HORNBEAM PRIMARY SCHOOL

First Aid Policy
2026-27

Approved by:	Local Governing Body	**Date:** September 2026
Last reviewed on:	September 2026	
Next review due by:	September 2027	

Legislation and guidance

This policy is based on the statutory framework for the Early Years Foundation Stage, advice from the Department for Education (DfE) on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

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
- The 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

This policy complies with our funding agreement and articles of association.

Rationale

The health, safety and wellbeing of all children, staff and visitors are of paramount importance. We are committed to ensuring that appropriate and effective first aid provision is available at all times, enabling prompt, consistent and safe responses to accidents, injuries and medical emergencies.

Clear procedures and agreed systems help ensure that all children receive equitable care, support and understanding, regardless of the nature of their injury or medical need. The school recognises that some children may have individual healthcare needs and, where appropriate, these will be supported through personalised Healthcare Plans and agreed medical arrangements.

First aid is a collective responsibility, and all members of the school community have a duty of care to work together to maintain a safe environment, prevent harm and respond appropriately when incidents occur. Through effective first aid provision, the school aims to safeguard the welfare of pupils and adults, minimise the impact of illness and injury, and support children in remaining healthy, safe and ready to learn.

Purpose

This policy:

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits

Guidelines

New staff are given a copy of this policy when they are appointed. As part of the induction process, new staff are given details of the first aiders in school, are trained in accident reporting and shown where first aid supplies are stored.
This policy is reviewed and updated annually.

Training

All support staff are expected to undertake first aid training as this forms part of their job description. New Teaching Assistants are offered training as part of their induction process. The school keeps a

register of who is first-aid trained and when their training is valid till. The Pastoral lead, alongside SLT monitor this annually.

Roles and Responsibilities

At Hornbeam Primary School, first aid is delivered primarily by our support staff. This is to allow class teachers to continue to provide care and supervision of their class while first aid incidents are dealt with. We ensure that there is at least one first aid appointed person and one paediatric first aid trained member of staff in school at all times. This is to ensure there is sufficient cover as needed.
In EYFS, all members of staff who work regularly in Year R have paediatric first-aid training.

Appointed Persons

The Headteacher is the appointed person within the school to take charge when someone is injured or becomes ill. In the absence of the Headteacher, members of the Senior Leadership Team will carry out this role. Some of the duties of the appointed person, such as looking after first aid equipment and calling emergency services are delegated to specific support staff.

An **appointed person** is someone designated by the school to:

- Take charge when someone is ill or injured.
- Call the emergency services when required.
- Look after first aid equipment.
- Maintain stocks and arrangements for first aid supplies.
- Ensure first aid cover can be accessed.

The Headteacher

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

- Making sure that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed, and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

All Staff

School staff are responsible for:

- Making sure they follow first aid procedures, upholding a duty of care for all
- Making sure they know who the appointed person(s) and first aiders in school are
- Recording all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

The Local Authority and Governing Board

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

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present (first on scene) 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.

- If the first aider judges that a pupil is too unwell to remain in school, a member of staff will contact parents/carers and ask them to collect their child.
- If emergency services are called a member of staff will contact parents/carers immediately.
- The attending member of staff will log the incident following school reporting duties.

Calling the emergency services
In the case of major accidents, the attending adult may make the decision to call emergency services. The attending adult should remain with the casualty while another member of staff makes the call.

If a member of staff is asked to call the emergency services, they must:
1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the admin staff or another member of staff, should wait by the school gate and guide the emergency vehicle.
If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately.
All contact numbers for children and staff are clearly located in the school office and can be accessed by all DSLs through the online portal.

Off-site Procedures

When taking pupils off the school premises, staff will make sure that they always have the following:

- A mobile phone
- A portable first aid kit including, at minimum:
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing
  - 2 triangular bandages – individually wrapped and preferably sterile
  - 2 safety pins
  - Individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves

Parents/carers' contact details must be taken on most school trips. If the educational visit is within walking distance of the school and for a short period (within the school hours) it may be that the RA reflects a phone call to the school office to contact parents should there be need.

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box.

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

The procedures for in-school first aid will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

Schools with Early Years Foundation Stage:

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

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 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 responsible staff member 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

First Aid Facilities

- The school has a designated medical room with first aid equipment.
- Teaching Assistants carry First Aid packs with them onto the playground.
- The school has travelling first-aid containers used for off-site visits. These are kept in the office, and contain supplies recommended by the HSE.
- Inventories are kept of all first-aid supplies including expiry dates.

Accident and Injury Reporting

- Records of injuries requiring adult intervention and first aid attention are recorded securely on the Child Protection school monitoring system (CPOMs).
- Adults will inform parents of injuries and first aid, either by telephone call, at pick up or using the contact book.
- Where a child has any head injury the staff member dealing with this incident must ensure that the parent/carer is informed immediately via a phone call.
- Injuries to a child which result in a visit to a GP or hospital must be recorded and reported to the Health and Safety Team for DEALT.
- Injuries to an employee which take place in the workplace must also be recorded.
- Serious accidents and injuries should be reported to the Health and Safety team for DEALT.

Monitoring arrangements

This policy will be monitored by [job title of individual] and reviewed by the [job title of individual] every [number of years – should be annually for independent schools].
At every review, the policy will be approved by the [headteacher/job title of individual/name of governing board committee/full governing board].
The first aid provision will be reviewed by the [remove or amend all involved, e.g. headteacher, appointed person(s) and first aiders] at least annually.