



## Pirton Hill Primary School

### First Aid Policy

Originated by: SBM  
Ratified by Governors: March 2026  
Review date: Spring 2027

#### 1. Overarching Values

**Expect:**

*We all **expect** to work hard, and meet our own high expectations, in a safe environment with access to high quality resources and opportunities that broaden our horizons.*

**Believe:**

*We all **believe** in ourselves, and each other, and know that everyone has something special to contribute.*

**Achieve:**

*We all have the opportunity to **achieve**, and fulfil our potential, regardless of our backgrounds.*

**Enjoy:**

*We all strive to develop passionate and determined life-long learners who **enjoy** learning, understand how to progress and take pleasure in succeeding.*

#### 2. Legislation and Guidance

2.1 This policy is based on the following legislation and guidance:

- Statutory framework for the Early Years Foundation Stage, advice from the Department for Education (DfE) on first aid and health and safety in schools;
- The Health and Safety (First-Aid) Regulations 1981 (forms parts of the Health and Safety at Work Act 1974), states 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 1992, which require employers to make an assessment of the risks to the health and safety of their employees;
- 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;

- The Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records;
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils;
- The Road Vehicles (Construction and Use) Regulations 1966 (for minibuses) advise that a suitable, clearly marked first aid container should be readily available and in good condition.

2.2 These regulations place requirements on employers for the provision of First Aid in respect of their own employees if they are injured or taken ill while they are at work. While there is no legal requirement for an employer to provide first aid for anyone other than their own employees, it is strongly recommended that all schools consider the needs of non-employees.

2.3 This policy has been drawn up based on the first aid needs assessment, which considers employees, pupils, visitors, contractors and general members of the public.

2.4 In schools with Early Years Foundation Stage (EYFS) provision, at least one person who has a current Paediatric First Aid (PFA) certificate must be on the premises at all times when children are present, and must accompany children on outings.

2.5 Beyond this, in all settings, employers must have a sufficient number of suitably trained first aiders to care for employees in case they are injured or become unwell at work. The number of trained first aiders is determined by an assessment of our first aid needs which will take into account:

- The number of employees and the nature of their work;
- The number and age range of our pupils.;
- The specific needs or disabilities of pupils and employees;
- The size of our school and whether it is on split sites and/or levels;
- Our school's location and layout;
- Any specific hazards or risks on site.

2.6 First aid needs should be reviewed after major changes such as to staff, premises or activities to ensure it remains appropriate, or otherwise, routinely as part of the normal review of safety arrangements.

### **3. Roles and Responsibilities**

#### **3.1 The Local Authority and Governing Body**

3.1.1 The Local Authority (Luton Borough 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.

3.1.2 The Governing Body of is responsible for ensuring that there are adequate and appropriate first-aid arrangements in place and that the First Aid policies are up-to-date and comply with statutory requirements.

## 3.2 The Headteacher

3.2.1 The Governing Body delegates operational matters and day-to-day tasks to the Headteacher and delegated staff members. The Headteacher, in conjunction with the School Business Manager, is responsible for the implementation of this policy, including:

- Making sure that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times;
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role;
- Making sure all staff are aware of first aid procedures;
- Making sure appropriate risk assessments are completed and appropriate measures are put in place;
- Making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place;
- Making sure that adequate space is available for catering to the medical needs of pupils;
- Make sure that specified incidents are reported to the LA Corporate Health & Safety Team via the online system Assessnet, when necessary.

## 3.3 Staff

School staff are responsible for making sure they:

- Read, understand and follow this policy;
- Follow first aid procedures outlined in Appendix 1;
- Know who the appointed person(s) and/or first aiders in school are;
- Complete records for all incidents they attend to where a first aider/appointed person is not called;
- Inform the Headteacher or their line manager of their specific health conditions or first aid needs.

## 3.4 Appointed Persons

3.4.1 Appointed persons take charge of first aid arrangements and should be available to undertake these duties when people are at work. This includes looking after the equipment, facilities and calling the emergency services.

3.4.2 The 'appointed person' doesn't need to be a qualified first aider, but it's good practice for them to have undertaken emergency first aid training.

3.4.3 At Pirton Hill Primary School, the appointed person is the Welfare and Administrative Assistant. The appointed person has the following first aid qualifications:

- Emergency Paediatric First Aid – expiry date 06/03/2027
- Paediatric First Aid (12 hours) – expiry date 01/09/2028

3.4.4 At Pirton Hill Primary School the appointed person (Welfare and Administrative Assistant) is responsible for:

- Ensuring that all staff and pupils are familiar with the school's first aid and medical procedures;
- Ensuring that all staff are familiar with measures to provide appropriate care for

- pupils with particular medical needs (e.g. diabetic needs, Epi-pens, inhalers);
- Ensuring that a list is maintained and available to staff of all pupils with particular medical needs and appropriate measures needed to care for them;
- Monitoring and re-stocking supplies and ensuring that first aid containers are replenished, including discarding items safely after the expiry date has passed;
- Ensuring that the school has an adequate number of appropriately trained First Aiders;
- Co-ordinating First Aiders and arrange for training to be renewed as necessary;
- In conjunction with the SENDCo, Class Teacher and/or Trip Leader, ensuring that correct provision is made for pupils with special medical requirements both in school and on off-site visits;
- In conjunction with the School Business Manager, where deemed appropriate following an injury, undertaking pupil risk assessments and sharing with appropriate staff;
- Informing the Headteacher and/or School Business Manager of incidents relating to staff injuries;
- Contacting emergency medical services as required;
- Liaising with managers of external facilities, such as the local sports facilities, to ensure appropriate first aid provision;
- Maintaining an up-to-date knowledge and understanding of guidance and advice from appropriate agencies.

### 3.5 School Business Manager (SBM)

#### 3.5.1 The School Business Manager (SBM) is responsible for:

- The line management of the appointed person (Welfare and Administrative Assistant)
- Reviewing First Aid records to identify any trends or patterns and report termly to the Resources committee;
- Fulfilling the school's commitment to report to RIDDOR (via Assessnet) to the LA; First Aid policy.

## 4. First Aiders

### 4.1 The School ensures the minimum number of qualified First Aiders across our site.

### 4.2 The School's first aid needs assessment has determined that following First Aid trained personnel:

- Emergency First Aiders - trained to carry out basic first aid and perform life-saving interventions whilst waiting for the emergency services.
- Emergency Paediatric First Aiders - trained to carry out basic first aid and perform life-saving interventions for Early Years pupils whilst waiting for the emergency services.
- Paediatric First Aiders - schools and other settings with young children (from birth to the end of the academic year in which they have their fifth birthday) are required to have at least one person trained in paediatric first aid on the premises and available at all times when children are present and should accompany children on outings offsite.

### 4.3 In providing first aid, a first aider is always responsible for their own safety and should not put themselves at unnecessary risk and use Personal Protective Equipment (PPE). First Aiders

are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of individuals however should not extend their diagnosis and treatment beyond their training

4.4 It is important that other tasks on which the first aider is officially employed should be such as to allow him or her to leave immediately and go rapidly to the scene of the emergency, without having to arrange for cover.

4.5 First Aid certificates, recognised by the Health and Safety Executive, are usually valid for three years, although some training may need to be refreshed every two years. Refresher training should be completed to maintain basic skills and to keep up to date with any changes in procedures. Certification should be renewed as appropriate, however, if training is not carried out before the expiry date, another full course is required.

4.6 Lists of trained staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities) can be found at the School Office, in the staff handbook and in various locations around the school site.

## **5. Responsibilities of the First Aider when dealing with a casualty:**

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at school or on visits;
- Assess the situation;
- Provide appropriate First Aid treatment;
- When appropriate, arrange for and liaise with professional medical help/ambulance;
- Liaise with the main office to ensure the parents/carers/next of kin are notified;
- Inform the Headteacher or a member of the senior leadership team;
- Complete records relating to the incident.

Refer to the First Aid Procedures in Appendix 1.

## **6. First Aiders and the Law**

6.1 Although individuals can face personal prosecution under the Health and Safety at Work Act (1974), it is extremely unlikely that a First Aider would face this possibility provided they had acted in accordance with the training received and guidance given in this document.

6.2 Similarly, civil action, i.e. by a parent, claiming negligence against the First Aider would not take place against the individual First Aider as the Local Authority would be held to be responsible (vicarious liability).

6.3 In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

## **7. First Aid Containers**

7.1 First Aid containers are made of suitable material designed to protect the contents from damp and dust, and are clearly identified as First Aid containers marked with a white cross on a green background in accordance with the Safety Signs Regulations 1990.

7.2 The number of and the contents of First Aid containers will be identified as part of the first

aid needs assessment. There is no mandatory list of items that should be included in a first aid container, however all containers should only contain an inventory list and suitable first aid materials.

7.3 It is the responsibility of the Welfare and Administrative Assistant to regularly check the containers and to ensure that all staff to notify the Welfare and Administrative Assistant of first aid stock that need to be replenished after use. Sufficient quantities of each item, considering the size and nature of the establishment, will always be available in every First Aid container.

7.4 First Aid containers are located in, and where possible, near to hand washing facilities:

- Main office;
- Medical Room;
- Nursery;
- Year R shared area;
- Year 1 shared area;
- Year 2 shared area;
- Out of Hours Care (The Den);
- The Hive
- Upper School Lunchtime Box – Year 4, 5 and 6 shared area;
- Lower School Lunchtime Box – Year 1 shared area;
- DT Room
- Kitchens (KS1, KS2 and Out of School Hours);
- Blue Minibus;
- Silver Minibus.

The portable first aid containers for offsite activities are located in the main office.

## **8. Supplementary Equipment**

8.1 Thermometers are available in the main school office.

8.2 An automated external defibrillator (AED) is located in the main school entrance foyer.

## **9. Travelling First Aid**

9.1 A person trained in First Aid will accompany all off-site visits. It is recommended that a member of staff trained in First Aid should be designated to take charge of a situation in the event of serious injury or illness while an off-site activity is taking place.

9.2 In the event of an offsite activity including Early Year pupils, the First Aider must hold a current Paediatric First Aid qualification.

9.3 First Aid containers are kept in each minibus.

9.4 In addition, portable First Aid containers will be taken for all off-site activities and trips. Before undertaking any off-site activities, the Trip Leader, including trip First Aider(s), and designated authorised minibus drivers (where school's own minibuses are used) should:

- Assess what level of first aid provision is required and identify any additional items that may be necessary for specialised activities. The Outdoor Education Advisors

Panel (OEAP) provides advice on outdoor learning and offsite visits, including the assessment of first aid requirements;

- At least 10 days prior to the planned journey, check the inventory list and contents of the first aid containers in:
  - The minibuses (authorised driver);
  - Portable first aid containers (Trip Leader and First Aider).
- In the case of regular offsite activities, e.g. Year 4 swimming lessons, the First Aid containers should be checked by the designated authorised driver as part of the Driver Checklist.

9.5 The minimum of the following items must be kept in all minibus first aid containers:

- 10 antiseptic wipes, foil packed;
- 1 conforming disposable bandage (not less than 7.5cm wide);
- 2 triangular bandages;
- 1 packet of 24 assorted adhesive dressings (plasters);
- 3 large sterile un-medicated dressings (not less than 15cm x 20cm)
- 2 sterile eye pads, with attachments;
- 12 assorted safety pins;
- 1 pair of rust less blunt-ended scissors.

## **10. First Aid Accommodation**

10.1 Each school is required to have suitable accommodation that can be used for medical examination and treatment of pupils and for the short-term care of sick or injured pupils which includes a wash basin and is near to a toilet (this requirement is under School Premises regulations).

10.2 This room does not need to be used exclusively for medical purposes (though it must not be used for teaching), but it should be appropriate for that purpose and readily available for when use is needed.

10.3 The medical room is located in the Key Stage 2 end of the school, in between the SBM's office and Year 3 classrooms.

## **11. Administration of Medicines**

11.1 First aid does not include administering medication. This is covered under the school's Supporting Pupils with Medical Conditions and Administration of Medicine policy. No member of staff will administer any medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

11.2 The only exception is when aspirin is used as first aid to a casualty with a suspected heart attack for those over 16. Never give aspirin to a child younger than 16, unless it has been prescribed by a GP.

11.3 Medication must not be stored with first aid.

11.4 Emergency first aid treatment including the use of devices such as asthma in-halers,

adrenaline pens are always readily available to children and not locked away. These are kept in the teacher cupboard within the relevant classroom in a container clearly labelled 'Medication'. This container must be visible and easily accessible at all times.

11.5 The school holds an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained.

11.6 The Welfare and Administrative Assistant is responsible for accepting all medication and checking all relevant information has been provided by parents / carers prior to administering.

## **12. Admissions to Hospital**

12.1 Where a First Aider considers it necessary, the injured or unwell person will be sent directly to hospital (normally by ambulance) and parents / carers / next of kin will be notified immediately.

12.2 Where there is any doubt about the appropriate course of action, the First Aider will consult with NHS 111 and, in the case of pupil, with the parents/carers.

12.3 No injured or unwell person will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers, next of kin cannot be contacted in time.

12.4 The local hospital A&E department is at Luton and Dunstable University Hospital, Lewsey Road, Luton, LU4 0DZ Phone: 01582 491 166

## **13. Recording Accidents, Injuries, Illnesses and First Aid Treatment**

13.1 Employers are required to keep a written record of incidents which require first aid staff to be in attendance or first aid treatment to be administered, and for GDPR and RIDDOR purposes. This will also assist in identifying trends in accidents and areas for improvements as well as when to review first aid needs assessments.

13.2 A local accident record book is located in each Key Stage first aid area. The Midday Team have accident record books in their lunchtime first aid container.

13.3 An accident form will be completed by the Appointed Person/ First Aider/ relevant member of staff on the same day after an incident.

13.4 For all incidents, the details recorded should include:

- Forename and surname of injured or ill person;
- Date, time and place of incident;
- Details of the incident;
- Details of what first aid was given;
- What happened immediately after (e.g., went home, back to class, went to hospital)
- Name and signature of the person who administered treatment or person dealing with the incident.

13.5 All First Aid records must be stored overnight in safe and secure location.

13.6 Records held in the local accident books will be retained by the school for a minimum of 3 years, in accordance with the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of unless insurer requires accident records to be retained for a longer period of time.

#### **14. Notifying Parents/Carers and Next of Kin**

14.1 School will inform parent/carers of any accident or injury sustained by their child and any first aid treatment on the same day, or as soon as reasonably practicable, of any first aid treatment given.

14.2 The Appointed Person or a member of the Admin Team will inform parents/carers/next of kin on the same day, by telephone, of:

- Head injuries;
- All major injuries;
- If emergency services are called.

#### **15. Reporting to the Health and Safety Executive (HSE)**

15.1 The Appointed Person will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

15.2 The School Business Manager will report these to the LA Corporate Health and Safety Team via Assessnet within 5 working days of the incident – except where indicated below.

##### School staff: reportable injuries, diseases or dangerous occurrences

These include death and 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) which:
  - Covers more than 10% of the whole body's total surface area; or
  - Causes 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;
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident).

##### Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome

- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach;
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and where the person is taken directly from the scene of the accident to hospital for treatment

\*An accident “arises out of” or is “connected with a work activity” if it 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).

## **16. Monitoring Arrangements**

16.1 The Headteacher and School Business Manager, will investigate accidents and take remedial steps to avoid similar instances recurring.

16.2 Accidents records will be monitored for trends and a report made to the Governing Body as necessary.

16.3 This policy will be monitored and reviewed by the School Business Manager every two years.

16.4 At every review, the policy will be approved by the Resources Committee.

16.5 The first aid provision will be reviewed by the Headteacher, School Business Manager and Appointed Person annually.

## **17. Links with other policies**

17.1 This First Aid policy is linked to the:

- Health and Safety policy;
- Policy on Supporting Pupils with Medical Conditions and Administration of Medicines.

## First Aid Procedures

### On-Site Procedure:

In the event of an accident resulting in an injury or an illness:

1. The closest member of staff present will initially assess the seriousness of the injury/illness.
2. If a child feels sick/ has a headache, encourage the child to sit by a window, sip water, give a sick bucket, ask questions such as has the child eaten.
3. Minor injuries - please remember you DO NOT need to be a first aider to apply a plaster to minor injuries, always ask the child if he/she has an allergy to plasters and if not, wipe with an antiseptic wipe and apply. Key Stage 2 children can be encouraged to clean and apply plasters to minor injuries themselves.
4. If you require assistance, please contact your closest first aider.
5. The first aider will assess the injury and decide if first aid treatment is necessary or if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives.
6. If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment).
7. The first aider will also decide whether the injured person should be moved or placed in a recovery position.
8. If the first aider judges that a pupil is too unwell to remain in school, the Appointed Person or a member of the Admin Team will contact parents/carers and ask them to collect their child. On the parent/carers' arrival, the first aider will recommend next steps to them.
9. If emergency services are called, the Appointed Person or a member of the Admin Team will contact parents/carers immediately.
10. The first aider or relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident.

### Head injuries:

Assess the seriousness of the injury.

- a. Minor - apply cold/wet paper towel to the area before calling a first aider.
- b. Major – call a first aider.
- c. Monitor for the appropriate period of time.

All bumped head incidents must be:

- d. Recorded in the accident book.
- e. Copy provided to the teacher who must give to the parent/carer.
- f. Admin team must be informed and asked to call parent s/carer.

**Things to remember:**

- Children should NOT leave the classroom to find a first aider/receive treatment.
- Children should NOT be sent home until they have been assessed in the medical room by Welfare and Administrative Assistant or (after 2pm seek advice from a first aider).
- In the case of vomiting and diarrhoea, the child's attendance will be checked and a decision will be made as to whether the child can return within 24 or 48 hours.

**Off-site procedure:**

When taking pupils off the school premises, staff will make sure that they always have the following:

- A fully charged mobile phone.
- A portable first aid container.
- Information about the specific medical needs of pupils and accompanying staff.
- Parents/carers' contact details.
- When transporting pupils using school's minibus, ensure the vehicle is equipped with a clearly marked first aid box container.
- First Aiders:
  - Early Years Foundation Stage provision - there must always be at least 1 first aider with a current Paediatric First Aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EYFS).
  - Key Stage 1 and 2 - there will always be at least 1 first aider on school trips and visits.