

Stokesay Primary School



First Aid Policy

RATIFICATION: Autumn 2026

DATE OF NEXT REVIEW: Autumn 2026

REVIEWED BY: Head of School

APPROVED BY: Local Governing Body

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1. Aims

At Stokesay, we aim to:

- Ensure the health and safety of all staff, pupils and visitors
 - Ensure staff and governors understand their responsibilities
 - Provide a clear system for responding, recording and reporting incidents
 - Support our school values through safe, consistent practice
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2. Legislation and Guidance

Because Stokesay has **EYFS provision**, this policy is based on:

- EYFS Statutory Framework
- DfE guidance: *First Aid in Schools* and *Health and Safety in Schools*
- HSE guidance: *Incident Reporting in Schools*
- **Health and Safety (First-Aid) Regulations 1981**
- **Management of Health and Safety at Work Regulations 1992 & 1999**
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**
- **Social Security (Claims and Payments) Regulations 1979**
- **Education (Independent School Standards) Regulations 2014**

This policy complies with our **funding agreement** and **articles of association**.

3. Roles and Responsibilities

3.1 Appointed Persons and First Aiders

Stokesay ensures an appropriate number of trained first aiders, including paediatric first aiders for EYFS.

Appointed person(s) are responsible for:

- Taking charge when someone is injured or becomes ill
- Maintaining first aid kits and supplies
- Ensuring emergency services are contacted when needed

First aiders:

- Act as first responders to incidents
- Assess, treat and support until help arrives
- Recommend next steps to parents/carers
- Complete accident reports on the same day
- Maintain up-to-date training

A full, current list of first aiders is included in **Appendix 1** and displayed around school.

3.2 Governing Board

The Local Governing Body has strategic responsibility for first aid and wider health and safety.

3.3 Head of School (Mr Vaughan)

Responsible for:

- Ensuring appropriate numbers of trained first aiders
- Ensuring training remains valid
- Ensuring staff understand procedures
- Overseeing and delegating risk assessments

- Providing suitable first aid spaces
- Reporting specified incidents to the HSE

3.4 Staff Responsibilities

All staff must:

- Follow first aid procedures
 - Know who the first aiders/appointed persons are
 - Complete accident reports when appropriate
 - Inform leaders of relevant health conditions or first aid needs
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4. First Aid Procedures

4.1 In-School Procedures

If an injury occurs:

1. Closest staff member assesses the situation
2. A trained first aider is summoned where appropriate
3. First aider assesses and decides on next steps (treatment, recovery position, emergency services)
4. Parents/carers contacted if child needs collecting
5. First aider stays with child until support arrives
6. Accident form completed same day or as soon as reasonably practicable

For EYFS:

A qualified **paediatric first aider** is always present on site.

4.2 Off-Site Procedures

Staff must take:

- A school mobile phone
- A stocked portable first aid kit (minimum HSE contents)
- Pupils' medical information
- Emergency contact details

Minibus/large vehicle transport includes an appropriate first aid box.

Risk assessments must be completed prior to all visits.

Trips always include **at least one first aider**, and for EYFS, a **paediatric first aider**.

5. First Aid Equipment

A typical Stokesay first aid kit contains:

- First aid advice leaflet
- 20 sterile dressings
- 2 sterile eye pads
- 2 triangular bandages
- 6 safety pins
- 6 medium sterile dressings
- 2 large sterile dressings
- 3 pairs of disposable gloves

Medication is not stored in first aid kits.

Kits are located in:

- Medical room
 - Reception
 - Hall
 - EYFS area
 - Kitchen
 - Minibus
 - Other identified areas based on risk assessment
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6. Record-Keeping and Reporting

6.1 Accident Records

- Completed same day by first aider/staff member
- Full detail included using the accident form (Appendix 1)
- Added to the pupil's educational record where applicable
- Kept for **minimum 3 years** (longer if required by insurer)

6.2 Reporting to the HSE (RIDDOR)

Reportable incidents include:

- Death
- Specified injuries
- Injuries resulting in 7+ consecutive days off work
- Occupational diseases
- Dangerous occurrences
- Near-miss events meeting RIDDOR thresholds
- Injuries to non-staff taken directly to hospital

The Headteacher (or delegated senior leader) submits reports within HSE timeframes.

6.3 Notifying Parents/Carers (EYFS and whole school practice)

Parents/carers are informed on the same day of:

- Any accident or injury
- Any first aid administered
- Emergency service involvement

6.4 Reporting to Ofsted/Child Protection Agencies (if applicable)

If EYFS were registered separately (not currently the case), serious incidents would be reported within statutory timeframes.

7. Training

- All first aiders complete approved training
 - Certificates renewed every 3 years
 - Training log kept
 - At least **one paediatric first aider** is always on site and on EYFS trips
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8. Monitoring Arrangements

- Head of School monitors practice
- Annual review by senior leaders
- First aid provision reviewed annually with appointed persons and first aiders
- Policy approved by Local Governing Body

9. Links with Other Policies

This policy links to:

- Health & Safety Policy
 - Risk Assessment Policy
 - Supporting Pupils with Medical Conditions
 - Safeguarding & Child Protection Policy
 - Educational Visits Policy
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Appendices:

Appendix 1: Accident Report Form

Appendix 2: Appointed First Aiders

Appendix 1:

School Accident / Illness Report Slip

Pupil's Name:

Date:

Time:

Class:

Person Reporting Accident/Illness:

Location and details of accident/incident/illness:

IMPORTANT: Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.

☐ Head Injury

☐ Asthma

☐ Bump/Bruise

☐ Cut/Graze

☐ Headache/High temperature

☐ Vomiting/Nausea

☐ Sprain/Twist

☐ Nosebleed

☐ Stomach pain/Upset tummy

☐ Mouth Injury/Toothache/Loose or missing tooth

☐ TLC applied

☐ Collected from school

☐ Parent/Carer contacted

☐ Unable to contact parent

☐ Well enough to stay in school after first aid

Details of treatment and additional comments:

Authorised signature:

First Aid Supplies Tel: 0800 999 4731

Appendix 2:



**Stokesay Primary School
Our First Aiders are;**

Mr W Vaughan	Miss K Hadley
Miss K Anthony	Mrs G Upton
Miss A Davies	Mr S Richards
Mrs M Gidney	Mrs N Westwood
Miss B Huffer	Miss K Roberts
Mrs G Good	Miss J Tudor
Mrs H Price	Mrs S Ben Hammou
Mrs M Baig	Miss R Gibbs
Mrs C Howard	Mr J Granger
Mrs K Walden	

**All named staff above are fully qualified until September 2027.
First aiders are split across both KS1 and KS2.**