

First Aid Policy



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| 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, 1

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. Wristbands are used for children that have experienced a head bump. These can be found in the first aid kits. Staff members will ensure that a wristband is securely fastened to pupils wrist and have the date, time and a summary of the injury. This does not negate the need for completion of an accident form.

All accidents and first aid interventions must be recorded using Accident Report Form. These can be found in the school office. These will be stored electronically and/or logged on Bromcom. 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
- Supporting Pupils with 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

Core principle

All accidents and incidents are treated promptly, compassionately and with a view to preventing recurrence. Medical care and safeguarding come first; accurate recording and timely external reporting (where required) follows.

Quick summary flow

Ensure safety → First aid / call 999 if needed → Inform parent/carer → Record in accident book / Bromcom → Escalate to Headteacher / H&S lead → Decide RIDDOR/Ofsted/LA/insurer reporting → Investigate & act → File & review.

Roles & responsibilities

First aider / Staff at scene: Provide first aid, call ambulance if required, preserve scene, collect witness names and a contemporaneous note.

Staff who witnessed / found incident: Provide statement to investigating lead; secure relevant equipment.

Class teacher / supervising staff: Contact parent/carer immediately (same day) and record time and method.

Headteacher (Harriet Carter) / DSL: Overall decision-maker for escalation (RIDDOR, Ofsted, LA, insurers), signs off formal reports, leads internal investigation.

Health & Safety Lead (Jamie Chapman): Completes RIDDOR submission if required, logs HSE reference, maintains central accident log, leads corrective actions.

Office / Admin: Files paperwork (paper + electronic), logs communications and stores evidence (photos, witness statements).

Decision checks & timelines (legal essentials)

- RIDDOR (HSE): Report without delay for death, specified injuries; report within 15 days for staff absences over seven days. Use HSE guidance and the online form.
- Ofsted: Notify Ofsted of any serious childcare incident within 14 days (or sooner where appropriate).
- DfE / LA: Follow DfE health & safety advice for schools about emergency procedures and reporting responsibilities.

Key thresholds (for laminated card):

- Death → call 999 & notify HSE / Ofsted immediately.
- Specified major injuries (amputation, fractures except fingers/toes/thumb, loss of consciousness, etc.) → report HSE without delay.

- Non-employee (pupil/visitor) requiring hospital treatment → report to HSE.
- Staff off work > 7 consecutive days → report to HSE within 15 days.

Reporting & communication templates

Parent / Carer (same day):

Dear [Parent name],

Today at [time] [child name] sustained [brief description] while at Earley Springs. Our first aider [name] treated them and [we / we did not] call an ambulance. We have recorded the incident in our accident log and will monitor them closely. Please call me on [number] if you have questions.

Internal escalation email (to Headteacher / H&S lead):

Subject: Incident — [name] — [date/time]

Brief facts: [one-line summary]. First aid: [details]. Parent contacted at [time]. Witnesses: [names]. Ambulance: [yes/no]. Please advise if RIDDOR should be reported immediately.

Investigation & corrective actions

Timescale: investigation started within 24 hours; written report within 5 working days.

Collect: witness statements, photos, equipment logs, CCTV (if relevant), maintenance records.

Root-cause check: supervision, resources/equipment, environment, training.

Actions: immediate control (remove equipment), short-term (repairs, staff briefing), long-term (policy update, training). Assign owner & deadline.

Share learning: staff briefing within 10 working days; add to training log.

Recording & retention

Use the Accident Report Form (paper + electronic). Log each incident in:

/Health-and-Safety/Accidents/YYYY/.

Retain pupil records for at least 3 years; staff records per HR/insurer guidance.

Integration with your systems

Log incident summary to Bromcom for safeguarding incidents and attach full accident form in secure drive.

Notify insurers/LA within 24–48 hours for incidents that may lead to claims.

H&S lead submits RIDDOR / Ofsted and stores confirmation reference numbers.

Earley Springs — Accident Report Form

Use this form to record all accidents and incidents. Complete the form as soon as possible and upload an electronic copy to /Health-and-Safety/Accidents/YYYY/. Keep a paper copy in the First Aid folder.

Section A — Basic details

| | |
|---|--|
| Name of injured person: | |
| Pupil / Staff / Visitor: | |
| Date of birth / Age: | |
| Class / Year / Job role: | |
| Date of incident: | |
| Time of incident: | |
| Exact location (e.g. playground / classroom / off-site): | |

Section B — Incident description

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|---|--|
| Brief factual description of what happened (who, what, how): | |
| Activity at time of incident (e.g. PE, break, lesson, trip): | |
| Witnesses (names & contact details): | |
| Weather / lighting / environmental factors (if relevant): | |

Section C — Injury & treatment

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|---|--|
| Nature of injury (e.g. graze, laceration, fracture, head injury): | |
| Body part(s) injured: | |
| First aider name: | |
| Treatment given (describe): | |
| Ambulance called? (Y/N) — If yes, time & hospital: | |
| Hospital treatment required? (Y/N) — If yes, hospital & treatment details: | |

Section D — Notification & immediate actions

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| Parent/carers informed (Y/N) — name & time contacted: | |
| Headteacher / DSL / H&S lead informed (name & time): | |
| Was scene preserved for investigation? (Y/N): | |
| Photos taken? (Y/N) — photo file reference or location: | |

Section E — RIDDOR / External reporting (H&S lead to complete)

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| Is this RIDDOR reportable? (Y/N/Unsure) — reason: | |
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|--|--|
| If RIDDOR: date/time reported & HSE reference: | |
| Ofsted notified? (Y/N) — date/time & reference (if required): | |
| LA / Insurer notified? (Y/N) — details & reference: | |

Section F — Investigation & follow up

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| Investigator name & date of investigation: | |
| Summary of findings (root causes / contributing factors): | |
| Immediate corrective actions taken: | |
| Longer-term actions (repairs / training / policy changes): | |
| Person responsible & review date: | |

Section G — Signatures

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| Person completing form (print name): | |
| Signature: | |
| Date: | |
| Headteacher / H&S lead (review signature): | |

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|--------------|--|
| Date: | |
|--------------|--|