

# Caldecote Community Primary School



# First Aid Policy

**Care, Challenge, Persevere, Succeed - we are Caldecote!**

**Completed August 25 by KB**

**Next review – August 2026**

## **1. Aims**

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- 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 the following legislation:

- 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 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
- 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

## **3. Roles and Responsibilities**

### **3.1 Appointed person(s) and first aiders**

The school has 13 trained paediatric first aiders, 19 appointed persons and 3 FAW First Aid trained staff. 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
- Deciding with senior staff whether to send pupils home to recover, where necessary

- Filling in an accident report on the same day, or as soon as is reasonably practicable after an accident using Medical Tracker.
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The local authority and governing board**

Leicester City Council Local Authority has the 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 board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

### **3.3 The Headteacher**

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

### **3.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures and keep their own individual training updated.
- Ensuring they know who the first aiders in school are
- Completing accident reports on Medical Tracker for all incidences that they deal with especially when a first aider is not called
- Informing the Headteacher of any specific health conditions or first aid needs
- To ensure all reporting through Medical Tracker is professional and accurate.

## **4. First Aid Procedures**

### **4.1 In-school procedures – the normal in class day.**

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
- 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
- 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, the Headteacher or if not available the School Administrator team will contact parents immediately
- The relevant member of staff will complete an accident report form on Medical Tracker immediately after the incident resulting in an injury

### **4.2 In-school procedures – lunchtimes.**

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
- The member of staff 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
- 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, the Headteacher or if not available the School Administrator team will contact parents immediately
- The relevant member of staff will complete an accident report form on Medical Tracker immediately after the incident resulting in an injury

### **4.2 Off-site procedures**

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on school trips and visits in all key stages. When the trip returns to school the first aider who dealt with the incident must update Medical Tracker immediately on their return.

## **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.

First aid kits are stored in:

- The main office
- Each Early Years Classroom

Key Stage 1 – outside the Reading Recovery room

Key Stage 2 – at the upper KS2 first aid point

## **6. Record Keeping and Reporting**

### **6.1 Medical Tracker**

- All actions that involve any accident, illness or other deemed medical event even if the injury needs only very minor first aid- a wipe, cold compress, plaster, sick bag or ice pack for a short time, should be recorded and stored on Medical Tracker. This is linked directly to parents should they need to be informed.
- An SO2 form must be completed if a child receives professional medical treatment as a result of an accident at school, such as a doctor, ambulance crew, hospital, and this must be completed by the first aider who attended the injury.
- As much detail as possible should be supplied when reporting an accident.
- Records held on Medical Tracker will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, an AIRS 1 form will be kept until the child is 21 years old.
- All staff who have treated a first aid issue are required to check back in with the pupil they assessed within an hour to ensure that symptoms have not developed further.

## 6.2 Reporting to the HSE

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 Headteacher will report these to the Health and Safety Executive 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
  - 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

## 6.3 Notifying parents

If a phone call home is needed the first aider must make contact with the parent, they are the person treating the child and they are the ones that know the severity of the injury and the circumstances behind the injury.

## 6.4 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 authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

As of the beginning of the second half of the autumn term 2025 it is an expectation that all staff will have completed the National Online Safety 'Certificate in First Aid Awareness in Schools 2025-26.' In addition to this all school staff are able to undertake additional first aid training if they would like to.

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 (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

## **8. Monitoring Arrangements**

This policy will be reviewed by the Head teacher in conjunction with the Leadership and Resource Management Governing committee every year.

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

## **9. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Asthma Policy
- Epilepsy Policy
- Epi-Pen Policy

# Appendix 1: list of trained first aiders

Staff Members Name	Role
<b>Paediatric</b>	
Vanessa Bannister	Teaching Assistant
Amy Bentham	Teaching Assistant
Julie Birchenall	Teaching Assistant
Karlie Cartwright	Teacher
Ellie Copeland	Teacher
Michelle Griffith	Teaching Assistant
Kayleigh Harrison	Teaching Assistant
Julie Luck	Teaching Assistant
Demi Marvin	Teacher
Alpa Mehta	Teaching Assistant
Bailey Townsend	Teaching Assistant
Kelly Watson	Teacher
Alex Whitfield	Teaching Assistant
<b>Appointed Persons</b>	
Tania Arora	Teaching Assistant
Dan Barnes	Finance Assistant
Natalie Corderoy	Teaching Assistant
Chima Dozie	Premises Officer
Sonia Gangar	Teaching Assistant
Karen Ingram	Teaching Assistant
Rimini Kirrane	Teaching Assistant
Katie Lambell	Teaching Assistant
Carina Langley	Teaching Assistant
Sherry Marshall	Behaviour Mentor
Sarah McGoldrick	Lunchtime Supervisor
Amy Mee	Office Assistant

Leah Northern	Teaching Assistant
Danielle Oliver	Office Assistant
Kirsty Shaw	Teaching Assistant
Krystal Shepherd	Teaching Assistant
Jade Smith	Teaching Assistant
Amy Whitcombe	Teaching Assistant
Rachel Wood	Behaviour Mentor
<b>First Aid At Work – 3 day</b>	
Aatiqah Ebrahim	Teacher
Colin Stone	Premises Officer
Sonia Sudra	Teacher
<b>Online Paediatric First Aid Awareness</b>	
<b>Simran Bains</b>	<b>Teacher</b>
<b>Rose Best</b>	<b>Teacher</b>
<b>Martin Blount</b>	<b>Assistant Headteacher</b>
<b>Sonya Bown</b>	<b>Teaching Assistant</b>
<b>Charlotte Bradshaw</b>	<b>Teaching Assistant</b>
<b>Louise Bradshaw</b>	<b>Teaching Assistant</b>
<b>Amber Brooks</b>	<b>Teaching Assistant</b>
<b>Lianne Butterfield</b>	<b>Lunchtime Supervisor</b>
<b>Shayla Chowdhury</b>	<b>Lunchtime Supervisor</b>
<b>Laura Corkum</b>	<b>Lunchtime Supervisor</b>
<b>Emma Fern</b>	<b>Teaching Assistant</b>
<b>Myah Gale</b>	<b>Teaching Assistant</b>
<b>Ketrina Gjeta</b>	<b>Teaching Assistant</b>
<b>Maxine Goddard</b>	<b>Lunchtime Supervisor</b>
<b>Naomi Green</b>	<b>Lunchtime Supervisor</b>
<b>Tracey Hawse</b>	<b>Lunchtime Supervisor</b>
<b>Louise Jenkins</b>	<b>Assistant Headteacher</b>
<b>Kayleigh Johnstone</b>	<b>Teacher</b>

<b>Julie Jukes</b>	<b>Lunchtime Supervisor</b>
<b>Claire Kane</b>	<b>Family Learning and Parenting Co-ordinator</b>
<b>Mina Lalji</b>	<b>Teaching Assistant</b>
<b>Sarah MacNeish</b>	<b>Assistant Headteacher</b>
<b>Joanne Martin</b>	<b>Teaching Assistant</b>
<b>Tracy Matthews</b>	<b>Teaching Assistant</b>
<b>Kyona McLaughlin</b>	<b>Lunchtime Supervisor</b>
<b>Emma Mitchell</b>	<b>Teaching Assistant</b>
<b>Lisa Murney</b>	<b>Teaching Assistant</b>
<b>Aimee Noon</b>	<b>Teacher</b>
<b>Colleen O'Neill</b>	<b>Lunchtime Supervisor</b>
<b>Fran Palmer</b>	<b>Assistant Headteacher</b>
<b>Neeha Parmar</b>	<b>Teaching Assistant</b>
<b>Nia Parmar</b>	<b>Teaching Assistant</b>
<b>Hanna Patel</b>	<b>Teaching Assistant</b>
<b>Kealy Pawley</b>	<b>Teaching Assistant</b>
<b>Emma Perkins</b>	<b>Teaching Assistant</b>
<b>Roshni Popat</b>	<b>Teaching Assistant</b>
<b>Leah Potter</b>	<b>Teacher</b>
<b>Gabriella Risi</b>	<b>Teacher</b>
<b>Kelly Rogers</b>	<b>Assistant Headteacher</b>
<b>Ellie Taylor</b>	<b>Teacher</b>
<b>Susie Thurman</b>	<b>Teacher</b>
<b>Maryam Virk</b>	<b>Teaching Assistant</b>
<b>Millie Warner</b>	<b>Teaching Assistant</b>
<b>Donna Warsop</b>	<b>Teaching Assistant</b>
<b>Lilly-May Whitcombe</b>	<b>Lunchtime Supervisor</b>