training (6)**

Employees must receive suitable and sufficient information, instruction and training to enable them to carry out their first aid role. All 'first aid at work' (FAW) training certificates are valid for three years. Certificates should be retained. Managers must arrange recertification before expiry.

In respect of FAW and 'emergency first aid at work' (EFAW) training, it is strongly recommended that First Aiders undertake annual refresher training during any three-year FAW/EFAW certification period. Although not mandatory, this will help qualified First Aiders maintain their basic skills and keep up to date with any changes to regulations.

## **Qualified First Aiders**

To become a designated First Aider, the applicant must attend a three-day FAW course. To remain a designated First Aider, they must complete a one-day first aid refresher course. If an FAW certificate has expired, the First Aider has 28 days to complete the two-day refresher course. After this period, the First Aider will be required to complete the three-day FAW course.

The 'Appointed Person' does not require formal first aid training but should have received suitable and sufficient information, instruction and guidance whilst having an appropriate attitude and understanding of the role.

The school maintains records of all staff who are currently First Aid qualified in the personnel files.

The person responsible for training and maintaining records of first aid for staff members is Mrs Speakman.

## **First Aid Equipment (7)**

First aid kits should only contain first aid materials specific to the hazards of that workplace. The quantities should be checked frequently and restocked after use. There is no mandatory list of items to be included in a first aid kit, as it should be based on what is identified in the first aid needs assessment.

There may be a need to store small sterile 10ml eye wash in the first aid boxes; this must be kept within a specified date range. Eye wash stations may be necessary in specific locations due to the nature of the work being performed and the substances used. The sterile water bottles in eye wash stations must be checked regularly to ensure they are within date range and replaced after being opened

There may be a need for additional items, e.g. reusable ice packs, disposable chemical ice packs, space (foil) blankets, regular blankets, body fluid spillage kits, etc. These items should be stored separately but must be readily available for immediate use.

The ordering of first aid equipment and stocking of first aid kits is the responsibility of Mr Hyde, site manager.

## **Trips and Events First Aid Kit**

First aid kits for trips and events are in the site manager's office. Mr Hyde, the site manager, is responsible for stocking the first aid kits for trips and events.

Please see the attached site plan for the locations of the first aid kits.

## **First Aid-In-School Procedures (8)**

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. The first aider will then provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide whether further assistance is required from a colleague or the emergency services. They will remain at the scene until help arrives.
- The first aider will also determine whether the injured person should be moved or placed in the recovery position.
- If the first aider decides that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon arrival, the first aider will advise parents/carers on recommended next steps.
- If the emergency services are called, the first aider on site, or a delegated member of staff, will contact the parents/carers immediately.
- The first aider or relevant member of staff will complete an accident report form on the Medical Tracker app the same day, or as soon as is reasonably practicable, following any incident resulting in injury.

## **First Aid-Off-Site Procedures (9)**

When taking pupils off school premises, staff must ensure the following items are always taken:

- A mobile phone
- A fully stocked portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details (or an agreement to contact the school for this information if required)

The teacher must complete risk assessments before any educational visit that requires pupils to be taken off school premises.

### **First Aider Requirements:**

- For Early Years Foundation Stage (EYFS): There must always be at least one first aider with a current paediatric first aid certificate present on all school trips and visits, as required by the *Statutory Framework for the Early Years Foundation Stage*.
- For Key Stage 1 and Key Stage 2: There must always be at least one qualified first aider present on all school trips and visits.

## **Asthma (10)**

The school maintains emergency inhalers on site, which can be used in the event of an asthma emergency for children diagnosed with asthma and whose parents or caregivers have provided written consent for their use.

The school maintains two emergency inhaler kits, which are regularly checked and updated by Mr Hyde, the site manager to ensure they are in good working order and stocked with in-date equipment.

## **Consent (11)**

Parents/carers will be asked to complete and sign a medical consent form when their child is admitted to the school. This form will include:

Emergency contact numbers

Details of any allergies or chronic medical conditions

Consent for the administration of emergency first aid

These forms will be reviewed and updated periodically to ensure that all information remains current and accurate.

## **Illness (12)**

If a child becomes unwell during the school day, parents/carers will be contacted and asked to collect their child from school as soon as possible.

A quiet area will be designated for the child to rest while waiting to be collected. During this time, the pupil will be monitored by a member of staff.

## **Emergency Services (13)**

If it is necessary to contact the emergency services, the school's address is:

Hindley Junior & Infant School

Argyle Street

Hindley

Wigan

**WN2 3PN**

## **Record-Keeping and Reporting (14)**

### **First Aid and Accident Records**

An accident form will be completed on the medical tracker app by the relevant member of staff on the same day or as soon as reasonably practicable following any incident resulting in injury.

As much detail as possible should be recorded, including all information required by the medical tracker app.

Records held in the first aid and accident book will be retained by the school for a minimum of three years, per Regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and will then be securely disposed of.

### **Notifying Parents**

All accidents are recorded using the Medical Tracker app. This system automatically sends an email notification to parents/carers detailing any accident or injury sustained by a pupil, along with the first aid treatment that was administered.

If a child sustains an injury to the head (no matter how minor), the school office will contact the parent/carer by telephone to inform them and offer the opportunity to come to school to check on their child in person.

## **Defibrillator (15)**

Although AEDs are designed to be used by anyone, familiarisation with the AED, including its location and preparation for use, should be included in inductions and regular training, especially for First Aiders and appointed persons.

The school's defibrillator is maintained and audited weekly by Mr Hyde, the site manager, with documentation provided accordingly. The defibrillator is in the entrance corridor. See the attached site plan for the location.



## **Reporting to Ofsted and Child Protection Agencies (16)**

The Headteacher will notify Ofsted of any serious accident, illness, injury, or death of a pupil that occurs while the pupil is in the school's care. This notification will be made as soon as is reasonably practicable and no later than 14 days after the incident.

The Designated Safeguarding Lead (DSL), or the deputy DSL, will also notify Wigan Council local child protection agencies of any serious accident, injury, or death of a pupil while in the school's care.

## **Dealing with Blood or Vomit Spillages (17)**

For all spillages, it is recommended that nitrile gloves be used. Gloves must meet the biohazard protection standards, and this should be clearly labelled. Latex is a known allergen, so latex gloves should be avoided. Mr Hyde replenishes the cleaning kit that is used to clean up spillages.

## **Storage of Medication (18)**

All medicines must be stored in their original containers as dispensed by the pharmacist or prescriber. Containers must include the prescriber's instructions for administration and must be clearly labelled with the following information:

- The name of the patient
- The date of prescription
- The expiry date of the medicine

Medicines will be returned to the parent or carer to arrange for safe disposal when they are no longer required or have expired.

## **HSE Reporting (19)**

The administration team is responsible for maintaining a record of any accident that results in a reportable injury, disease, or dangerous occurrence, as defined under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, specifically Regulations 4, 5, 6, and 7.

These incidents must be reported to the Health and Safety Executive as soon as is reasonably practicable and no later than 10 days following the incident.

Reportable incidents include:

Death

Specified injuries, such as:

Fractures (excluding fingers, thumbs, and toes)

Amputations

Injuries were likely to result in permanent loss of sight or a slight reduction in vision.

Crush injuries to the head or torso cause damage to the brain or internal organs.

Severe burns (including scalds)

Scalping requiring hospital treatment

Loss of consciousness caused by head injury or asphyxia

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Any injury from working in an enclosed space leading to hypothermia, heat-induced illness, resuscitation, or hospital admission for more than 24 hours

Over-seven-day injuries – where an employee is unable to work or perform their normal duties for more than 7 consecutive days (excluding the day of the incident)

Accidents resulting in hospital admission – where an individual is taken directly to hospital for treatment

Near-miss events – incidents that do not result in injury but could have caused serious harm. Relevant examples for schools include:

Collapse or failure of load-bearing parts of lifts or lifting equipment

Accidental release of a biological agent likely to cause severe illness

Accidental release or escape of a hazardous substance

Electrical short circuit or overload resulting in fire or explosion

## **Safeguarding Considerations for First Aid Personnel (20)**

When undertaking first aid on a child, the person at risk or a member of the opposite sex in a first aid room (or isolated area), it is advisable for employees to be accompanied by a parent, supervising adult, legal guardian or an additional employee.

Where this is not possible, the First Aider should always take measures to protect themselves, i.e., inform the injured person in advance of any contact that will be made and verbalise what is happening. If practical and without compromising privacy, the door to the first aid room could be propped open. Ensure colleagues are aware of the situation and location, and any employee who becomes available should check if assistance is required.

Whilst a First Aider should get permission from a child's parent or guardian before administering first aid, it is not essential. It should not lead to a delay in any emergency treatment. If the parent or guardian is known to be on site but not directly with the child, a Tannoy announcement may be used to attempt to make contact. For pre-bookable activities where children remain under Wigan Council supervision and responsibility, it would be advantageous to obtain blanket consent at the time of booking/registering.

## **Equality, Diversity and Inclusion (21)**

At Hindley Junior and Infant School, we are committed to promoting inclusion, celebrating diversity, and advancing equality across both our workforce and the services we provide. These principles must be considered and upheld when implementing this procedure.

All staff members are responsible for ensuring that this procedure is applied fairly and consistently, in line with relevant legal requirements and the school's equality and inclusion policies. This helps to ensure that all individuals are treated with dignity and respect and that no one is disadvantaged through the application of this procedure.

## **Legislation (22)**

This procedure has been produced in support of the following legislation:

- Health and Safety at Work etc. Act
- Health and Safety (First Aid) Regulations
- Management of Health and Safety at Work Regulations

## **Monitoring and Review (23)**

This First Aid Procedure will be reviewed biennially or following any major incident or change in legislation. The Headteacher and Chair will approve any amendments proposed by the Governors. Staff will be notified of changes, and the updated policy will be made accessible on the school's internal systems.