

Linden Primary School

First Aid Policy



Status

Statutory X

Recommended ☐

Good Practice ☐

Purpose

At Linden Primary School, 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
- Ensure we are fully compliant with all regulations and guidance.

Legislation & Guidance

This policy is based on current statutory guidance and legislation:

[EYFS Statutory Framework](#)

[Health and Safety \(First Aid\) Regulations 1981](#)

[Management of Health and Safety at Work Regulations 1999](#)

[RIDDOR 2013](#)

[Social Security \(Claims and Payments\) Regulations 1979](#)

[School Premises \(England\) Regulations 2012](#)

[DfE First Aid in Schools Guidance](#)

[DfE Health and Safety Advice for Schools](#)

Consultation

Staff and governors.

Links with other policies

Health & Safety Policy

Child Protection & Safeguarding Policy

Intimate Care Policy

Supporting children with medical needs policy

Monitoring and Evaluation

Annually X

Every 3 years ☐

Other ☐ _____

Headteacher ☐ Governing Body X

Other ☐ _____

Linden Primary School	
Date Issued	July 2025
Date Reviewed	July 2026
Next Review	July 2027

Introduction

This policy is written with the treatment of children in mind, however, the same procedures will be followed for all on site incidences, including staff and visitors.

All external providers of after school activities are instructed to provide their own qualified first aider and first aid kit (although clubs organised and run by Linden Primary School staff may use the school first aid facilities and equipment).

School staff designated to administer first aid or medicines to pupils will be covered by the school in the event of liability/negligence claims made against them, as long as they have taken all reasonable steps to follow the procedures contained in these guidelines and parental instructions.

Many staff at Linden Primary School are qualified first aiders including the majority of Learning Partners and Midday Support Staff (MDS). A full list can be obtained from the School Business Manager.

This policy is to be read alongside our Health & Safety Policy, Safeguarding, Supporting Children with Medical Needs Policy and Intimate Care Policy.

1. Roles and responsibilities

Appointed persons and first aiders

The school's appointed people and First Aiders can be found in Appendix 1. They are responsible for:

- Taking charge when someone is significantly injured or becomes significantly ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits (this is a delegated role).
- Ensuring that an ambulance or other professional medical help is summoned when appropriate, though all staff will know these procedures.

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
- Ensuring parents are contacted if it is felt that a child needs to be checked over more thoroughly by a parent in order to make an appropriate choice regarding staying in school or going home/seeking medical assistance.
 - Filling in a first aid slip and reporting to the office (and/or SLT where necessary) as soon as is reasonably practicable, after an incident
- Keeping their own understanding, knowledge and competency up-to-date
- Alerting the leadership team if they know they are incapable of completing their first aid duties or if they are aware that their first aid qualification(s) are out of date.
- Communicating with other members of the first aid team to seek support or advice.

The local authority and governing board

Gloucestershire County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.

The Governing Body

The Governing Body has ultimate responsibility for strategic management of health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and other members of staff.

The Headteacher

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

- Ensuring that an appropriate number of appointed persons and 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
- Reporting specified incidents to the HSE when necessary

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring their First Aid bag is fully stocked and, on their person,
- Ensuring they know who the first aiders in school are
- Completing first aid slips for all incidents they attend
- Informing the Headteacher or SLT of any specific health conditions or first aid needs

2. 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 pupil is too unwell to remain in school, SLT will be notified 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 office staff will contact parents immediately
- The first aider/relevant member of staff will complete a first aid slip for all incidents requiring attention as soon as is reasonably practical after
- Should SLT require it, further detail regarding the incident may be requested to be recorded on CPOMS.

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times during the school day, if EYFS are present. This includes during Breakfast Club and After-School Club i.e. on site from 7:30am – 6:00pm every day.

First Aid Slips	
Green	General first aid requiring attention i.e. grazes To be placed in basket at office for logging on CPOMS
Yellow	Moderate injuries/head bumps requiring attention and follow up i.e. cuts, sprains, text required (to be passed onto classroom staff & followed up with parent/carer conversation at the end of the day) Office to log on CPOMS
Red	Significant injury/head bumps requiring SLT intervention and parent phone call. May require further medical intervention. Office to log on CPOMS

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- The school's mobile phone
- A portable first aid kit including the minimum requirements set out below
- Information about the specific medical needs of pupils
- Any medication that would support specific medical needs (e.g. inhalers & EpiPen's) Parents' contact details

Risk assessments will be completed by the Trip Lead prior to any educational visit that necessitates taking pupils off school premises. When transporting pupils using the minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing the equipment as set out below.

There will always be at least 1 first aider with a current general first aid certificate on school trips and visits, or a PFA qualified member of staff for EYFS trips, as required by the statutory framework for the Early Years Foundation Stage.

3. 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
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Eye wash

Cold compresses and ice are kept in the freezer next to Elmer Room and in the Nurture Room.

No medication is kept in first aid kits.

Additional First Aid kits are stored in the Kitchen, Main Office and Headteacher's Office.

Sick powder is kept in the cleaning cupboards.

It is the responsibility of each staff member to ensure their first aid is replenished and compliant. The Resources officer will ensure adequate equipment stock is available at all times.

4. Record-keeping and reporting

First aid records and reporting procedures

- A First Aid slip will be completed by the first aider/relevant member of staff as soon as possible after an incident resulting in an injury (see above for colour-coding)
- This is then taken to the main office (immediately) where they will be logged on the CPOMS profile for that child
- If the injury is a head injury (yellow or red slip), the first aider will also give the child a 'head bump' sticker - at minimum, a 'head bump' text will be sent to parents.
- For any significant injury or head bump, SLT will be informed and parents will be called
- First Aid slips must be completed in as much detail as possible, including full names, location where injury occurred, a summary of what happened, injury sustained and treatment administered
- The Class Teacher must be fully informed and parents informed at the end of day (if a phone call is not deemed necessary)

General

Exact details of any significant incidents and injuries should be reported to the Headteacher and School Business Manager who will then record it on the SHE Assure system and complete any necessary investigation.

Any staff injuries should be reported as well as pupil incidents. As much detail as possible should be supplied when reporting an accident, ensuring that a CPOMS log is completed. For more serious accidents with symptoms such as:

- Loss of consciousness
- Vomiting
- Sleepiness
- Fits or abnormal movement
- Dizziness or difficulty walking
- Abnormal or confused speech

Medical advice must be sought by ringing 999. Also, the RIDDOR comes into effect.

Reporting to the HSE

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).

This will be recorded on CPOMS and the GCC SHE Assure system. Guidance will be sought from the GCC SHE team who will assist with the reporting process and confirm whether or not the accident is RIDDOR reportable. Reporting to the HSE will be done through and with the guidance of GCC SHE team. Accidents will be reportable to the HSE following the RIDDOR guidance for schools - [RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - HSE.](#)

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

5. Training

There are 3 levels of first aid training undertaken within the school - General First Aid (minimum level of emergency first aid training), Emergency First Aid at Work and Paediatric First Aid. All school staff are able to undertake first aid training if they wish. 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. Linden Primary School will arrange for first aiders to retake before their first aid certificates expire, if they wish to do so. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

Defibrillator

Linden Primary School has an Automatic External Defibrillator - located in the main corridor, next to School Business Manager's office. AED training is provided periodically. Staff are able to use this defibrillator if

needed. The School Business Manager/Site Manager ensures that the pads are in-date and that the battery is in charge on a regular basis.

Whilst EYFS children are on site, 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.

