



A school where every child can 

Kirk Langley CE Primary School

First Aid Policy

Version History	
Date	Detail
Summer 2023	Agreed by staff Approved by Governors
Reviewed Autumn 2024	Agreed by Staff Approved by Governors
Review Autumn 2025	

Kirk Langley is a Church of England Primary School and our family believe that 'Every Child Can Shine.' Our visions and values, built on the living Gospel of Christ within daily life, are at the core of everything we do. They underpin our teaching and learning and provide an environment which prepares our pupils in being respectful, confident, thriving citizens.

Daniel 12:3

'Those who have insight will shine brightly like the brightness of the expanse of heaven, and those who lead the many to righteousness, like the stars forever and ever.'

We aim to provide a thriving, inspiring and stimulating learning environment where children achieve the very best they are capable of because all the staff value their different learning styles. Kirk Langley Church of England Primary School is committed to Christian values where children, parents/carers and our community know us by our actions.

Within a Christian ethos we aim to:

- Promote a positive attitude to life-long learning, nurturing the development of self-esteem; leading to aspirational, independent learners that are prepared to be challenged and take risks in a diverse and ever changing world.
- Provide the children with valuable experiences and opportunities, through a broad, balanced and exciting curriculum, where learning is purposeful and engaging.
- Use a variety of teaching strategies and resources effectively and creatively; encouraging each child to progress and attain to the highest possible standards, in relation to their age and ability.
- Strongly believe in the partnership of parental involvement in the education of our pupils.
- Demonstrate and foster respect for ourselves and others within the school, local community and the global community.
- Respect the belief of others and celebrate cultural diversity.
- Encourage spiritual and moral values.
- Explicitly promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs through a 'living' curriculum.
- Value each child as an individual within the school and respect personal beliefs.

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DATE:

ACCIDENT / INCIDENT

NO:

*I have had an **accident / incident** today*

Dear Parent / Carer

Childs Name:

Year Group:

Location of accident/incident:

Today your child has had an accident/incident at

a.m. / p.m.

We have kept an eye on him/her and he/she appears to be ok.

He/she has had a:

Bump ☐Cut ☐Bruise ☐Graze ☐

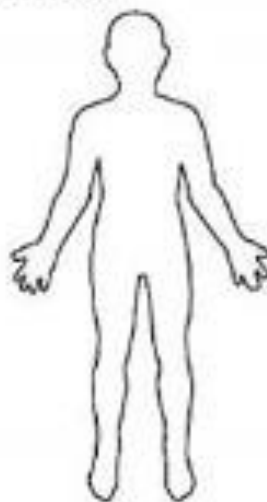
Other: (please specify)

First aid administered:

Antiseptic Wipe ☐Plaster ☐Ice Pack ☐Observation ☐

Other: (please specify)

Location of injury



Any additional information: (if relevant)

Parent / Carer informed at:

(time). By telephone / in person

First aid administered by:

teaching staff / dinner staff

Accident book completed by:

teaching staff /dinner staff

Receiving teacher:

Signature of Lead First Aider:

Time:

1. Aims and Rationale

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
- **Rationale-** Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our schools.

2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#) 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

As a school 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.

The schools will have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work, dependent upon an assessment of first aid needs.

The minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements. The appointed person does not need to be a trained first aider.

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 person is Mr Stevens and Mrs Walker. 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

In the absence of the appointed person, the Headteacher and School Business Manager will take charge when someone is injured or becomes seriously ill and call the emergency services if required.

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 (see the template in appendix 2)
- Keeping their contact details up to date

3.2 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.

3.3 The headteacher

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

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel 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

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 (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher 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 **appointed person/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, the parents will be contacted immediately
- The **appointed person/ 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 that is seen to need this form of communication.

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
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed or overseen by the **Educational Visits Co-ordinator (EVC)** prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider with a current paediatric first aid certificate on Foundation Stage school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. There will always be at least one first aider on school trips and visits for Years 1-6.

5. First aid equipment and facilities

Each classroom is supplied with sufficient first-aid materials to administer first aid as recommended by the HSE. The school also has travelling first-aid rucksacks used for off-site visits.

- 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

- Water

No medication is kept in first aid kits.

First aid kits are stored in each classroom:

- Reception
- Classrooms (Basic First aid kits)

Defibrillators are stored in:

Outside the school on Moor Land

6. Record-keeping and reporting

6.1 First aid and accident records

- An accident form will be completed by the relevant person/first aider on the same day or as soon as possible after an incident resulting in an injury that is recorded.
- 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 be given to the child in an envelope for the attention of parents/carer and major/serious incidents are also logged at the Local Authority.
- Records held in the first aid and accident folders 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 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 Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 3 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

The 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. This may take the form of a phone call, face-to-face or Accident form.

6.4 Reporting to Ofsted and child protection agencies

The **Lead DSL/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 **Lead DSL/Headteacher** will also notify the Local Authority 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. Certificates are kept in the School Office.

The school Business Manager ensures that certificates are kept up-to-date. The Headteacher is responsible for organising first-aid training.

Staff are encouraged to renew their first aid training when it is no longer valid.

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 by the **Headteacher every year**.

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

9. Links with other policies

This first aid policy is linked to the

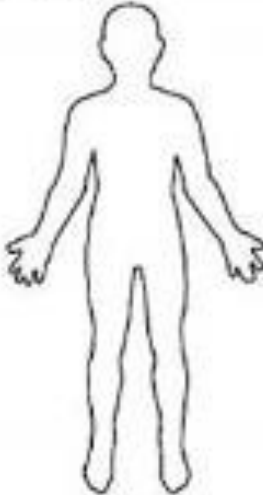
- Health and safety policy
- Supporting pupils with medical conditions policy

Appendix 1:

FIRST AIDERS 2022-23

[illegible]

Appendix 2: accident report form

DATE: 	<h1 style="margin: 0;">ACCIDENT / INCIDENT</h1>								
NO: 									
<p><i>I have had an accident / incident today</i></p> <p>Dear Parent / Carer</p>									
<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 60%; padding: 2px;">Childs Name:</td> <td style="border: 1px solid black; width: 40%; padding: 2px;">Year Group:</td> </tr> <tr> <td colspan="2" style="border: 1px solid black; padding: 2px;">Location of accident/incident:</td> </tr> <tr> <td colspan="2" style="border: 1px solid black; padding: 2px;">Today your child has had an accident/incident at a.m. / p.m.</td> </tr> </table>		Childs Name:	Year Group:	Location of accident/incident:		Today your child has had an accident/incident at a.m. / p.m.			
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<div style="border: 1px solid black; padding: 5px;"> <p>He/she has had a:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Bump <input type="checkbox"/></td> <td style="width: 50%;">Cut <input type="checkbox"/></td> </tr> <tr> <td>Bruise <input type="checkbox"/></td> <td>Graze <input type="checkbox"/></td> </tr> <tr> <td colspan="2">Other: (please specify)</td> </tr> </table> </div>	Bump <input type="checkbox"/>	Cut <input type="checkbox"/>	Bruise <input type="checkbox"/>	Graze <input type="checkbox"/>	Other: (please specify)		<div style="border: 1px solid black; padding: 5px;"> <p>Location of injury</p> <div style="text-align: center;">  </div> </div>		
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Bruise <input type="checkbox"/>	Graze <input type="checkbox"/>								
Other: (please specify)									
<div style="border: 1px solid black; padding: 5px;"> <p>First aid administered:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Antiseptic Wipe <input type="checkbox"/></td> <td style="width: 50%;">Plaster <input type="checkbox"/></td> </tr> <tr> <td>Ice Pack <input type="checkbox"/></td> <td>Observation <input type="checkbox"/></td> </tr> <tr> <td colspan="2">Other: (please specify)</td> </tr> </table> </div>	Antiseptic Wipe <input type="checkbox"/>	Plaster <input type="checkbox"/>	Ice Pack <input type="checkbox"/>	Observation <input type="checkbox"/>	Other: (please specify)				
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<div style="border: 1px solid black; padding: 5px;"> <p>Any additional information: (if relevant)</p> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> </div>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Parent / Carer informed at:</td> <td style="width: 50%;">(time). By telephone / in person</td> </tr> <tr> <td>First aid administered by:</td> <td>teaching staff / dinner staff</td> </tr> <tr> <td>Accident book completed by:</td> <td>teaching staff /dinner staff</td> </tr> <tr> <td colspan="2">Receiving teacher:</td> </tr> </table>		Parent / Carer informed at:	(time). By telephone / in person	First aid administered by:	teaching staff / dinner staff	Accident book completed by:	teaching staff /dinner staff	Receiving teacher:	
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<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 60%; padding: 2px;">Signature of Lead First Aider:</td> <td style="border: 1px solid black; width: 40%; padding: 2px;">Time:</td> </tr> </table>		Signature of Lead First Aider:	Time:						
Signature of Lead First Aider:	Time:								

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 updated (where applicable)
<i>First Aid (includes Anaphylaxis)</i>	See Appendix 1		
<i>Paediatric first aid</i>	See Appendix 1		
Diabetes			