



Whitstable & Seasalter Endowed Church of England (Aided) Junior School



First Aid Policy

LET YOUR LIGHT *Shine*
Matthew 5:14-16

Love ★ Joy ★ Goodness ★ Resilience ★ Trust

Reviewer	Family Liaison Officer
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Date of Next Review	March 2026
Headteacher Signature	
Governor Signature	

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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 advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), and guidance from the Health and Safety Executive (HSE) on [incident reporting 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

NOTE: In schools with Early Years Foundation Stage (EYFS) provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times. Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff and the layout and location of the school. 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. All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

3.1 Appointed person(s) and first aiders

The school's appointed person is Rachael Parker. 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

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 pupils home to recover, where necessary with permission from a member of the Leadership Team
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)

Parents are asked regularly to keep their contact details up to date and to confirm this at the start of every academic year.

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

3.2 The governing body

The governing body 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 risk assessments are undertaken, 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)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed person(s) 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 or their line manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the case of pupils or staff with serious medical conditions or allergies, their photographs are displayed in every classroom, the medical Room and Garden Room to enable easy and quick identification, should first aid be needed.

For pupils who have been prescribed inhalers, these are kept in their classrooms.

For pupils who have been prescribed EpiPens, these are kept in the medical room.

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 the 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/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, a relevant member of staff will contact parents/carers immediately
- The first aider or 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 including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - 1 individually wrapped moist cleansing wipe
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils

In the event of parents or carers needing to be contacted, the lead teacher or delegated member of staff will ring the school, who will contact the parent or carer.

Risk assessments will be completed by the lead teacher of the trip, prior to any educational visit that necessitates taking pupils off school premises.

Where possible dependent on the type of off-site visit and available staff, there will be at least 1 first aider on school trips and visits.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

- 2 burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The school hall
- All classrooms
- The school kitchen
- The cloakroom

The school has a defibrillator which is located in the School Office. There is a laminated sheet with a step by step guide on how to use this. The pads are replaced every 2 year, or if used and the battery replaced every four years.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider or relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form via the KCC online accident reporting form found in staff teams or by using a paper copy as in appendix 2.
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record in the school's Management Information System (MIS) (currently Bromcom) by the relevant member of staff and/or added to CPOMS. Reporting of accidents for children should be retained for 22 years from their date of birth under the Limitation Act 1980, which is a statutory provision. Accident records held within the school's MIS will be transferred to the receiving school when a child leaves the school as part of their other school records. *NB As a junior only school, all pupil records are transferred to the new school when a pupil leaves.*
- Records held on adults 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 that 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 delegated member of staff will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher or delegated member of staff will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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/carers

Note: *Only Early Years providers are required to notify parents/carers of an accident or injury to their child, but as a school we have chosen to adopt this procedure.*

The delegated member of staff will inform parents/carers 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. Parents/carers will also be informed if emergency services are called.

6.4 Reporting to other agencies – Diabetes

If a pupil with Diabetes is sent home due to illness, the Children's Diabetes Team is informed.

7. Training

All school staff may be 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 3).

The school will arrange for first aiders to retrain before their first aid certificates expire should they wish to do so. In cases where a certificate expires, the school will arrange for staff to either retake the full first aid course before being reinstated as a first aider or, other new or existing staff will be invited to be trained for the qualification. Appendix 3 also lists other training that staff have accessed.

8. Monitoring arrangements

This policy will be reviewed by the Family Liaison Officer every year.

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

9. Links with other policies and documents

This first aid policy is linked to the:

- Health and safety policy

- Risk assessments
- Policy on supporting pupils with medical conditions

Appendix 1: List of Trained First Aiders

STAFF NAME	CERTIFICATE	EXPIRY
Mr A Bellingham Teaching Assistant	Level 3 Award in Emergency Paediatric First Aid (RQF)	14/10/2028
Miss L Power Teaching Assistant	Level 3 Award in Emergency Paediatric First Aid (RQF)	14/10/2028
Mrs K Haines Breakfast & Afterschool Manager and Lunchtime Supervisor	Level 3 Award in Emergency Paediatric First Aid (RQF)	21/11/2027
Miss A Chapman Class Teacher	Level 3 Award in Emergency Paediatric First Aid (RQF)	21/09/2026
Mrs K Stanley Class Teacher	Level 3 Award in Emergency Paediatric First Aid (RQF)	05/11/2028
Mrs C Fall TA, Lunchtime Supervisor & Office Assistant	Level 3 Award in Emergency Paediatric First Aid (RQF)	05/11/2028

Appendix 2: Accident Report Form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
<p><i>Describe in detail what happened, how it happened and what injuries the person incurred.</i></p>			
ACTION TAKEN			
<p><i>Describe the steps taken in response to the incident, including any first aid treatment and what happened to the injured person immediately afterwards.</i></p>			
FOLLOW-UP ACTION REQUIRED			
<p><i>Outline what steps the school will take to check on the injured person and what it will do to reduce the risk of accident happening again.</i></p>			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

Appendix 3: Record of Other Relevant Training

NAME/TYPE OF TRAINING	NAMES	DATE	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
Epipen	All current staff (Sept 2024)		
Diabetes Type 1	R Parker C Moody G Blinston Jones K Haines C Fall L Clements J Perry C Cutts	11/01/2022 13/01/2022 26/01/2022 23/02/2022 23/02/2022 September 2022 September 2023 July 2024	
Epilepsy			
Anaphylaxis			
Asthma			