



First Aid

Any member of school or college staff may be asked to undertake first aid tasks, but they cannot be required to do so. Teachers and other staff working with pupils and students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students and students in education in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

All state-funded schools in England have, since September 2020, been required to teach Health Education. The [statutory guidance](#), to which schools must have regard, sets out that this should include basic first aid for primary school children, for example dealing with common injuries. Students in secondary schools should be taught further first aid, for example how to administer CPR and the purpose of defibrillators.

Legislation this guidance refers to:

- Health and Safety (First Aid) Regulations 1981
- Health and Safety at Work etc. Act 1974 and associated regulations
- School Premises (England) Regulations 2012
- Education (Independent School Standards) Regulations 2014

Aims and Objectives

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

Recording and Reporting

It is strongly recommended that schools and colleges keep a record of all incidents involving staff, students and visitors, which require first aid staff to be in attendance. This will help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments. All such incidents are recorded on Arbor.

The record should be readily accessible, and details recorded should include:

- date, time and place of incident
- name of injured or ill person
- details of the injury or illness



- details of what first aid was given
- what happened immediately after the incident (for example, went home, went back to class, went to hospital)
- name and signature of first aider or person dealing with the incident

This record is not the same as the statutory accident book although schools and colleges can choose to combine them. HSE publishes an [accident book \(BL510\)](#) that employers may purchase and use to record all incidents including those required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). All [reportable incidents](#) should be notified by a specified responsible person. The school uses the Arbor recording system in place of a physical accident book

In addition to any statutory reporting requirements schools should keep a written record of accidents or injuries and first aid treatment. Schools should inform parents or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given.

Reporting to the HSE

Schools have specific statutory responsibilities in respect of recording and reporting incidents involving their employees under RIDDOR.

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 School Business Manager (staff) or the Deputy Headteacher (students) 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 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

Information on how to make a RIDDOR report is available here: <http://www.hse.gov.uk/riddor/report.htm>

The Headteacher should consider whether the incident was caused by:

- a failure in the way a work activity was organised (for example inadequate supervision of a field trip)
- the way equipment or substances were used (for example lifts, machinery, experiments)
- the condition of the premises (for example poorly maintained or slippery floors)

Early Years

Early years education providers, including schools, must meet the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS). This includes arrangements for off-site activities involving young children such as educational visits.

The [EYFS](#) requires that at least one person who has a current paediatric first aid (PFA) certificate should be on the premises and available at all times when children are present and should accompany children on outings. The certificate must be for a full course consistent with the criteria set out in annex A in the EYFS.

All staff who obtained a level 2 or level 3 qualification on or after 30 June 2016 must also have either a full PFA or an emergency PFA certificate within 3 months of starting work in order to be included in the required staff to child ratios at level 2 or level 3 in an early years setting.

Paediatric first aid training must be renewed every 3 years and should be relevant for workers caring for young children and where relevant, babies. Employers should take into account, via their first aid needs assessment, the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

First Aid 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 student 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 school will contact parents immediately
- The relevant member of staff will complete an incident report on Arbor on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off Site Procedures

Before undertaking any off-site activities or educational visits, the visit leader should assess what level of first aid provision is needed and identify any additional items that may be necessary for specialised activities. The [Outdoor Education Advisers' Panel \(OEAP\)](#) provides advice on outdoor learning and off-site visits, including the assessment of first aid requirements.

HSE recommends that the minimum travelling first aid kit should be:

- a leaflet giving general advice on first aid – [HSE information is available](#)
- 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
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The Road Vehicles (Construction and Use) Regulations 1986 (for minibuses) and/or the Public Service Vehicles (Conditions of Fitness, Equipment, Use and Certification) Regulations 1981 (for larger vehicles) advise that a suitable, clearly marked first aid box should be readily available and in good condition. [Further information, including advice on what the kit should contain, is available.](#)

The following items must be kept in the first aid box:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15.0 cm x 20.0 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustles blunt-ended scissors



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.

First aid kits are stored in every classroom, the school office and some staff offices.

It is the responsibility of class staff to ensure their first aid kit is fully stocked at all times. If any items are used, class staff will log the need for replacements on the Every system and select 'first aid' as the category. Replacement items will be delivered within 2 working days.

Role of the Governing Body

Liverpool City 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 has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

Role of 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



Role of the Deputy Headteacher

The Deputy Headteacher 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 Deputy Headteacher will also notify relevant local child protection agencies of any serious accident or injury to, or the death of, a student while in the school's care.

Role of School Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they take personal responsibility for their own safety through dynamic risk assessment and reactive post-incident or post-accident follow-up with the Headteacher or their line manager
- Ensuring they know who the first aiders in school are
- Completing an Arbor report for all incidents they attend to where a first aider is called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

Training for School Personnel

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.

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.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website



- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Further Help

[Resources provided by HSE](#)

[School and college safety advice provided by Royal Society for the Prevention of Accidents \(RoSPA\)](#)

[A teaching guide developed by the British Red Cross](#)

[St John Ambulance first aid advice including guidance on how to deal with various illnesses such as allergic reactions](#)

[Resuscitation Council UK information on CPR in schools](#)

[HSE advice on first aid requirements for swimming pools](#)

Outdoor Education Advisers' Panel (OEAP) guidance for outdoor learning and off-site visits, including about [first aid provision](#), and [medication](#)