Brooke Primary Academy

First Aid Policy

1	Summary	First Aid Policy			
2	Responsible person	Vikki Watson			
3	Accountable SLT member	Vikki Watson			
4	Applies to	☒All staff ☐Support staff ☐Teaching staff			
5	Who has overseen development of this policy	Vikki Watson			
6	Who has been consulted and recommended policy for approval	SLT			
7	Approved by and date	01/09/2026			
8	Version number	1			
9	Available on	Every	☐Y ☒N	Trust website Academy website SharePoint	☐Y ☒N ☒Y ☐N ☒Y ☐N
10	Related documents (if applicable)	Administering medication policy			
11	Disseminated to	☒Trustees/governors ☒All staff ☐Support staff ☐Teaching staff			
12	Date of implementation (when shared)	01/09/2026			
13	Consulted with recognised trade unions	☐Y ☒N			

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- **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

- **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 Education (Independent School Standards) Regulations 2014***, which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

Appointed person(s) and first aiders

The school's appointed people are Vikki Watson (Principal) and Jade Chowings (Safeguarding and Welfare officer) or in their absence the most senior member of staff on site.
An appointed person is responsible for coordinating first aid arrangements and summoning emergency assistance; this role is distinct from the role of a trained first aider.

The following staff are responsible for ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits:

- Mrs Jade Chowings
- Mrs Lisa Fox
- Mrs Lisa Cheetham

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.
- recording the incident and first aid treatment provided on Medical Tracker on the same day, or as soon as is reasonably practicable, after an incident
- alerting the appropriate staff members (teacher, SLT and safeguarding team) when necessary.

The school maintains an up-to-date written list of all trained people and first aiders, including name, qualification held and expiry date of certificate. This list is displayed prominently in the staffroom, held in the main office and stored electronically on the staff drive.

- **The local governing body/Venn Trust Board**

The local governing body and Venn Trust Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal, SLT and staff members.

The Principal
The Principal 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
- Ensuring that incidents are reported to the HSE when necessary (see section 6)

Staff
School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are

- Informing the Principal or their line manager of any specific health conditions or first aid needs

4. First Aid procedures

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. A first aider 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, discussions will be had with school leaders and 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 Principal, SLT or Safeguarding Team will contact parents immediately
- The first aider/relevant member of staff will record the incident and any first aid treatment provided on Medical Tracker on the same day, or as soon as is reasonably practical, after an incident resulting in an injury.

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
- Emergency anaphylaxis kit
- Information about the specific medical needs of pupils
- Parents' or Carers' contact details

Risk assessments will be completed by the Visit Leader prior to any educational visit that necessitates taking pupils off school premises.

The level of first aid provision for each visit will be determined by the visit risk assessment and the school's first-aid needs assessment. For EYFS outings, a suitable member of staff with a current paediatric first aid certificate will accompany the children.

5. First aid equipment

All first aid kits are clearly labelled, maintained and inspected regularly. Each phase has a first aid kit which is stored in the shared area. First aid kits can also be found in the main school office, the EYFS Nursery kitchen, EYFS Reception classroom and medical cupboard. Portable first aid kits for educational visits are checked before departure by the visit leader.

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
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burn dressings

Eye irrigation provision will be available where identified as necessary by the school. Where mains tap water is not readily available, sterile water or sterile saline in sealed disposable containers will be provided.

No medication will be kept in first aid kits. Prescribed medication (e.g. inhalers, EpiPens, insulin) will be stored securely in the main office or in classroom medical boxes as appropriate. The school will maintain an individual healthcare plan (IHP) for any pupil with long-term medical needs or significant conditions detailing medication, emergency procedures, staff responsibilities and consent. IHPs will be reviewed at least annually or when circumstances change. Staff responsible for administering prescribed medication will receive training and written parental consent will be recorded before administration.

Emergency response and CPR / defibrillator
The school site has an automated external defibrillator (AED) located in the main school entrance. Staff are trained in its location and basic use.

6. Record-keeping and reporting

- All first aid incidents and injuries will be recorded on Medical Tracker by the first aider or relevant member of staff on the same day, or as soon as possible after the incident. Medical Tracker provides the school's central electronic record of first aid incidents and treatment provided.
- As much detail as possible should be recorded on Medical Tracker when reporting an incident, including details of the injury, treatment provided and any relevant follow-up action.
- Records held 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.

Reporting to the HSE

The Site Facility Officer will keep a record of any accidents which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).
The Site Facility Officer will make any required RIDDOR report to the Health and Safety Executive within the statutory timescales. Specified injuries and fatalities will

be reported without delay, while injuries resulting in a worker being unable to carry out their normal duties for more than seven consecutive days must be reported within 15 days of the accident.
RIDDOR requirements differ depending on whether the injured person is an employee or a pupil/visitor. For pupils and visitors, an accident connected with a work activity may be reportable where the person is taken directly from the scene to hospital for treatment. The Site Facility Officer will determine whether an incident meets the relevant RIDDOR criteria and seek advice from the Trust where necessary.

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

Notifying parents

The school will use a standardised ‘first aid slip’ template for all pupil injuries that record the treatment given. The first aider, or relevant member of staff, will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day. This will be via a first aid slip. In the event of an injury to the head or face, parents will be informed immediately.

Reporting to Ofsted and child protection agencies

The Principal 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 Principal will also notify Doncaster Safeguarding Children's Partnership of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

All school staff are able to undertake first aid training. Lunchtime Supervisors and Teaching Assistants must undertake first aid training, unless medically exempt. All staff working in EYFS must complete paediatric first aid training.

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

The school will ensure that first aid arrangements provide adequate cover during staff absence, breaks, lunchtime, educational visits and other periods when trained first aiders may otherwise be unavailable.

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.

This policy will be reviewed annually.