



FIRST AID POLICY

Holy Trinity CE Primary School

OUR TRUST PRAYER

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning,
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen

First Aid Policy

Policy Statement

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors to this school through the provision of first aid equipment and trained personnel in accordance to the requirements of the Health and Safety (First Aid) Regulations 1981.

At our school, the first aid appointed lead is Mr S. Jones.

The Aims of the Policy

The aim of providing first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. The aim of this policy is to ensure that:

- We are compliant with all relevant legislation
- a person is appointed to take charge of first aid arrangements
- staff nominated as first aiders receive up-to-date training by a suitably recognised organisation
- suitably stocked and marked first aid containers are available at all appropriate locations throughout the school
- all members of staff are fully informed with regard to the first aid arrangements
- all staff are aware of hygiene and infection control procedures
- written records are maintained of any accidents, injuries, diseases or dangerous occurrences. Reports are undertaken as required under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Compliance Education, school's Competent Person, will be involved with all RIDDOR reports/investigations
- first aid arrangements are regularly reviewed and assessed to maintain adequate first aid provision

Procedure

First aid provision will be available at all times while people are on the school premises and also off the premises while on school visits.

Risk Assessment

In accordance with the school's Health and Safety Policy, the annual risk assessment of all school buildings and facilities will pay particular attention to:

- Practical activities
- The use of machinery
- Storage of hazardous substances
- The use of equipment for sports and physical education

From this assessment a judgment will be made as to how many trained first aiders are required to provide an effective and safe response to accidents and injuries.

A judgment will also be made as to how many fixed and portable first aid containers should be available and where they are to be located.

Specific consideration will be given to staff or students who have special health needs or disabilities.

In determining the level of provision, the headteacher will consider:

- the provision during lunch times and breaks
- the adequacy of the provision to account for staff absences
- the provision of first aid for off-site activities and school trips
- the provision for practical lessons and activities, e.g. science, pond dipping, forest school and physical education.

Qualification and Training

Whilst the Health and Safety (First Aid) Regulations 1981 does not require employers to provide first aid for anyone other than their own employees, we as a school will consider the need to provide first aid provision for our non-employees such as pupils, students and visitors by conducting a First Aid Assessment.

Our first aid provision will be available whilst people are on our school premises. It will also be available when staff, pupils and students are working elsewhere on school activities including any off-site activity such as educational visits.

All school first aiders hold a certificate of competence that is valid for three years.

Refresher training and retesting of competence will be arranged at least three months before certificates expire.

The school will consider interim refresher training to maintain first aiders' basic skills and keep them up to date with changes, where necessary, e.g. adrenaline pen, CPR and defibrillator training.

Schools are encouraged to identify a senior mental health lead. This role should include having strategic oversight of the whole school or college approach to mental health and wellbeing. They will support their school or college to make the best use of existing resources and effort to help improve the wellbeing and mental health of pupils, students and staff.

https://assets.publishing.service.gov.uk/media/625ee6148fa8f54a8bb65ba9/Mental_health_and_behaviour_in_schools.pdf

Early Years Foundation Stage (EYFS)

At least one person who has a current Paediatric First Aid Certificate will be on school premises and available at all times when children are present and will accompany children on outings.

All newly qualified staff with Level 2 or 3 childcare qualification (on or after 30th June 2016) must also have either a full Paediatric First Aid or an Emergency Paediatric

First Aid certificate within three months of starting work in order to be included in the required staff to child ratios.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1170108/EYFS_framework_from_September_2023.pdf

First Aid Materials, Equipment and Facilities

First Aid container will be available and be easily accessible.

As a minimum there will be at least one fully stocked first aid container. Additional first aid containers will be strategically located around the school close to hand washing facilities and close to distant sports fields and playgrounds.

Our main first aid container contains the following items:

- a leaflet giving general advice on first aid – [HSE information is available](#)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings.
- 2 large sterile individually wrapped unmedicated wound dressings.
- 3 pairs of disposable gloves

Portable first aid containers will be available for all school trips and for sporting and other activities that take place over 200 metres from school buildings.

Our travelling first aid container contains the following items:

- 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

Schools are encouraged to purchase an automated external defibrillator (AED) as part of its first aid equipment. Our school defibrillators (AED) are located in the Junior and Infant corridors.

Where it is known that staff or students engaged in and out of school activity have specific health needs or a disability, the contents of the first aid container will include the resources to meet these specific needs, e.g. a supply of insulin or an adrenaline-pen.

As a school we provide non-teaching rooms/areas that can be used for medical examinations and treatment of pupils, for short term care of sick or injured pupils and a providing a private area in which our pupils with complex needs can go. The room/area has a wash basin and is close to a toilet.

Information and Notices

First aid notices giving the location of first aid containers and the names of members of staff who are certificated first aiders will be prominently displayed in all classrooms and corridors.

The EYFS Framework requires a list of staff first aiders to be displayed or staff Paediatric certificates displayed and made available to parents.

The school will make every effort to ensure that first aid notices are clear and easily understood by all.

Information on the school's first aid provision will be included in the staff handbook.

Information on the school's first aid provision will be provided in the induction pack given to new and temporary staff.

Hygiene and Infection Control

All staff will:

- follow basic hygiene procedures
- be aware as to how to take precautions to avoid infections, e.g. HIV and AIDS.

All staff will have access to single use disposable gloves and hand washing facilities.

The school will ensure adequate and appropriate stock levels of PPE is provided for all staff:

- Gloves – Are to be worn to protect your hands
- Face Masks/Coverings – Are worn to protect/prevent the spread of a respiratory virus when close contact with another person cannot be avoided.
- Eye Protection or Shields – Are worn when there is a risk of bodily fluids splashing up into your face.
- Aprons – Are worn to protect your clothing from becoming soiled.

Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

Instructions on the disposal of all used dressings or equipment will be included in the first aid containers

Recording Accidents and Injuries

All accidents and injuries will be recorded in a written or electronic form and such records will be kept for a minimum of three years.

In some cases, a record may be kept longer, if the injury is deemed significant enough to imply the injury may cause the student problems in the future as a student has up until their 21st birthday to make a claim.

The record of any first aid treatment given by first aiders and other appointed persons will include:

- the date, time and place of the incident
- the name and class of the injured or ill person
- details of the injury or illness and what first aid was given
- what happened to the student or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital)
- the name and signature of the first aider or person dealing with the incident.

Serious or significant incidents will be reported to parents by direct contact with the parent or carer.

In an emergency involving outside medical professionals or services the Headteacher or the appointed person will follow the school's established procedures for contacting a parent or carer.

Reporting Accidents to the HSE

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:

<http://www.hse.gov.uk/pubns/edis1.pdf>

Accident - Employees

- accidents resulting in death or major injury (including those that result from physical violence)
- accidents that prevent the injured person from doing their normal work for more than seven days
- work-related disease that affects an employee and that a doctor confirms in writing.
- Fractures, other than to fingers, thumbs and toes
- Amputation
- 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 cover more than 10% of the body or cause 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.

Accident - Students and Visitors

- The death of the person which arose out of or in connection with a work activity
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to the hospital for treatment.

The responsible person at the school will consider whether the incident 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)

Submitting a Report and Accident Investigation

Any incident subject to RIDDOR, will be reported to HSE’s Incident Contact Centre without delay. Compliance Education is responsible for reporting all incidents subject to RIDDOR.

All incidents will receive an appropriate level of investigation by staff who have attended accident reporting and investigation training. An accident investigation is performed in order to prevent similar accidents in the future. Compliance Education will be an integral part of any investigation in its capacity as Competent Person.

Additional advice and guidance regarding what is reportable under RIDDOR, along with support in investigating serious incidents is available from Compliance Education.

Review Schedule

Policy Author	Trust Corporate Services Director (TCSD)
Policy Approver	Audit and Risk Committee + LGB
Current Policy Version	1.2
Policy Effective From	December 2025
Policy Review Date	By 31 December 2026

Revision Schedule

Version	Revisions	By whom
1.0	Original document produced	TCSD and Compliance Education
1.1	Significant updates to Qualifications and Training, Early Years and First Aid Materials. Addition of Compliance Education role as Competent Person in relation to accident reporting.	Operations Lead and Compliance Education
1.2	Personalised to reflect the needs of Holy Trinity CE Primary School.	S. Jones
	No changes	COO and Compliance Education

