First aid policy

Commented [CG1]: Section 10 :Add Allergy Policy as of 14th September 2026

Arunside Primary School

Approved by:	Headteacher	**Date:**	June 2026
Last reviewed on:	March 2025		
Next review due by:	Headteacher – June 2027		

Signed: 

Mrs. Donna Jagger (Headteacher)

Date	Section	Policy review updates:
08th November 2021	2	All links have been updated to provide e-access
08th November 2021	4.2	Added 'and associated medication where necessary' for accuracy. The following paragraph has been restructured to accurately reflect that first aiders attend all trips and paediatric first aiders attend when required: There will always be at least one first aider on school trips and visits, including a current paediatric first aider when required under the statutory framework for the Early Years Foundation Stage.
08th November 2021	5 (4th Bullet point)	Added 'used by The Easy Lunch Food Company' for clarity
08th November 2021	7.4	Inserted the following to update the new term for MASH: Integrated Front Door team (previously known as MASH)
08 November 2021	Appendix 1&3	Updated with current personnel and their training position.
22 February 2023	3.1 Appointed persons and first aiders	Name inserted. Word 'scanned' inserted in bullet point 5 and clarity given to the types of incidents that are reportable
22 February 2023	3.1 Appointed persons and first aiders, Section 3.4 Staff,	Providing clarity to the new 'School Incident Reporting' forms to be used for reporting an accident

	Section 4.1 In-School Procedures Section 7.1 First aid and accident record book	
22 February 2023	Section 4.2 Off-site Procedures	Giving clarity to the need for parents contact details to be recorded on all permission slips
22 February 2023	Section 5 First Aid Kits	The contents have been updated to reflect current guidelines
22 February 2023	Section 6 First Aid Facilities	A defibrillator is located in the school office
22 February 2023	Section 8 and Appendicles	Appendix 3 removed as it was a repetition of Appendix 1. Wording in Section 8 amended accordingly
25th March 2024	Section 6 First Aid Facilities	A defibrillator is located in the school office and in the PE changing room corridor
25h June 2024	Section 7.	Early years provision registered as part of a school **do not** need to notify Ofsted about accidents or injuries. This only applies to early years providers registered with Ofsted.
1st May 2025	3.1	Updated named person.
1st May 2025	3	Removed old process of placing scanned copy of accident forms onto pupil record. DJ wishes to discuss using CPOMS to house an electronic record.
1st May 2025	3	Amended location of First Aiders List on school premises
1st May 2025	Whole document	Correction of spelling throughout document for paediatric
1st May 2025	Appendix 2	Replaced old form with “Accident Record Sheet”
22 May 2025	Section 8	A paediatric First Aider must be available whenever EYFS children are eating.
26th June 2026	Section 4.1	Updated to include making medical pack clearly visible /accessible in classroom, and accessible on shared drive
26th June 2026	Section 4.2	Updated – trip leader to receive list of any students with healthcare needs and any healthcare plans

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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 and Early years foundation stage: coronavirus disapplication 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 assess 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, 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 (Lee-Anne Webber) is responsible for:

- Taking charge when someone is too injured or too ill to be treated by a first aider at the site of injury
- Ensuring that an ambulance or other professional medical help is summoned when appropriate or for sending pupils home to recover, where necessary
- Ensuring there is an adequate supply of medical materials in the school office first aid kit
- Ordering all first aid supplies for the school
- Displaying on PPA Room Health and Safety Board and office medical cupboard, the names of current first aiders and the responsible persons

First aiders are trained and qualified to carry out the role (see section 8) 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

- Completing a 'School Incident Reporting Form' or CPOMS log on the day of the incident, or as soon as is reasonably practicable after dealing with the incident.
- Keeping their contact details up to date with the School Business Manager

Our school's first aiders who cover playground duty are required, in addition to the above, responsible for:

- Ensuring there is an adequate supply of medical materials in the first aid kits (stored in grab-bag rucksacks) that are used on the playground and replenishing the contents of these kits.

Our school will ensure that there is at least one qualified paediatric first aiders on site at all times during school hours and available to accompany school visits for pupils within our EYFS.

The appointed persons, first aiders and paediatric first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The local authority and the governing body

West Sussex, as our local authority, has ultimate responsibility for health and safety in the school, but delegates the responsibility for strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

The local authority has provided specific reassurance to staff that general first aid procedures carried out by trained staff are covered under the school's public liability insurance.

3.3 The headteacher

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

- Ensuring that the appointed persons and the appropriate number of trained first aid personnel are present in the school at all times including at events such as parents' evenings, evening concerts etc.,
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring that all staff are aware of first aid procedures, the location of the first equipment and the names of the staff responsible for first aid duties
- Ensuring that first aid information is included in the induction program
- Ensuring the completion of appropriate risk assessments and that appropriate measures are put in place
- Ensuring that adequate space is available to catering for the medical needs of pupils
- Reporting specified incidents to the HSE and other bodies when necessary (see section 7)
- Monitoring and approving this first aid policy and the associated procedures.

3.4 Staff

School staff are responsible for:

- Ensuring they follow the school's first aid policy and procedures
- Ensuring they know who in the school is a trained first aider
- Completing a School Incident Reporting Form (see Appendix 2) or CPOMS log for all incidents they attend.
- Informing the headteacher or their manager of any specific health conditions or first aid needs not addressed by a first aider

4. First aid procedures

4.1 In-school procedures

Teachers should keep each pupil's medical supply pack in a clearly visible and easily accessible location within the classroom, ensuring that other staff members can quickly locate it if needed.

Pupil's healthcare plans are located in staff shared drive to ensure it is accessible to everyone who may need to refer to it.

In the event of an accident or 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 to provide the first aid treatment required
- The first aider, if called, will assess the injury and treat **at the site of injury** unless further assistance or resources are needed from a colleague or the emergency services. The playground first aider can summons help by asking a responsible pupil to take the **'RED'** emergency card to the school office. The first aider will remain with the casualty 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, steps will be taken by one of the appointed persons to contact the parents who will be asked to collect their child. Upon their arrival, the appointed person will recommend next steps to the parents
- If emergency services are called, the appointed person will contact parents immediately
- The first aider will complete a School Incident Reporting Form or CPOMS log 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-site, away from the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit contained in a grab-bag rucksack
- Information about the specific medical needs of pupils and associated medication where necessary
- Parents' contact details recorded on all permission slips

There will always be at least one first aider on school trips and visits, including a current paediatric first aider where required under the statutory framework for the Early Years Foundation Stage.

Risk assessments will be completed by the group/visit leader prior to any educational visit that involves pupils being taken off-site.

One week before the trip, the trip leader (rather than the usual class teacher) will receive a list of students with medical needs, together with any relevant healthcare plans.

4.3 Extended-school procedures (e.g. after school clubs run by external providers and PTA events)

All external providers are required to be first aid trained and fulfil the first aider responsibility outlined above for all pupils in their care during their sessions. This includes ensuring that an ambulance or other professional medical help is summoned when appropriate (although support will be always offered by the school if resources permit).

The PTA are responsible for ensuring that first aid will be available when necessary at the events they run. The need for first aid provision will be identified in the risk assessment undertaken by the PTA before each event.
As per our Lettings Policy, the hirer will be responsible for making their own first aid arrangements, such as providing First Aid training for the supervising personnel and the provision of a First Aid kit. The use of school resources is not available.

5. First aid kits

Our first aid kits are stored in:

- The lockable medical cupboard in the school office
- The food technology classrooms
- Grab-bag rucksacks in every classroom
- The school kitchen used by The Easy Lunch Food Company.
- Green rucksacks used by first aiders on playground duty are located in the classrooms and taken down to the playground at every break and PE session

The first aid supplies in our school will be kept in a wall cupboard in the office, this cupboard has a white cross on a green background.and will include the following:

- A leaflet with general first aid advice
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Two individually wrapped triangular bandages (preferably sterile)
- Six medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- Two large-size (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- Adhesive tape
- Two pairs of disposable gloves
- Scissors
- Cold compresses
- 20 moist cleansing wipes
- Bumped head-wrist bands
- A book in which minor injuries are recorded (e.g. playground bumps and scratches)

Our playground, classroom and travel first aid kits will each contain:

- A leaflet with general first aid advice
- 20 assorted plasters
- 6 individually wrapped sterile adhesive dressings (assorted sizes)
- Two individually wrapped triangular bandages (preferably sterile)
- One large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- Adhesive tape
- 2 Low adherent absorbent dressing
- Two pairs of disposable gloves
- 2 Cold compresses
- 10 individually wrapped moist cleansing wipes
- Bumped head wrist-bands
- A book in which minor injuries are recorded (e.g. playground bumps and scratches)
- Nappy Sacks for placing soiled first aid resources in before transporting them to the clinical waste bin in the office
- Face shield
- Pen

- Foil Blanket

No medication is kept in first aid kits and our first aid kits only include approved tweezers– small splinters should be covered with a plaster to prevent infection and parents should be contacted so that they can manage injuries involving larger splinters. A spare asthma inhalers and an Epipen is available from the first aid wall cupboard in the school office.

6. First aid facilities

The school provides an area in the school office that offers a sink and toilet facilities for emergency first aid needs. Wherever possible the injured person should be treated at the site of the accident and playground first aiders are discouraged from routinely sending all pupils experiencing minor injuries to the school office. The office facilities should be reserved for emergency first aid needs when blood and other bodily fluids need careful treatment. We wish to ensure that pupils who need emergency care can always be offered a quiet, calming environment where their medical needs can be carefully monitored until the pupil can be referred on to the emergency services or collected by a parent or guardian.

As such, the school also provides a covered first aid area which also doubles as an outdoor door classroom. Playground first aiders should attend to minor playground injuries in this facility which will also include bumped heads unless the casualty is exhibiting signs that suggest a second opinion is required. For these cases, the pupil should be sent to the office with another responsible pupil. Healthy, sensible pupils can also be sent to the office to obtain additional ice packs and other first aid resources for use by playground first aiders if both playground first aid packs (large and small) have run out.

All staff should take precautions to avoid infection and must follow basic hygiene procedures. In addition to the disposable gloves that are provided, a sharps bucket and yellow bin is provided in the school office for safe disposal of dressings and equipment used in first aid.

A defibrillator is located in the school office and in the PE changing room corridor

7. Record-keeping and reporting

7.1 First aid and accident record book

- All first aiders should ensure that a record is made of all first aid treatment given, on the School Incident Reporting Form or CPOMS system. This must include:
    - the date, time and place of the injury or illness occurring;
    - the name of the injured or ill person and their status, such as employee, pupil, client, visitor;
    - details of the injury or illness and what first aid was given;
    - what happened to the person immediately afterwards, for example, sent home, sent to hospital, returned to normal duties; and
    - the printed name of the first aider or person dealing with the casualty.

- Records should be kept according to the following schedule:
    - pupils - 6 years from the date of 18th birthday
    - employees and others - 6 years from the date of the accident.

First aid records regarding pupils will be retained separately from those regarding employees and others.

First aid records are protected from unauthorised access and irretrievably destroyed when their retention period expires.

7.2 Reporting to the HSE

The headteacher via the school business manager 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 via the school business manager 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

7.3 Notifying parents

The class teacher will inform parents of minor accidents or injuries sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable if this has not previously been addressed by the responsible person. On occasions where a paramedic has been contacted, the headteacher or deputy headteacher will inform the parents of the accident or injury.

7.4 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 the West Sussex Integrated Front Door team (previously known as MASH) of any serious accident or injury to, or the death of, a pupil **while in the school's care.**

Note: only early years providers registered with Ofsted are required to report an accident or injury to Ofsted.

8. Training

All school staff are able to undertake first aid training if they would like to do so.

All first aiders must have completed a training course approved by the Health and Safety Executive (HSE), and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, the training received and the date undertaken (see appendix 1).

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

At all times, at least one 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 this is updated at least every 3 years.

A paediatric First Aider must be available whenever EYFS children are eating.

9. Monitoring arrangements

This policy will be reviewed by the Communication and Compliance Officer every year.

At every review, the policy will be approved by the headteacher. Any notable changes will be reported to the full governing body.

10. Links with other policies

This first aid policy is linked to the

- Health and safety policy (which includes first aid for contractors and visitors)
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Lettings Policy
- Mental Health and Well-being Policy

Appointed First Aiders at Arunside Primary

Name	Qualification	Organisation	Date Gained	Renewal Date
Helen West	First Aid at Work (3 days)	St Johns Ambulance	28 Nov 2025	27 Nov 2028
Donna Jagger	First Aid at Work (3 days)	St Johns Ambulance	08 Jun 2026	
Beth Goldsmith	Paediatric First Aid	St Johns Ambulance	09 Jun 2023	08 Jun 2026
Bronwen Turner	Paediatric First Aid	1st Aid Industry Body	21 Feb 2024	20 Feb 2027
Michelle Evans	Paediatric First Aid	Pulse First Aid	22 Oct 2025	21 Oct 2028
Bethan Thomson	Paediatric First Aid	Pulse First Aid	25 Nov 2025	25 Nov 2028
Ellen Gardner	Emergency First Aid at Work	St John Ambulance	17 Jul 2023	16 Jul 2026
Lucy Chaffe	Level 3 Emergency First Aid at Work	F1st Aid Training	03 Jun 2024	02 Jun 2027
Lucy Chaffe	Paediatric First Aid	Pulse First Aid Ltd	01 Oct 2025	30 Sep 2028
Jo Murphy	Level 3 Emergency First Aid at Work	F1st Aid Training	03 Jun 2024	02 Jun 2027
Lee-Anne Webber	Level 3 Emergency First Aid at Work	Life Safety	10 Jun 2024	09 Jun 2027
Hulya Pedicini	Level 3 Emergency First Aid at Work	F1st Aid Training	03 Jun 2024	02 Jun 2027
Keely Clive	Emergency First Aid at Work	Assist First Aid Training	10 Oct 2025	09 Oct 2028
Kirsty Clarson	Emergency First Aid at Work	Training Legs	23 Apr 2026	22 Apr 2029
Louise Evershed	Level 3 Emergency First Aid at Work	F1st Aid Training	03 Jun 2024	02 Jun 2027
Jaime Sofoglou	Level 3 Emergency First Aid at Work	F1st Aid Training	03 Jun 2024	02 Jun 2027
Ellie Dal Mas	Level 3 Emergency First Aid at Work	F1st Aid Training	03 Jun 2024	02 Jun 2027
Daria Khartukova	Level 3 Emergency First Aid at Work	F1st Aid Training	03 Jun 2024	02 Jun 2027
Sharon Roberts	Level 3 Emergency First Aid at Work	F1st Aid Training	03 Jun 2025	02 Jun 2027
Mari Myllykoski	Level 3 Emergency First Aid at Work	F1st Aid Training	03 Jun 2025	02 Jun 2027
Rachel Yuille	Emergency First Aid at Work (Forest School & Paediatric)	Elements First Aid Training	08 May 2026	07 May 2029
Sam Donhue	Emergency First Aid at Work	AID Training	25 Nov 2024	24 Nov 2027
Katherine Jupp	Emergency First Aid at Work	AID Training	25 Nov 2024	24 Nov 2027
Evie Roberts	Emergency First Aid at Work (Forest School & Paediatric)	Elements First Aid Training	15 Sep 2024	15 Sep 2027
Briony Uwins	Emergency First Aid at Work	Tiger Lily	27 Mar 2025	27 Mar 2028
Denise Edwards	First Aid for Schools	Tiger Lily	21 Jul 2025	20 Jul 2028
Amy Backhouse	First Aid for Schools	Tiger Lily	21 Jul 2025	20 Jul 2028

Arunside Accident Record

Key
CC – cold compress
Obs – observed
Rtc/Rtp – returned to class/play

Date	Pupil's name	Class	Time of accident	Location of accident	Part of body affected	Cause of accident	Treatment	Parents notified	Treated by
								Yes/No Letter/phone/text	
								Yes/No Letter/phone/text	
								Yes/No Letter/phone/text	
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