



Corsham Regis

Primary Academy

First Aid Policy

Date: 1st September 2026

Next Review Date: September 2028

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors whilst at Corsham Regis Primary Academy
- 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

Legislation and guidance

This policy is based on the [statutory framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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
- [The Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

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

Roles and responsibilities

At Corsham Regis, within the Early Years Foundation Stage (EYFS) provision, at least 1 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.

Appointed person(s) and first aiders

The school's appointed first aid leads are – Ceri Stone and Maria Smith. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Making sure 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 as, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Corsham Regis' first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

The headteacher

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

- Making sure that an appropriate number of trained first aiders 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

This policy is based on the Key model policy.

- Undertaking, or 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
- Reporting specified incidents to the HSE when necessary (see section 6)

Staff

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the first aiders in school are
- Dealing with minor injuries (scrapes, cuts and grazes)
- Administering inhalers or medication and then completing stickers/logs
- Seeking advice from a first aider if unsure about an injury
- Completing accident reports (see appendix 2) for all incidents they attend this maybe in collaboration with a first aider
- Informing the headteacher or Admin assistant of any specific health conditions or first aid needs.

Any medication given to pupils whilst at school will be administered by one member of staff and witnessed by another, this is so the medication and dose can be checked. This will then be recorded on the pupil's individual recording sheet.

First aid procedures

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 any member of staff can clean a wound or dress a wound
- 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 the 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, Mrs Evans or Miss Jones will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, the Mrs Evan or Miss Jones will contact parents/carers immediately
- Whoever dealt with the injury/accident will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury. This maybe in collaboration with the member of staff who first witnessed the incident

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- The staff member recording the incident must inform the class teacher in case the pupil's symptoms worsen
- If a pupil sustains a head bump but are ok to continue in school, the class teacher/TA will monitor that pupil for the rest of the day.
- Any pupil who sustains a bump to the head will not join in with PE that day as this could lead to concussion.

Off-site procedures

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

- Their mobile phone
- A portable first aid kit including, at minimum:
 - 6 individually wrapped sterile adhesive dressings
 - 6 antiseptic wipes
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents/carers' contact details

When transporting pupils using a coach, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 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
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises using the system Evolve. When trips include EYFS children at least 1 first aider with a current paediatric first aid (PFA) certificate will accompany them.

The above procedure will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

First aid equipment

A typical first aid kit in our school will include the following:

- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The main Reception
- The staffroom
- Each classroom
- All MDSA's also have a first aid bum bag that they take out to play and lunchtimes.

See section 4.2 for first aid equipment off the school site.

Record-keeping and reporting

First aid and accident record book

- An accident form will be completed by the staff member that dealt with the accident on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible will be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- Accident forms are signed by parents at the end of the day and given to Mrs Evans in the office to be filed.
- Records 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.

Reporting to the HSE

This policy is based on the Key model policy.

Mrs Evans 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).

Mrs Evans will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) 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). In this case, Mrs Evans will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- 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

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- 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)
 - 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>

Notifying parents/carers

Class teachers will notify parents/carers via a form of the accident or injury sustained by a pupil, and any first aid treatment given, on the same day. If the pupil sustains a head bump, parents maybe called depending on the seriousness of it, to either notify them or to come and collect them. Parents/carers will also be informed if emergency services are called.

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 (see appendix 3).

This policy is based on the Key model policy.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider. At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

Monitoring arrangements

This policy will be monitored by Ceri Stone and reviewed by the every 3 years after her refreshed first aid training.

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

The first aid provision will be reviewed by the at least annually.

Links with other policies

This first aid policy is linked to the:

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

Appendix 1: list of trained first aiders

STAFF MEMBER'S NAME	FIRST AID COURSE QUALIFICATION	DATE EXPIRES
Maria Smith	Emergency first aid at work (3 day)	19 th Nov 27
Ceri Stone	Paediatric first aid	17 th Sept 28
Zoe Paradise	Paediatric first aid	17 th Sept 28
Abby Symons	Emergency first aid at work	23 rd June 29
Molly Lygo	Emergency first aid at work	12 th Nov 27

All staff are Epipen trained in line with Benedict's Law.

Appendix 2: accident report form

I will attach this when Josie sends it over.

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