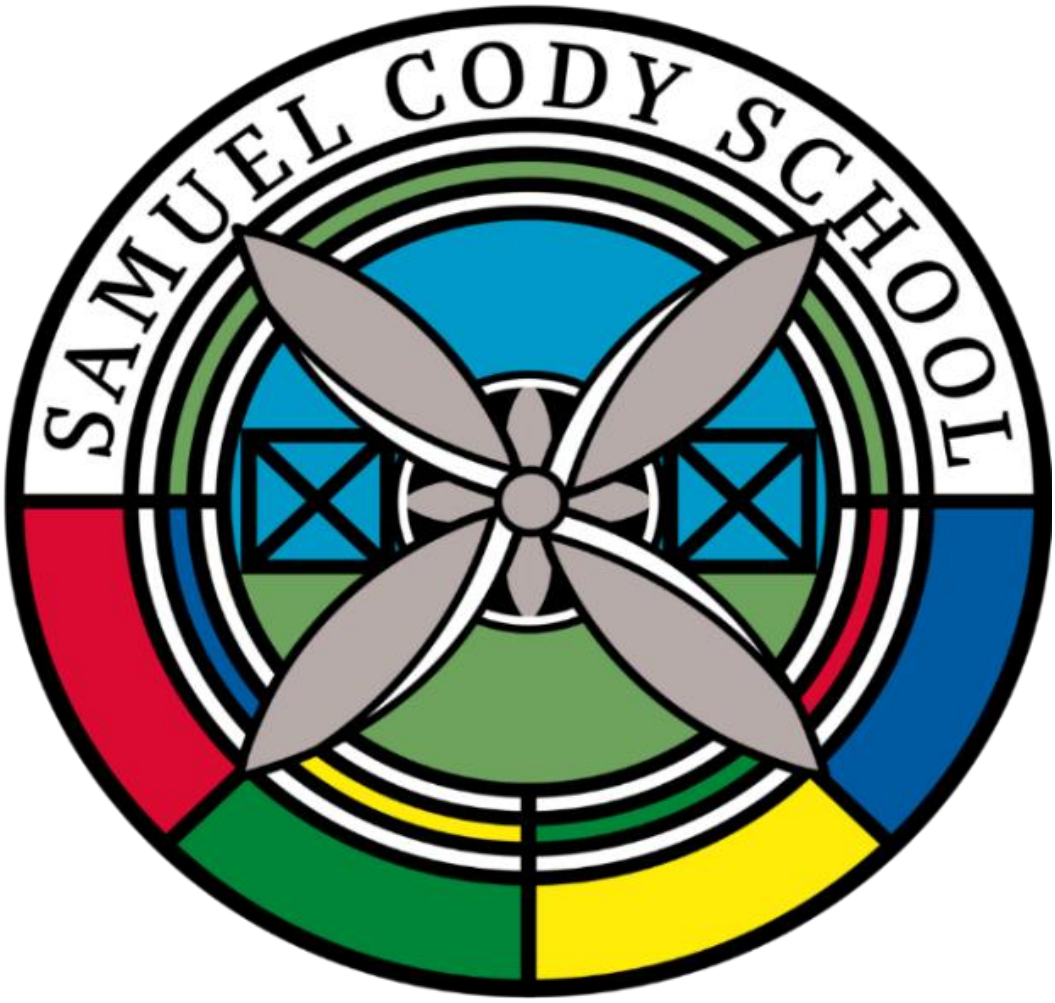


First Aid Policy 2026

Review date	By whom	Summary of changes made	Date implemented
30.09.26	G.Tyreman	Head injuries updated in yellow text in 4.1 Page 6	01.10.26

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students 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 the Statutory Framework for the Early Years Foundation Stage and Early years foundation stage: coronavirus disapplication guidance, advice from the Department for Education on first aid in schools, health and safety in schools and actions for schools during the coronavirus outbreak, 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 students

3. Roles and responsibilities

3.1 Appointed person(s) for serious injury or illness (Major accidents/head injuries/fall from height/suspected broken bones/serious illness)

The schools Appointed Person is Mr. Tyreman, Health Protection Officer. He is responsible for:

- Taking charge when someone is seriously injured or becomes seriously ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Ensuring the school has enough qualified first aiders of appropriate levels
- Ensuring all corridors have first aid kits, and all rooms have a list of first aiders
- Ensuring the first aiders can access training scenarios yearly
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident using CPOMS.
- Liaising with parents and external professionals where appropriate.

3.2 Appointed person(s) for minor injury or illness (Minor trips/cuts/grazes/minor illness)

The school's appointed persons are Mrs. Gillett and Mrs. Bowden, our School Nurses. 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
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident using CPOMS.
- Communicating minor injuries and illnesses to parents as they occur.

3.3 How we manage our injuries and illness

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Performing the first aid they are qualified to deliver at either level 1 or level 2
- 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 and call for help when required
- Sending students home to recover, where necessary but only after consultation with Mrs. Gillett / Mrs. Bowden or Mr. Tyreman
- Recording the incident on CPOMS and following up with an email (minor injuries) or phone call (major injuries) as soon as possible after the injury.
- Ensuring a second opinion is asked for when it is a serious injury, a fall from height, suspected broken bone or a head injury
- Keeping their contact details up to date

Our school's appointed person and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school, including their level of first aid qualification.

3.2 The local authority and governing board

Hampshire County Council has ultimate responsibility for health and safety matters in the school, but delegate's 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.

3.4 The Headteacher

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

- Ensuring that Mr. Tyreman has an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that Mr. Tyreman has first aiders who 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 students
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the Headteacher or their manager of any specific health conditions or first aid needs
- Ensure they seek out an appropriate first aider. If none can be found the student should be escorted to reception who will call for support with first aid. If unable to move a first aider must be found.
- Ensuring that all serious injuries or head injuries are reported in a timely fashion and that the casualty is not moved until they have been seen by a level 2 first aider.

4. First aid procedures

4.1 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. This will be a level 1 or 2 first aider depending on the seriousness of the injury
- 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 and contact the office who will ring the bell and summon the schools medical team who will then assist with the casualty treatment
- If the schools medical team is summoned, they should take the Emergency Medical Bag and Defibrillator to the incident.
- If the mechanism of injury not clear or has not been witnessed, the schools CCTV system should be viewed to discover the causes of the injury.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- First aiders should be aware that some students will not verbally tell you about pain. Therefore, for serious injuries level 2 first aiders should conduct a damage check of the casualty.
- If the first aider judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. Mrs Gillet/Mrs Bowden t or Mr Tyreman will be consulted before students are sent home
- If emergency services are called, the office staff will contact parents immediately
- The first aider will complete an accident report on CPOMS on the same day or as soon as is reasonably practical after an incident resulting in an injury
- Staff should be aware that some students may not present pain verbally. On these occasions a second opinion will be needed

- For our early year's students, there will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.
- Head injuries should always be treated using the head injuries assessment poster. This will determine the level of first aider required to treat. All minor head injuries can be treated by normal first aiders and the school nurse would not need to be consulted. Communication with parents on all head injuries should be a phone call and logged on CPOMS, not an email. If the person is not sure the head injury is minor or major the school can be called for a second opinion.

4.2 Off-site procedures

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

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details
- Ensure that Level 2 first aiders are present for residential and trips that are based in rural settings.

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

5. 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
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- School Office
- Reception (at the desk)
- Science labs
- Design and technology classrooms
- School HE Department
- The school kitchens

- The Music Room
- The PE Office
- School vehicles

The school also has an emergency medical bag which has a major bleeds kit in it and also equipment for CPR. The Secondary and Primary both have these bags. All epileptic care plans / asthma care plans and other medical emergency needs care plans are also located in these bags in the front pouch.

Staff with medical conditions names are also recorded in the emergency bag and their medical notes are located in a single file in the school office.

Specialised kit such as Burn Gels and Eye Washes are located in Mr Tyreman's Office (Secondary) and Mr Strains Office (Primary) and in the medical room.

6. Record-keeping and reporting

6.1 First aid and accident recording online

- An accident report on CPOMS will be completed by the attending first aider 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 on CPOMS including highlighting on the diagram on CPOMS the injury location
- Records held on CPOMS 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 Heath Protection Officer 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 Health Protection Officer 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 scalding 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

6.3 Notifying parents

The First Aiders / School Nurse or Health Protection Officer will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable. This will be by email or phone call depending on the seriousness of the injury sustained

6.4 Reporting to other agencies

The School Nurse / Health Protection Officer will notify Ofsted of any serious accident, illness or injury to, or death of, a student 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 Home School Link Worker will also notify Children's Services of any serious accident or injury to, or the death of, a student while in the school's care.

Any accident during the use of school playground or sports equipment will be reported directly to HCC.

7. Training

All school staff are 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 this will be kept in a file in Mr. Tyreman's office with an online list also available.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, 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.

All staff who qualify for a first aid course will be level 1 or level 2. Level 1 is normally a day four hour course including primary surveys. A level 2 course is normally 2 days or 16 hours and includes secondary surveys. Level 1 first aiders can do first aid when it requires treatments of minor cuts, graze, bruises from slips, trips or falls. Level 2 first aiders can do first aid for more serious injuries such as fractures, dislocations, major bleeds, trauma impact injuries, head injuries and fall from heights.

Staff who are not eligible for first aid training can still develop their knowledge through the national college.

All first aid staff from time to time will be invited to extra first aid CPD through national college modules.

8. Monitoring arrangements

This policy will be reviewed by the Governing Body every 3 years.

At every review, the policy will be approved by the Headteacher and Full Governing Board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting students with medical conditions
- Asthma Policy
- Allergies Policy

Appendix 1: list of appointed persons(s) for first aid and trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Marie Gillett / Kelly Bowden	School Nurses	Via School Reception 01252 514194
Glenn Tyreman Level 2	Assistant Head teacher Health Protection Officer Outdoor First Aid	Via School Reception 01252 514194 07737804769
Julie Kendrick-Thomas Level 2	LSA Outdoor First Aid	Via School Reception 01252 514194
Beth Kendrick Level 1	Teacher Emergency First Aid	Via School Reception 01252 514194
Andy King Level 2	Assistant Headteacher Outdoor First Aid	Via School Reception 01252 514194
Filip Duda Level 2	Teacher Outdoor First Aid	Via School Reception 01252 514194

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Kerry Daubney Level 1	HTLA St Johns First Aid (Paediatric)	Via School Reception 01252 514194
Heidi Delaney Level 1	Asst Head Primary St.Johns First Aid	Via School Reception 01252 514194
Becky Cottrell	Teacher St.Johns First Aid (Paediatric)	Via School Reception 01252 514194
Ume Salama Level 1	Teacher St.Johns First Aid	Via School Reception 01252 514194
Charlotte Grenham Level 2	LSA ICT Outdoor First Aid	Via School Reception 01252 514194
Clare Cherrie Level 2	ICT OUTDOOR FIRST AID	Via School Reception 01252 514194
Tom Newman Level 2	ICT OUTDOOR FIRST AID	Via School Reception 01252 514194
Ellie German Level 1	Teacher St.Johns First Aid	Via School Reception 01252 514194
Michelle Hiseman Level 2	ICT OUTDOOR FIRST AID	Via School Reception 01252 514194
Natalie Williams Level 2	ICT OUTDOOR FIRST AID	Via School Reception 01252 514194
Gemma Hansell Level 1	LSA St.Johns First Aid (Paediatric)	Via School Reception 01252 514194
Mel O Connor Level 1	St Johns First Aid	Via School Reception 01252 514194
Cat Spence Level 1	HCC	Via School Reception 01252 514194
Sally Crow	HCC	Via School Reception 01252 514194
Rebekah Brumby Level 1	Asst Head St Johns First Aid	Via Cody Oaks Reception 01252 985425
Lee Broomfield Level 2	Teachers Outdoor First Aid	Via Cody Oaks Reception 01252 985425

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Mat Barclay Level 2	Teachers Outdoor First Aid	Via Cody Oaks Reception 01252 985425
Sam Moralee Level 1	Admin Officer St Johns First Aid	Via Cody Oaks Reception 01252 985425
Mark Richards Level 1	St.John's First Aid	Via Cody Oaks Reception 01252 985425
Matt Bagley Level 1	St.John's First Aid	Via Cody Oaks Reception 01252 985425
Julie Chambers Level 1	St.John's First Aid	Via Cody Oaks Reception 01252 985425
Jo Brown Level 1	St.John's First Aid	Via Cody Oaks Reception 01252 985425
Claire Robinson Level 1	St.John's First Aid	Via Cody Oaks Reception 01252 985425
Laura Barber Level 1	St.John's First Aid	Via Cody Oaks Reception 01252 985425