

COURT LANE INFANT & JUNIOR ACADEMIES



First Aid Policy 2025-27

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Responsible Person	Academy Operations Officers
Responsible Committee	LGB
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1. *Aims*

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors (including contractors)
- 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

2. *Legislation and guidance*

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and other relevant health and safety legislation including but not limited to:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records

3. *Roles and responsibilities*

3.1 Responsible Manager

Responsibility for first aid at the Court Lane Academies is held by the Head Teacher who is the Responsible Manager.

The Responsible Manager will ensure that:

- a First Aid Needs Risk Assessment is completed on an annual basis or more frequently if there is a significant change in medical needs or personnel
- the appropriate numbers of appointed persons (First Aid in the workplace trained staff, basic first aid trained staff, emergency first aiders and paediatric first aid trained staff) are nominated and in place
- first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- all staff are aware of first aid procedures

- appropriate risk assessments are completed and appropriate measures are put in place
- adequate space is available for catering for the medical needs of pupils
- specified incidents are reported to the HSE when necessary (see section 6)

3.2 Appointed persons

Where the First Aid needs assessment identified that qualified first aid staff are not necessary due to the nature/level of risk, the minimum legal requirement is to appoint a person (the appointed person) to be on site at all times during the working day.

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 accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's appointed persons and first aiders are listed in the school's bring up diary. A copy of the list of first aid trained staff is available from the school offices.

3.3 The Local Governing Board

The board of trustees of the University of Chichester Multi Academy Trust has ultimate responsibility for health and safety matters in the school but oversight is delegated to the Local Governing Board. Operational matters and day-to-day tasks relating to first aid and health and safety are the responsibility of the Headteacher and staff members.

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 accident reports for all incidents they attend where a first aider/appointed person is not called
- Informing the Head Teacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 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. At lunch and break times, minor cuts and grazes will be 'triaged' in the playground. Any injuries to the face, head or neck must be treated by the first aider in the school office parents/carers notified of any serious injury
- 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. Any decisions to move the injured person will be slowly and clearly communicated to the injured person.
- 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, a member of staff will contact the parents immediately.
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. All injuries that result in a child going home must be recorded on an accident reporting form and logged on Safelab.

The first aider is to always call an ambulance in the following situations:

- In the event of a serious injury
- In the event of a significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of a pupil presenting as ill:

- The closest member of staff present will assess the seriousness of the illness and seek assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider will assess the pupil and decide if the pupil needs to go home, if they can stay in school or if they can stay in school if provided with pain relief e.g. paracetamol. If medication is required, parents/carers will be called and asked to provide medication if this has not already been provided to the school as part of a medical condition.
- The first aider or office staff will call the parents/carers to inform them of what is happening.

Cuts

All open cuts should be covered after they have been treated with an antiseptic wipe. Children must always be asked if they are allergic to plasters BEFORE one is applied. A list of children with allergies is displayed in the first aid room. Children who are allergic to plasters will be given an alternative dressing.

Minor cuts triaged in the playground or in class will be recorded in the playground first aid books.

More serious cuts will be dealt with by the first aider in the first aid room and will be recorded in the accident record book along with the treatment applied. The first aider will decide whether the cut should be reported to parents/carers based on the severity.

Bumped Heads

Any bump to the head should be treated as potentially serious. All bumped heads will be treated with a cold compress and the child will be provided with a sticker or note to inform parents of the incident. The child's teacher should be informed and keep a close eye on the progress of the child. A bumped head will be recorded in the accident book in the first aid room.

Parents will be called where there is any sign of a graze, abrasion, bruising or lump and may be asked to come and collect the child.

Embedded Objects

If there is an embedded object, other than small amounts of gravel or minor splinters, the first aider should not make any attempt to remove the object. The wound should be cleaned as much as possible and the parent/carers called.

Pupils with medical conditions

First aiders need to be informed if a pupil with a medical condition is likely to need special emergency treatment. This will be detailed in their Individual Healthcare Plan (IHP) and specialist training may need to be provided by school nursing or other NHS teams. Copies of

the IHP should be provided to any medical practitioner who provides medical treatment to such pupils.

Further details can be found in our Supporting pupils with medical conditions policy

Hygiene and Infection control

First aiders must follow their training and maintain good standards of infection control. PPE is provided and should be worn when dealing with bodily fluids. Items used should be disposed of in the medical waste bin.

4.2 Off-site procedures

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

- A mobile phone with the school contact number
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details (to be kept securely by the visit leader at all times)

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off school premises. These must also be shared with the Educational Visits Coordinators; Mr S Robson (Court Lane Infants) and Miss E Kelly (Court Lane Juniors).

For Court Lane Infant Academy: There will always be at least one first aider with a current full paediatric first aid certificate on Year R school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

For Court Lane Junior Academy: There will always be at least one first aider on school trips and visits.

5. 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.

Lunchtime supervisors also have small first aid kits that comprise of sterile wipes and plasters. These should be used to clean minor grazes.

First aid kits are stored in:

Court Lane Infants	Court Lane Juniors
The Medical Room	The Medical Room
Year R Corridor (2 kits)	Medical chair station on long corridor
Music Room	Year Leaders classrooms (basic kit)
Site Manager's Office	DT Room
Staff Room	Staff Room
	Boiler Room

6. Record-keeping and reporting

6.1 First aid and accident record book

- Minor cuts and grazes treated in the playground are to be noted in the notebook in the portable first aid kit. The name and class of the child and treatment applied should be noted at the time treatment is given.
- For more major injuries (e.g. deep cuts, sprains, breakages) and serious injury to the face, head or neck must be recorded on an accident form by the first aider. An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury – these are available from the main office at each school. The First Aider will also be responsible for ensuring the parents are notified.
- When a serious accident or injury occurs resulting in a child needing to go home, an accident investigation report will need to be completed by a trained accident investigator. If such an incident arises, the first aider will contact the Academy Operations Officer who will instigate the process and record the incident and the outcomes of their investigation on Safelab.
- Records held in the first aid and accident book will be retained by the school for a minimum of 25 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.2 Reporting to the HSE

Serious accidents or injuries must be fully investigated. The Head Teacher is responsible for initiating any accident investigations, although these will most likely be carried out by the Academy Operations Officer on the Head Teacher's behalf.

Once the accident investigation has been concluded, it may be considered that the accident resulted in a reportable injury disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation

The Academy Operations Officer is responsible for reporting these incidents to the HSE 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 for treatment
- 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)

<http://www.hse.gov.uk/riddor/report.htm>

RIDDOR reports for incidents relating to pupils need to be submitted to the HSE when the accident investigation concludes that the injury is the result of:

- Failure in the way a work activity was organised e.g. lack of supervision of the child
- Failure or fault in the facilities or equipment being used by the child at the time
- Incorrect use of school related equipment or substances

6.3 Notifying parents

Very minor injuries are not reported to parents but are recorded in the accident books.

Injuries to the head, face or neck must be reported to a parent e.g. bumped head letter, accident slip.

The First Aider is responsible for instructing a member of staff to inform the 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.

6.4 Reporting to Ofsted and child protection agencies

The Head Teacher 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 Head Teacher will also notify The University of Chichester Academy Trust, the Portsmouth LADO, The Virtual School and the Children's Safeguarding Partnership of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

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 within the health and safety bring up diary.

8. Monitoring arrangements

This policy will be reviewed by the Academy Operations Officer every two years.

At every review, the policy will be approved by the Local governing board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions

