



First Aid Policy

Approved by: T Cutler

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Contents

1. Aims.....	3
2. Legislation and guidance	3
3. Roles and responsibilities	3
4. First aid procedures	4
5. First aid equipment	5
6. Record-keeping and reporting.....	5
7. Training.....	7
8. Monitoring arrangements	7
9. Links with other policies	7
Appendix 2: accident report form	8

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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
- 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 Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed persons 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 (see the template in appendix 2)
- Keeping their contact details up to date

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

3.2 The local authority and governing body

Birmingham City 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 board.

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

3.4 The headteacher

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

- Ensuring that an appropriate number of appointed persons 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)

3.5 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 (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

3. 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
- 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, appointed person will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an 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 school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

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

4. 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 medical room
- Reception (at the desk)
- The school hall
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

5. Record-keeping and reporting

5.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be retained in school.
- Records held in the first aid and accident book 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, and then securely disposed of.

5.2 Reporting to the HSE

The Strategic Business Manager 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 Strategic Business manager 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 caused by a child whether to a member of staff or a peer.
 - 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

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](#)

Informing SLT

SLT will regularly collect data on First Aid incidents and monitor record keeping

SLT should be informed of any head injury/bump

Staff should notify line manager (SLT) of any incident where skin is broken by a child e.g. a bite.

5.3 Notifying parents

The member of staff dealing with the incident 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.

5.4 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 the appropriate person in the Local Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

6. Training

All school staff are able to undertake 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.

7. Monitoring arrangements

This policy will be reviewed by the Strategic Business manager every **two** years.

At every review, the policy will be approved by the Buildings, Health & Safety Committee.

8. Links with other policies

This first aid policy is linked to the

- Health and safety Policy
- Educational Visits Policy
- Supporting Pupils with Medical Conditions Policy

Appendix 1: accident report form

Located in (R:) Staff/ Proformas



Schools – Accident, Incident and Near Miss Report Form

Please **COMPLETE ALL SECTIONS** and click the submit button at the end. The form should be submitted within 7 days of the accident or near miss. Failure to complete all sections will result in the form being returned. Further advice is available from Safety Services on 303 2420.

The employee who was involved in the accident or near miss (or someone on his/her behalf) should complete Part One of this form. Part Two should be completed by the manager/supervisor of the individual or establishment. If the accident occurred to a member of the public, contractor etc the form should be completed by the site manager.

In all cases the **fully completed** form **MUST** be signed by the head of the establishment, manager or person in charge of the area where the accident or near miss occurred, confirming witness details and action taken.

Data Protection Act 1998: The intended use of the information contained in this form is to provide a preliminary investigation as to the cause and nature of the accident and provide information to complete statutory returns to the HSE as required under RIDDOR.

Part One – to be completed by employee or site manager if the accident or near miss is being reported for a non-employee
WHO? Details of the injured person

First Name		Family Name	
Home Address with postcode			
		Report Type (select option)	Near Miss
Contact Tel No		Age	42
		Gender	Fema
Normal place of Work	Uffculme School		
Education Phase	Special	Type of Establishment	Community School
Job Title		Tel No	0121 484 0634
		Status (Select Option)	Employee

WHEN?

Date of Accident Time of Accident Was the injured person working alone?

WHERE?

Did this occur at the normal place of work? If yes,
Site/Establishment Department
If no, please state the precise location of the accident including address and post code

What was the type of injury? (Select from list)
What part of the body was injured (Select from list)
What caused the accident? (Select from list)
Did you attend hospital?

HOW? what happened? Describe how the accident happened and give the cause if known and describe any injuries incurred and to which part of the body. Please use a separate sheet if necessary.

☒ By ticking this box you are confirming that the information contained on this form can be shared with Safety Representatives

Employees who have completed this section, should now save the form and email it to their manager to complete Part Two.

Part Two- to be completed by the Manager/Supervisor

What is the injured person's present condition?

Was the injured person in an authorised place?

Was the injured person doing authorised work?

Was the injured person absent from work (or unable to perform their normal duties) as a direct result of the accident?

If yes, was it

Was the injured person taken from the scene of an accident to hospital for treatment?

Was the injured person detained in hospital for more than 24 hours?

Witness Name and Address

Witness Name and Address

Manager's Comments

What immediate action has been taken?

Has an accident investigation been carried out?

Has the risk assessment been reviewed?

If this is an incident report: Has the incident been reported to the police?

Was it subject to a police investigation?

Name of Person Completing this form:

Job Title:

Address of person completing this section (Establishment/School) inc post code

Save File

Submit

Please **COMPLETE ALL SECTIONS** and click the submit button. The form should be submitted within seven days of the incident. Failure to complete all sections will result in the form being returned. A copy of this form must be kept on site. In some cases, your security protocols may prevent the Submit button from working, in that event, save the form and email it to schoolsafety@birmingham.gov.uk

Safety Use Only: Reportable?

Reportable Category?

