

Great Sankey Primary



First Aid Policy

Version	Date	Action
1	May 2019	New policy written and ratified by LGB
2	July 2020	Policy updated to consider COVID RA for Sept 2020
3	September 2021	Policy updated to reflect changes to first aid staff and training
4	September 2022	Policy updated to reflect First Aid staff appendices
5	November 2024	Policy updated to reflect reporting procedures using iAM Compliant and changes to trained first aiders and fire wardens.
6	September 2026	Policy updated to include the use of the online first aid platform, Medical Tracker, changes to the EYFS Framework around first aid



'Together We Learn and Grow'

First Aid Policy

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

This policy has due regard to:

- Health and Safety at Work etc. Act 1974
- Health and Safety (First-Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- School Premises (England) Regulations 2012
- Children and Families Act 2014 (where applicable to pupils with medical conditions)
- Education (Independent School Standards) Regulations 2014 (independent schools/academies only)
- Equality Act 2010

Roles and responsibilities

.1 Appointed person(s) and first aiders

The school has a number of appointed first aiders [see appendix 1]. 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

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
- Filling in an online accident report on the same day, or as soon as is reasonably practicable, after an incident using our online platform, Medical Tracker.
- Keeping their contact details up to date

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

.2 TCAT and Governing Body

TCAT 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.

.3 The Headteacher

The headteacher 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 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)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing online accident reports for all incidents they attend to where a first aider is not called
- Informing the headteacher or their line manager of any specific health conditions or first aid needs

First aid procedures

.4 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, 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 first aider or a member of SLT will contact parents immediately
- The first aider and/or member of SLT will complete an online accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

.5 Off-site procedures

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

- Access to a mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details
- Completed and reviewed Risk assessment

Risk assessments will be completed by the member of staff leading the school visit prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

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
- Cold compresses
- Burns dressings

No medication is kept in first aid kits. Medicine will be stored in the Medical room **[See Administering Medicine in School Policy and the TCAT Allergens Policy]**.

Record-keeping and reporting

.6 First aid and accident recording

- An online accident form using our platform Medical Tracker will be completed by the 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

- Any trends in accidents and zones will be analysed and carried out by the designated person on the First Aid Team or Headteacher. These will be shared with relevant staff for action
- First aid and accident records are recorded and stored electronically using Medical Tracker. Records will be retained in accordance with the Trust's records retention schedule and data protection legislation. The school will ensure that records remain accessible for the required retention period and are securely deleted when no longer required.

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2. Reporting to the HSE

The Headteacher will ensure that all reportable injuries, diseases and dangerous occurrences are recorded and reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Reportable incidents will be recorded on the Trust's health and safety management system, iAM Compliant and reported to the Health and Safety Executive (HSE) within the statutory timescales.

Reportable incidents include:

- Deaths
- Specified injuries to workers, including:
 - Fractures (other than fingers, thumbs and toes)
 - Amputations
 - Injuries likely to result in permanent loss or reduction of sight
 - Crush injuries to the head or torso causing damage to the brain or internal organs
 - Serious burns or scalds
 - Scalping requiring hospital treatment
 - Loss of consciousness caused by head injury or asphyxia
 - Injuries arising from work in an enclosed space leading to hypothermia, heat-induced illness, resuscitation or hospital admission for more than 24 hours
- Injuries resulting in an employee being unable to undertake their normal duties for more than seven consecutive days
- Occupational diseases as defined by RIDDOR
- Dangerous occurrences (specified near-miss events)

In relation to pupils and visitors, incidents will be reported where they arise out of or in connection with a work activity and meet the reporting criteria set out in RIDDOR 2013.

Further information is available on the HSE website: <https://www.hse.gov.uk/riddor/>.

3. Notifying parents

The first aider will inform parents of any accident or injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable via an automated email system on Medical Tracker. Any head or facial injuries or any injury where we would seek immediate parental observation, will be followed up with a phone call.

4. Reporting to Ofsted and child protection agencies

The Headteacher will ensure that Ofsted is notified of any serious accident, illness or injury to, or death of, a child while in the school's care, together with details of the action taken. Notification will be made as soon as reasonably practicable and, in any event, within 14 days, in accordance with the EYFS Statutory Framework.

The Headteacher will also ensure that the appropriate safeguarding agencies, including the Multi-Agency Safeguarding Hub (MASH), are notified where required and that any advice provided by those agencies is acted upon.

Training

The school will ensure that an appropriate number of staff are trained in first aid to meet the needs of pupils and staff.

All designated first aiders must hold a current and recognised first aid qualification. The school will maintain a record of all trained first aiders, the qualifications they hold and the dates on which renewal training is due.

Staff will be supported to renew their qualifications before they expire.

The school will ensure that at least one person with a current Paediatric First Aid (PFA) certificate is available at all times when EYFS children are present, including during off-site visits. Paediatric First Aid qualifications will be renewed in accordance with the requirements of the EYFS Statutory Framework, normally every three years.

The Headteacher will review first aid training provision annually to ensure sufficient numbers of trained staff are available to meet the needs of pupils, educational visits and extracurricular activities.

Links with other policies

This first aid policy is linked to the

- Health & Safety Policy
- Safeguarding and Child Protection Policy and Procedures
- Asthma Policy
- Equality Policy
- Inclusion Policy
- Accessibility Policy

Monitoring arrangements

This policy will be reviewed every year. It will be approved by the Headteacher, Governors and Board of Trustees.

Appendix 1 List of Trained First Aiders 2026-27

First Aid Team

Mrs Stacie Rowlands (Lead)

Mrs Nia Williams

Mrs Michelle Gibson

Mrs Angela McVey

Mrs Paula Wilks

Mrs Abi Williams

Mrs Emma Hall (Link club)

Mrs Lynne Czartowski (midday)

Mrs Vicky Addison (Midday)

Mrs Gemma Southern

Mr Leon Collins

















