



# Middleton School

## First Aid Policy

**Approved by:** Governing Body

**Date:** January 2024

**Reviewed:** January 2024

**Next review due  
by:** January 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](#), 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

### 3.1 Appointed persons and first aiders

The school's appointed person to co-ordinate training is Mrs H Nash. Mrs H Nash and Mrs T Roberts are responsible for the completion and dissemination of health care plans and updated information. Mrs T Roberts is also responsible for ensuring the adequate supply of medical materials in first aid kits, and replenishing the contents of these kits.

All trained first aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- 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
- Advising SLT on Sending pupils home to recover, where necessary
- Filling in the first aid book / accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's appointed persons and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The local authority and governing body**

Hertfordshire 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 body.

The governing body 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:

- Ensuring that an appropriate number of appointed persons and 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 (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 the first aid book / accident reports 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 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, they will inform the SLT who will then decide if parents will be contacted and asked to collect their child. If emergency services are called, members of the school office team or the Family Liaison Officer will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

## 4.2 Off-site procedures

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils and any associated medication
- 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 one first aider with a current paediatric first aid certificate on school trips and visits for EYFS pupils, 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:

- Regular and large bandages
- Eye pad bandages and eye wash
- Triangular bandages
- Adhesive tape
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Plastic tweezers
- Ear thermometer and refills
- Wound dressings of various sizes.

A poster with general first aid advice is located with each box along with a box of disposable gloves.

No medication is kept in first aid kits.

Each department has a first aid box. In the Lower School this is in the bathroom and in Middle School it is by the sink in the cooking area and in Upper School it is in the cupboard in the Resources Room. There are further first aid boxes in the office, kitchen, in the outdoor toy cupboard and in each minibus. There is a **Playground Emergency First Aid Box** on top of the filing cabinet in the front office.

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident book will be completed by the first aider/relevant member of staff on the same day. These are held within departments. Information should include the child's name, relevant contextual details and any treatment given.
- More serious accidents ie those resulting in serious injury should be reported on an Accident Form which is available in the office. Details of these are transferred by the [Deputy](#) Headteacher onto the County electronic monitoring system. Details are reviewed by the Headteacher and an overview of these forms is reported to the Governing Body on a termly basis.
- 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 Headteacher 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 Headteacher or Deputy Head Teacher 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 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

A member of the class team, the family liaison officer, or a 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 usually by telephone or via the home/school book.

## 6.4 Reporting to Ofsted and child protection agencies

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 Hertfordshire's Safeguarding Children's Team 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 1).

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.

All staff access annual training in the administration of Buccal, Epipen and asthma medication.

## **8. Monitoring arrangements**

This policy will be reviewed by the Headteacher every two years.

At every review, the policy will be approved by members of the Governing Body.

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

This first aid policy is linked to the

- Health and safety policy
- Administration of Medications Policy

## Appendix 1: first aid training log

First Aid at Work (adult)      3 day  
2 day re qualification

	Expiry date	Booked	Expiry date
Gill Cherry	Sept 24		

Emergency First Aid (adult)      1 day

	Expiry date	Booked	Expiry date
Kayleigh Bracliellio	June 2024		
Jonathan Boyden	April 2024		
John Hayes	January 2026		
Tom Wildey	April 2024		
Olivia Bull	May 2024		
Angela Hornsey	June 2024		

Paediatric First Aid      2 day

	Expiry date	Booked	Expiry date
Justyna Sugg	January 2026		
Jonathan Boyden	January 2026		
Abbie Lawrence	January 2026		
Kelly Maisary	January 2026		
Laura Chant	March 2025		
Tracy Roberts	January 2026		
Jo Unwin	January 2026		
Tom Wildey	January 2026		



First Aid In Schools

	Expiry Date	Booked	Expiry Date
Karen Morgan	March 2025		
Carla Perkins	March 2025		
Tracy Saggars	March 2025		
Luke Shasha	March 2025		
Ben Andrews	March 2025		
Charlotte Glynn	March 2025		