



First Aid Policy

Date	Details of policy updates
1 st September 2020	COVID 19 update added to include staff will wear full PPE if necessary.
1 st September 2021	Policy reviewed and wording changed from governors to Trust Interim Board
January 2023	Policy reviewed and wording changed from Trust Interim Board to Local Advisory Board
January 2024	Policy reviewed
April 2025	Policy reviewed and information concerning First Aid App reporting added

Review Date	Version number	Reviewer/Owner (post holder)	Approved by (Committee)	Signature
September 2020	1	Helen Willcox Designated Safeguarding Lead		
January 2023	3	Helen Willcox - DSL		
January 2024	4	Helen Willcox - DSL		
April 2025	5	Helen Willcox - DSL		

1. The Park Academy Trust Introduction

The Trust intends and expects that all decisions around the use of Trust resources will be underpinned at all times by its vision and values:

Our aim:

- To create centres of educational excellence that inspire all children to turn their potential into performance
- To achieve this our schools will:
- Provide a broad and balanced curriculum that allows children to develop their talents and ambitions
- Deliver the highest quality learning opportunities facilitated by excellent teachers
- Inspire our children to become confident, motivated and respectful individuals ready to make a positive contribution to society

The Trust will support our schools by:

- Maximising the resources and expertise available to individual schools
- Providing a platform for the sharing of excellent practice
- Challenging and developing staff to turn their potential into performance

The welfare and safeguarding of our children is paramount in all we do at Orchid Vale Primary School

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, children and visitors
- Ensure that staff and the Local Advisory Board (LAB) 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

Roles and responsibilities

In our school, key members of our Early Years team have a current paediatric first aid certificate and at least one member of the team is on site at all times.

Throughout the school, we have members of staff that are paediatric first aid trained (a full list of these people are displayed at key points around the school and are in class information folders). These people will administer first aid when required, to an adult or child in school. Any member of staff is able to use basic first aid (e.g. applying a plaster) but advice will be sought from a first aider if required.

It is the role of the Head teacher and Local Advisory Board (LAB) to make sure that all first aid trained staff follow the first aid procedures we have in place at school.

Appointed person(s) and first aiders

The school's appointed first aiders 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

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 a child home to recover, where necessary
- Completing a serious accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 1). All information will also be completed on the First Aid App.
- Keeping their contact details up to date

The Local Advisory Board (LAB)

The Local Advisory Board is ultimately responsible for health and safety matters in the school and delegates operational matters and day-to-day tasks to the headteacher and staff members.

The headteacher

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

- Ensuring that an appropriate number of first aid trained staff 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 a child
- Reporting specified incidents to the HSE when necessary (see section 6)

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Completing basic first aid (e.g. applying plasters) when needed
- Ensuring they know who the first aiders in school are
- Completing accident reports via the first aid app for all incidents they attend
- Informing the headteacher or their manager of any specific health conditions or first aid needs

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. 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 child 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, a member of the administration team will contact parents immediately
- The qualified first aider will complete an accident report via the first aid forms app on the same day after an incident resulting in an injury
- Any medication kept at school needs a medication/Inhaler form to be completed by the parent (Appendix 4/5).
- No medication should be stored in bags. All medication should be stored in a locked cupboard at the school office/Nursery unless it is an inhaler - Inhalers are kept in the classroom in orange bags and will include original packaging clearly showing child's name/exp date and inhaler form completed by the parent (Appendix 5).
- Any medication that is given to a child by a staff member must be logged via the first aid app that day
- A report will go home automatically at 3:10pm the same day.

Off-site procedures

When taking children 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 every child and any prescribed medicine
- Parents' contact details
- iPad to log first aid

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking children off school premises.

As required by the statutory framework for Early Years, for all trips involving our early years children, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits,

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
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

First aid kits are stored in:

- Reception
- Classrooms
- Nursery

Record-keeping and reporting

First aid and accident recording

- All accidents and medication should be recorded via the first aid app on a staff iPad.
- For a more serious injury, an accident/incident 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 well as logging via the app.
- A report is sent to parents each time medication or an accident is logged. This is sent at 3:10pm that day.
- 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 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 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>

Notifying parents

Parents will be made aware of any first aid completed on their child via the First Aid form app. Parents will be alerted by 3.10pm on the day the first aid was administered. If first aid is deemed more serious, then parents will be alerted by a member of staff on the phone as well.

Reporting to Ofsted and child protection agencies

The Headteacher 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 teacher will also notify Swindon Safeguarding Partnership of any serious accident or injury to, or the death of, a child while in the school's care.

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.

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 statutory framework and is updated at least every 3 years.

Monitoring arrangements

This policy will be reviewed by the designated safeguarding lead annually.

At every review, the policy will be approved by the Headteacher and Local Advisory Board.

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting children with medical conditions
- Safeguarding and child protection policy

Appendix 1: Serious injury form

Accident & Incident Form		For Office Use Only			
To be completed by the injured person, other person on their behalf, other person in charge at the time of the event, attending first aider or witness to the event. Please print clearly and complete all relevant fields of the report form.		Accident	Yes	No	
		Incident	Yes	No	
		Near Miss	Yes	No	
		RIDDOR	Yes	No	
		RIDDOR Ref. No			
1. Details of Person Injured or Affected:					
Category of Person	Staff ☐	Visitor ☐	Public ☐	Agency Staff ☐	Contractor ☐
Service Area/Department:			Job Title:		
Forename:		Surname:		M/F:	Age:
Tel / Work No:					
Address:					
Post Code:		Signature:		DATE:	
2. Details of person filling in this record (if different from above)					
Forename:		Surname:		Tel/Work No:	
Address:				Signature:	
3. Details of Accident / Incident:					
Date:		Time:		Location:	
Full description of accident / incident: <i>(Please continue on a separate sheet if required)</i>					
Brief details of injuries: <i>(Please give details of injury and part(s) of body affected.)</i>					
4. First Aid (where provided)					
Name of First Aider:		Signature of First Aider:			
First Aid Given:					
Taken from scene of accident to hospital: Yes ☐ No ☐					
5. Witness Details:					
Name:		Address:		Tel:	
6. I, the person named in Section 1 above, give my consent as a Union member to disclose and forward personally a copy of this form to my union representative. I understand that this can only happen if no other person is implicated on this form.					
Signature: _____					
 Data Protection: The information you provide will be used to investigate the above incident / accident and will be disclosed to the Corporate Health & Safety team for the purpose of investigation so that we can review the incident / accident in order to prevent reoccurrence.					

7. To be completed by the line manager/supervisor or other responsible person in charge.

Management Control:				
Has an Accident Investigation been conducted by the Manager/Supervisor/Dept.?				
Yes	☐	No	☐	
N/A	☐			
If Yes , Please attach the completed investigation report – HSF 013)		If No or N/A , please state the reason below:		
Were any immediate actions required to prevent re-occurrence? Yes ☐ No ☐				
Give details:				
Name of line/senior manager:		Signature:	Date:	
8. Health and Safety Office Use Only				
Type of Injury	☐	Abrasion/broken/grazed skin	☐	Loss of consciousness
	☐	Bruise	☐	Non-physical injury
	☐	Burn (chemical/thermal)	☐	Pre-existing condition
	☐	Cut/laceration	☐	Puncture wound
	☐	Dislocation	☐	Respiratory irritation/impairment
	☐	Electric Shock	☐	Soft tissue damage
	☐	Exposure to asbestos, chemical or radiation	☐	Sprain/Strain
	☐	Eye Injury/visual impairment	☐	Other
	☐	Fracture	☐	No Injury
	☐	Ill Health		
Incident Category	☐	Burn (chemical/thermal)	☐	Hit something stationary
	☐	Contact with electricity or electrical discharge	☐	Injured by animal
	☐	Contact with moving machinery	☐	Injured while handling, lifting or carrying
	☐	Contact with sharp object	☐	Physically assaulted by a person
	☐	Drowned or asphyxiated	☐	Slip, trip or fell on the same level
	☐	Environmental Incident	☐	Trapped by something collapsing
	☐	Exposed to an explosion/stored energy	☐	Security Issue
	☐	Exposed to fire	☐	Sporting Injury
	☐	Exposed to or contact to harmful substance	☐	Verbal Aggression
	☐	Fall from height	☐	Other
	☐		☐	

	☐	Hit by moving or flying object	☐	N/A – (i.e. Near Miss)
	☐	Hit by moving vehicle		
Part of the Body Affected				
Comments				
H&S Officer Name:			Signature:	Date:

Appendix 2

First Aid Logging on iPads – Important Information

- Any staff member can handle minor injuries that just require a plaster.
- You do not need to go to a designated first aider for these minor incidents.

Logging Accidents & Medication

- Record all accidents and any medication given (e.g., inhalers, antibiotics).
- Parents will receive the accident report at **3:10 PM**, exactly as written—so be clear and professional.

What NOT to Include in Reports

- Do not mention other children's names.
- Use "Mr./Mrs. [Last Name]" for staff members.

Using Photos

- Photos can be added **only for serious injuries**, otherwise skip this option.

Using the Shared First Aid iPad

- If you don't have your own iPad, the **Shared First Aid iPad** is available in the office.
- You can borrow it during break, lunch, breakfast, or after-school club—but **please remember to log out of the app once you have logged an incident.**

Editing Reports

- You can update reports on the same day, but all data is erased at **11:30 PM daily.**

Medication Logging

- Use consistent terms when logging medication, we should all use the following terms:

Blue Inhaler (& spacer), Powder Inhaler, Antibiotic, Antihistamine, Calpol, Neurofen, Anti-seizure, EpiPen

If two staff members are required for medication, include the second staff member's name in the "Anything Else" section.

First Aid Folders

Will contain a list of first aiders and care plans for children with medical needs.

No need to report head bumps to Tina or Tracey.

Serious Incidents (RIDDOR Reporting)

Includes fractures, burns, head injuries with loss of consciousness, and any hospital-admitting injury.

Also applies to accidents like major equipment failures, chemical spills, or electrical fires.

Using the App Without WiFi / Trips

1. Load children's names before entering a no-signal area.
2. Keep the app open (you can minimise, but do not close it), and it will store the information until you're back online, so you can use it as normal.

Appendix 3 – Example report

First aid report overview

01:17 pm, Monday 21st October 2024

Author: Kay McLeod

Name

Clarissa Abbot

Location

Playground

What happened?

Fell over and hit knee

Injury or illness

Bleeding

Abrasion/cut/graze

Any injury to the head?

No

Any signs of shock?

No

Description of treatment given

plaster

Were Additional First Aiders or Emergency Services contacted? **Yes**

Which services were contacted

Additional onsite first aider(s)

Any further advice/treatment recommended

No

What happened after?

Resumed normal activities

Is there anything else you would like to log?

No

Appendix 4

Medicine form: Parental agreement for school to administer medicine on school trips/residentials

The school/setting will not give your child medicine unless you complete and sign this form.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

2. Medicine

Name/type of medicine

(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

3. Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy.

I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Appendix 5

Inhaler form



I _____
parent/carer of _____

In year _____, have provided an inhaler with an expiry date
of _____ and handed this to the school office, who will register this and send
onto the class.

Dosage of inhaler _____

Signed (parent) _____

Signed (Office) _____

Date _____

Date	Time	How many puffs	Staff initials