

First Aid Policy



Written by	Harriet Carter	August 2025
Reviewed on		August 2026

Statement of Intent and Aims

Earley Springs School is committed to ensuring the health, safety, and wellbeing of all pupils, staff, and visitors. We aim to provide effective first aid provision at all times to deal with accidents and incidents in a prompt and professional manner. This policy ensures that first aid arrangements are clear, consistent, and in line with statutory requirements.

The aims of this policy are to ensure that:

- The health and safety of all staff, pupils, and visitors is prioritised.
- Staff are fully aware of their responsibilities with regard to first aid.
- There is a clear framework for responding to incidents, recording outcomes, and reporting as required.

Legislation and Guidance

This policy is based on the Department for Education's guidance on first aid in schools, health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981.
- The Management of Health and Safety at Work Regulations 1992 and 1999.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- The Social Security (Claims and Payments) Regulations 1979.
- The Education (Independent School Standards) Regulations 2014.

The policy also complies with our school's Health and Safety Policy, Medicines Policy, and Risk Management Policy.

Roles and Responsibilities

The Headteacher has overall responsibility for the implementation of this policy, including ensuring that an appropriate number of trained first aiders are present on site at all times. They are also responsible for ensuring that first aiders' training remains up to date and that all staff are aware of first aid procedures and their responsibilities.

Appointed persons and qualified first aiders take charge when someone is injured or becomes ill, ensure that first aid kits are maintained and accessible, and contact the emergency services when required. First aiders will assess injuries, administer immediate treatment, and complete accident reports on the same day where possible.

All staff must familiarise themselves with first aid procedures, know who the first aiders are,

and report all accidents or incidents promptly. Pupils are expected to behave safely, follow staff instructions, and report any accidents or injuries immediately. Visitors and contractors must comply with the school's health and safety procedures, including signing in on arrival and reporting incidents.

First Aid Procedures

In the event of an accident or injury in school, the nearest member of staff will assess the situation and, if necessary, call for a qualified first aider. The first aider will provide immediate care, determine whether the injured person can remain in school or needs to go home, and arrange for emergency services if required. Parents will be contacted as soon as possible if a pupil is injured.

All accidents and first aid interventions must be recorded in the school's accident log, and any serious incidents will be reported to the Headteacher and, if necessary, to the Health and Safety Executive (HSE) under RIDDOR.

When taking pupils off-site for educational visits, staff will carry a first aid kit, a school mobile phone, and essential pupil medical information. At least one trained first aider will accompany each school trip.

First Aid Equipment

Earley Springs School maintains fully stocked first aid kits across the site, including in key learning areas and near outdoor spaces. Kits typically contain bandages, plasters, antiseptic wipes, safety pins, disposable gloves, eye pads, and other essential first aid items. First aid kits are checked and replenished regularly by the designated first aider. No medication is kept in first aid kits; all medicines are stored and managed in line with the Medicines Policy.

Reporting to HSE, Ofsted, and Parents

The Headteacher will ensure all accidents, injuries are reported to the nominated Trust Health and Safety Lead through use of the Accident Incident on-line reporting form. The Health and Safety Lead will define if an incident is RIDDOR reportable and take appropriate action 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 Health and Safety Lead will report these to the Health and Safety Executive as soon as is reasonably practicable.

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>

Notifying parents

A member of staff 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.

Reporting to Ofsted and child protection agencies

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

Training

All first aiders at Earley Springs complete a recognised first aid training course, with certificates valid for three years. Training is refreshed before expiry to ensure continuous coverage. The school maintains a register of all first aiders, their training status, and renewal dates. Staff are

encouraged to undertake first aid training to enhance the school's provision.

Links with Other Policies

This First Aid Policy should be read alongside the following school policies:

- Health and Safety Policy
- Medicines and Managing Medical Needs Policy
- Risk Management and Educational Visits Policy

Appendix 1: List of First Aiders

A full list of trained first aiders, along with their locations and contact details, is displayed prominently around the school and kept in the school office. This list is updated whenever staff changes occur.

Emily Jenkins - Office administrator

Sue Carter - Teaching Assistant

Harriet Carter - Headteacher