

The Churchill School



FIRST AID POLICY

Lead staff members: Zoe Stone

Lead governor: Chris Johnson

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

LEGISLATION AND GUIDANCE

- 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 Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

ROLES AND RESPONSIBILITIES

Appointed person(s) and first aiders

The school will appoint a first aid lead. They are responsible for:

- Ensuring there are competent First Aiders when someone falls ill or is injured.
- 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 and are responsible for:

- Reacting 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
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

- Keeping their contact details up to date

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

The 2014 Early Years Framework states that at least one person with a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings. Staff are trained in paediatric first aid to satisfy this requirement.

EKC TRUST

EKC Trust 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 delegates operational matters and day-to-day tasks to the Headteacher and staff.

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 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 (see section 6)

STAFF

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Headteacher or member of SLT of any specific health conditions or first aid needs in timely fashion

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, if appropriate, seek the assistance of a qualified first aider to provide the necessary treatment. Parents or carers will be contacted in the following ways:

- **For head injuries or major injuries:** A telephone call will be made to parents/carers, and an accident report will be completed via *Evolve* or a school accident report slip.
- **For minor injuries:** An Accident/Illness Report Slip will be completed and sent home with the child at the end of the school day.

- 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, with consent of the injured party
- If the first aider judges that a pupil 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, another member of staff will contact parents immediately
- The first aider on the scene will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

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
- Parents/carers contact details

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

Where possible there will always be at least one first aider.

For more information regarding accompanying school trips and visits see Educational visits policy.

FIRST AID EQUIPMENT

Provision of First Aid Equipment

- First aid equipment is located in each classroom.
- A first aid bag is available in every classroom and is taken outside during playtimes
- Cold compresses are available from the staff room fridge.
- A designated First Aid Hub is located in the room next to the playground, staffed by a designated member of staff who is available to support during playtimes
- It is the responsibility of the staff member using any first aid equipment to replace used items at a convenient time once the needs of the casualty have been met.
- If any items are missing or need restocking, the school office must be informed promptly.

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

Disposable gloves	Regular and large bandages / dressings
Antiseptic wipes	Eye pad bandages
Plasters of assorted sizes	Triangular bandages
Scissors	Face shield
Adhesive tape	Burns dressings

PROCEDURES

During the school day, many children suffer minor bumps and scrapes in the course of their play in the playground or through other activities. It is normal practice for these to be dealt with by an appointed person at morning play and lunchtime; and by the teacher or teaching assistant during lesson time. However, more major injuries need to be immediately referred to a designated school first aider for assessment and care.

Children with specific medical needs are highlighted on the medical board in the staff room. All school staff should be aware of these children and summon help from a first aider in the event of an emergency.

During off site activities the staff accompanying the children will act as appointed persons and carry a basic first aid kit. They will also ensure they have information about the specific medical needs of pupils and a first aid bag. They will also carry a mobile phone to use in an emergency and know the postcode of their location to pass to emergency services in the event of needing to summon help. This mobile number will also be included on the risk assessment completed beforehand. If a major medical emergency or accident occurs on a school trip, the school must be informed as soon as possible and the situation managed so that the safety of the group is not compromised. Children who are known to have potential first aid emergency needs should be identified on the risk assessment with a plan in place to accommodate their needs in the event of an emergency.

Recording and reporting accidents

MINOR BUMPS AND SCRAPES

- A very minor bump or scrape, such as that which requires rinsing or cleaning with a wipe and a small plaster, will be recorded by the staff member in the Accident/Illness Report Slip Book.
- Each classroom will have Accident/Illness Report Slips available for any accidents that occur during class time or break times. The First Aid Hub will also have an Accident/Illness Report Slip Book and will record any incidents that occur during OPAL playtimes.
- The Accident/Illness Report Slip will be sent home in their bag to inform parents of the injury.
- All injuries of Reception children will be reported to parents.
- No Evolve report will be completed for minor injuries of this nature.

HEAD BUMPS

- If a child bumps their head, they will be assessed by a first aid trained member of staff. A cold compress will be applied, and if the bump occurs during playtime, the child will be required to sit quietly for 15 minutes. They will continue to be monitored throughout the day.

- All head bumps are recorded on Evolve.
- For very minor bumps, the child will remain in school and continue to be monitored by a member of staff. A phone call will be made to inform the parent/carer, and an Evolve email will also be sent as a written record.
- If the head bump is more serious or the child shows any symptoms of feeling unwell, the parent/carer will be contacted immediately to discuss whether the child should be collected from school. An Evolve report will also be sent in these cases.

OTHER SIGNIFICANT INJURY

- In the event of a child bumping their head or other significant injury, incidents will be recorded via Evolve with the date, time, nature of injury, first aid given and what happened to the person immediately afterwards e.g. went back to class/went home etc.
- The record must be signed by the adult dealing with the injury. The records will be kept for 7 years.
- Parents / carers must be informed by phone and the parent will receive an Evolve form.

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.

<https://www.hse.gov.uk/riddor/report.htm>

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

Infection Prevention

It is essential that all staff should take precautions to prevent infection and must follow basic hygiene procedures. Single use hypo-allergenic gloves should always be used when dealing with any casualty; hands must be washed and care needs to be taken when dealing with body fluids or blood, and when disposing of dressings or other equipment.

Injuries requiring further treatment

- Whenever a child is hurt, top priority should be given to the safety, treatment and comfort of the child. A qualified first aider should be sent for immediately and a quick decision made about the appropriate course of action. An adult should stay with the child giving basic first aid and comfort. In an emergency, an ambulance should be called and a parent is unable to get to school, there will be a school adult designated to go with the child to hospital. The parent should be contacted and asked to go to A & E.
- When the child has received the necessary treatment the headteacher should ensure that the correct accident forms are completed and returned.
- The headteacher should establish how the injury happened and take any appropriate action to reduce the risk of it recurring. This may involve taking advice from the EKC Trust.

CALLING AN AMBULANCE – PROCEDURE

In the event that an ambulance is required, the following procedures must be followed to ensure the safety and care of the casualty, as well as the smooth coordination of the emergency response:

1. Communication and Coordination

- The member of staff attending to the casualty will communicate via walkie-talkie to the school office that an ambulance is required.
- The office staff will immediately call for an ambulance, providing the necessary information including the nature of the incident, the condition of the patient, and the school's location details.
- The first aider on scene will continue to communicate updates through the walkie-talkie to the office so that accurate information can be relayed to emergency services.

2. Parental Contact

- Once the ambulance has been requested, another member of the office staff will immediately contact the child's parent or carer to inform them of the situation and provide further updates as appropriate.
- If the parent or carer cannot arrive before the ambulance departs, a member of staff will accompany the child to hospital and remain with them until a parent or guardian arrives.

3. Arrival of the Ambulance

- A designated member of staff will wait at the main gate to escort the ambulance crew to the casualty by the safest and most direct route, either via the playground or staff car park entrance, depending on where the incident has occurred.
- The designated member of staff will ensure that gates and access routes are clear and accessible for emergency vehicles.

4. Site Safety During the Emergency

- If an ambulance is called onto school grounds, the remainder of the school will have indoor play to ensure that the ambulance can access the site and the casualty safely and

without obstruction.

- Staff will ensure that children remain calm and supervised indoors during this time.

5. **Post-Incident Actions**

- Once the situation has been resolved, the Headteacher and first aider will ensure that an Evolve accident report is completed, and any RIDDOR requirements are fulfilled if applicable.
- The Headteacher will review the incident and, if necessary, update procedures or risk assessments to prevent recurrence.

APPENDIX 1

Trained first aid staff

Updated September 2025

Staff Member	First Aid Qual.	Expiry Date	
Aspinall, Neil – Caretaker	Paediatric Infant & Child First Aid Level 3	20 July	2028
Avery (Backshall) , Lauren - TA	Paediatric Infant & Child First Aid Level 3	20 July	2028
Barlow, Jane – HLTA	Paediatric Infant & Child First Aid Level 3	20 July	2028
Batchelor, Sofie	Workplace First Aid	4 July	2026
Bernadini-Blamey, Sharne -TA	First Aid for Schools Level 2 (VTQ)	20 July	2026
Carey, Nicole – TA	Paediatric Infant & Child First Aid Level 3	20 July	2028
Dixon, Kerrie -TA	First Aid for Schools Level 2 (VTQ)	20 July	2026
Dorey, Tasha – TA	First Aid for Schools Level 2 (VTQ)	20 July	2026
Grace, Karen – TA	Paediatric Infant and Child First Aid Level 3	3 June	2027
Kimmins, Claire - Breakfast Club & Midday Supervisor	Paediatric Infant and Child First Aid Level 3	1 June	2027
Marsh, Kirsty - HLTA	Emergency Paediatric First Aid Level 3	25 November	2027
Martin, Lyndsey -TA	First Aid for Schools Level 2 (VTQ)	20 July	2026
Matthews, Sharne -TA	Paediatric Infant and Child First Aid Level 3	1 June	2027
Moore, Tremaine - TA	Paediatric Infant & Child First Aid Level 3	20 July	2028
Oliver, Wendy – TA	Paediatric Infant & Child First Aid Level 3 (VTQ)	5 February	2027
Perry, Theint - TA	Paediatric Infant and Child First Aid Level 3	1 June	2027
Thompson, Fiona – TA	Paediatric Infant & Child First Aid Level 3 (VTQ)	5 February	2027
Van Der Wal, Katie – Midday Sup.	Paediatric Infant and Child First Aid Level 3	1 June	2027
Watts, Kelly -TA	Paediatric Infant and Child First Aid Level 3	1 June	2027
Welch, Vicki – TA	Paediatric Infant and Child First Aid Level 3	1 June	2027
Young, Elizabeth - HLTA	Paediatric Infant and Child First Aid Level 3	1 June	2027