



BIRCHWOOD

CHILDREN'S SERVICES

Policy Name	First Aid
Policy Number	BWS 49 – Version 7
Date implemented	September 2020
Updated	January 2026
Implemented by	DC
Review date	January 2027

First Aid Policy

Contents

1. Aims.....	2
2. What is first aid?	3
3. Roles and responsibilities.....	3
3.1 The Proprietorial Body	3
3.2 The Head Teacher	3
3.3 Staff	3
4. First Aid Kits	3
5. Accident books	4
6. Reporting to the HSE.....	4
7. Treatment of injuries	5
7.1 In-school procedures	5
7.2 Off-site procedures	6
8. Disposing of blood	6
9. Ice Packs	6
10. Asthma	7
11. Epi-Pens.....	7
12. Training	7
13. Named persons	7
14. Revision History	8
15. Staff Signatures	8

1. Aims

The aim of this policy is to set out guidelines for all staff in the school in the administering of First Aid to children, employees or visitors.

This policy shall be shared with all employees during their induction to ensure that they are familiar with the school's first aid procedures.

The Proprietorial Body recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) 1995.

2. What is first aid?

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

3. Roles and responsibilities

3.1 The Proprietorial Body

The Proprietorial Body has ultimate responsibility for health and safety matters in school, but delegates responsibility for operational matters and day-to-day tasks to the Head Teacher and staff members.

3.2 The Head Teacher

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

- Ensuring that an appropriate number of 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 that all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and 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.

3.3 Staff

All staff are responsible for:

- Ensuring that they follow first aid procedures
- Ensuring that they know who the first aiders in school are
- Completing accident reports for all accidents they attend to
- Informing the Head Teacher of any specific health conditions or first aid needs.

At least one member of staff with current first aid training is on the premises at any one time.

4. First Aid Kits

- Comply with the Health and Safety (First Aid) Regulations 1981 and British Standard – BS 8599-1:2011
- Include assorted plasters, disposable sterile triangular bandages, eye pads, medium sized dressings, large-sized dressing, sterile cleaning wipes, nitrile powder-free gloves, Resusci face shield, scissors, burn shield dressing, finger dressing, conforming bandage, disposable heat retaining blanket, microporous tape.

- Are regularly checked and maintained
- Can be found in the main hall, medical room, student kitchen and front entrance to school. A separate first aid kit containing blue plasters can be found in the school kitchen.

5. Accident books

- The accident book for staff and visitors is located in the medical room.
- Accident books for students are located in the staff room.
- The completed forms must be handed to the Admin member who will complete the electronic incident form for first aid and save a scanned copy of the form to the individuals folder on the shared drive. The original copy of the form will go home with the child.
- All accidents must be reported during the end of day de-brief.
- All accident books are reviewed every half term by the SLT to identify any potential or actual hazards.

Our accident books keep a record of any first-aid treatment given by first aiders and other members of staff. These accident books MUST be written in pen, completed on the same day of the incident, and include:

- The date, time and place of incident
- The name of the injured person
- Details of the injury and first aid given.
- What happened to the person immediately afterwards (e.g. went back to class, went to hospital).

The information in the accident book can:

- Help the school identify accident trends and possible areas for improvement in the control of health and safety risks
- Be helpful for insurance and investigative purposes

All completed accident books should be given to the Admin Manager who will store them for reference in future.

6. 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>

7. Treatment of injuries

7.1 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, carers will be contacted. Upon their arrival, the first aider will recommend next steps
- If emergency services are called, the Headteacher or if not available the School Administrator team will contact placing authority / social workers / parents immediately
- The 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

7.2 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
- Access to parents' contact details

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

Following an accident, the First Aider is to take charge of the first aid administration in line with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The First Aider should call an ambulance on the following occasions:

- In the event of a significant injury or head injury
- If bleeding cannot be controlled
- In the event of a period of unconsciousness
- Whenever a fracture or break is suspected
- Whenever the first aider is unsure of the severity of the injuries

Following a bump to the head, emergency treatment should be sought if the child:

- Becomes unconscious
- Is vomiting or showing signs of drowsiness
- Has a persistent headache
- Complains of blurred or double vision
- Is bleeding from the nose or ear
- Has pale yellow fluid leaking from the nose or ear

In the event of an accident in which the child cannot stand up unaided, he/she should be left in the position that they were found in as long as it is safe to do so and the first aider must be called immediately to assess the situation.

8. Disposing of blood/bodily fluids

Items containing blood/bodily fluids should be placed in the yellow medical waste bin situated in the medical room. PPE must be worn when working with blood/bodily fluids.

9. Ice Packs

Instant ice-packs are single use only and for the treatment of sprains, strains and bruises and must be kept out of children's reach. These are stored in the medical room.

Ideally ice-packs should be applied with 5-10 minutes of the injury occurring. The pack must be wrapped to prevent cold burns and applied to the injured areas for 20-30 minutes. First Aiders must check the colour of the skin after 5 minutes of applying the pack.

10. Asthma

All asthma pumps are clearly labelled in individual boxes and are kept in the class teachers' cupboard. In the event of an attack, the inhaler must be taken to the child. All inhalers should accompany the child when they leave the school grounds.

11. Epi-Pens

All Epi-Pens will be labelled and kept in the medical room.

12. Training

A central record of all training related to first aid is held by the Designated Safeguarding Lead and reviewed annually to ensure that the certificates are renewed within timescales.

13. Named persons

Staff	Title of Course	Date completed	Renew Date
Daniel Griffiths	Emergency First Aid	30.06.25	30.06.28
Jess Heesom	Emergency First Aid	24.03.25	24.03.28
Leanne Hartshorne	Emergency First Aid	19.01.26	19.01.29
Toni Birchall	Emergency First Aid	30.03.24	30.03.27
Melissa Ditchfield	Emergency First Aid	02.02.26	02.02.29

14. Revision History

Date	Changes made	Signature
Dec 2020	First Aid	GovCom
Jan 2022	No changes required	DC
May 2022	Change of wording, Input of named persons. (V2)	DG
Sept 2023	Added names of trained First aiders	DC
January 2024	Added names of trained First Aiders	LB
February 2024	Added table of contents	KMS
October 2024	Updated names of trained First Aiders (V5)	DC
Jan 2025	Updated named people (V6)	DC
Jan 2025	Changed Gov Com to Proprietorial Body (V7)	DC
Feb 2025	Ratified by SP	SP
Jan 26	Reviewed and updated named people	DC

15. Staff Signatures

	Name	Signature	Date	Department
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

15				
16				
17				
18				
19				
20				