

# Blagdon Primary School



## First Aid

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## Policy

<b>Reviewed by</b>	Head of School	01.12.25
<b>Approved by</b>	Local Governing Body (LGB)	08.12.25
<b>Next Review:</b>		December 2026

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## Introduction

First aid saves lives and knowing what to do in an emergency can make all the difference by preventing minor injuries becoming major ones. When employees become ill or suffer injuries at work, it is important that immediate first aid is obtained and, if necessary, an ambulance called.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Staff are always expected to use their best endeavours, particularly in emergencies, to secure the welfare of the children at Blagdon School, in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

## Definitions

- HSE is The Health & Safety Executive.
- DfEE is The Department of Employment and Education.
- AED is an Automated External Defibrillator.
- CPR is cardiopulmonary resuscitation

## Aims

- To ensure First Aid provision is always available while people are on school premises and off the premises, whilst on school visits.
- To ensure the necessary equipment and training is in place for staff to meet the minimum First Aid provision requirements.

## Responsibilities:

Our Appointed Person in charge of First Aid is Mrs Jenny Campbell, Headteacher.

At all times, there is at least one designated First Aider on site.

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

There will always be at least one first aider on school visits in Key Stage 1 and 2.

When taking children 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 via the School Office
- Emergency contact details
- Visit Plan to include Risk Assessment/s, completed by the lead member of staff prior to any educational visit.

Members of staff will be made aware of any hazards in the activities that they supervise and will have appropriate training and access to First Aid Kits.

**First Aider Lists** (see *Appendix A*) are displayed around the School and are kept up to date by the School Office. These also indicate the nearest First Aid Kit location. All staff know which of their colleagues are First Aiders.

We have a designated First Aid Room located on the ground floor of the School House building.

We have a designated First Aid point in the Playground. Children can go to this location if they need First Aid or they can approach staff directly at any time.

Staff can communicate via walkie-talkies or internal telephones to inform others of medical incidents. Staff must ensure the walkie-talkies are switched on during the day and charged up overnight.

The collection and distribution of children's medical information (conditions such as asthma, allergies, etc) is detailed in the **Administration of Medicine Policy**. Please refer for further information.

## Training:

Staff are First Aiders on a voluntarily basis.

All our staff can attend a basic Emergency First Aid at Work (1 day) course upon request.

When a qualification expires or a member of staff leaves, arrangements will be made by the Headteacher to book a re/qualification course. Qualifications are recorded in Staff CPD Records held on SIMS, in their staff files and in the Required Information Folder found in the School Office.

No one will attempt to administer First Aid outside their scope of training and all first aid is performed on a 'best endeavours' basis.

## Equipment:

**First Aid Equipment** at Blagdon Primary School and their location:

Type	Location	Use
Large Workplace First Aid Kit	Grab Bag One located in School Office	Emergency Use for critical incidents or evacuations/invacuations
Large Workplace First Aid Kit	Grab Bag Two located in Headteacher Car	Emergency Use for critical incidents or evacuations/invacuations
Medium Workplace First Aid Kit	KS1 disabled toilet cupboard	Medium used for educational visits off site
Medium Workplace First Aid Kit	School Hall	
Medium Workplace First Aid Kit	KS2 Library	
Small (bum bag) Workplace First Aid Kit	First Aid Room in School House	Lunchtime staff to use whilst on duty.
Small Burns Kit	Ground Floor of School House	To grab and go or when a child is brought to the First Aid Room.
First Aid Room	Ground Floor of School House	A central store area for first aid items. This is where kits should be taken to replenish all our first aid items.

**NB:** Although the first aid kits have designated uses, all can be used at any time, in any location.

All our First Aid kits are marked with a white cross on a green background. All kits are sited as close to hand washing facilities as possible. Staff have access to single use gloves.

Our kits are checked by our Appointed Person each term (Autumn/Spring/Summer) to ensure all items are available as per the **First Aid Kits Contents List** (see *Appendix B*). It is also the responsibility of our first aiders and all other staff who use the kits to inform either our Appointed Person or the Office Staff if items need replacing. A record of our **First Aid Kits Contents Checklists** (see *Appendix C*) can be found in our First Aid Room.

**Automated External Defibrillator (AED)** is a life saving device that can give your heart an electric shock, when it has stopped in a cardiac arrest. AEDs can be used on adults or children over one year old. By using an AED before an ambulance arrives, you can significantly increase someone's chance of survival. Anyone can use a defibrillator, so you don't need to worry about getting it wrong. The machine analyses the casualty's heart rhythm and will give you visual or voice instructions to guide you through each step. **Our AED is found in the Playground by the First Aid Point. The closest AED outside of the School is found in the telephone box, across the road, at the bottom of Score Lane.**

Look for this sign:



## Incidents

In the case of sickness or injury, our Appointed Person or nearest First Aider should be contacted.

Children with medical conditions such as asthma or severe allergies have previously been identified. Staff are aware of children with these conditions and are alert to the need for prompt action.

Only minor injuries (bruises, sprains) where there is no possibility of a broken bone, or minor cuts and abrasions (not requiring stitching) are to be treated on site.

Blows to the head leading to dizziness or unconsciousness, difficulties breathing, injury involving loss of feeling or requiring CPR should automatically trigger an emergency ambulance call or visit to the hospital.

### Actions to take for an accident resulting in injury on site

- 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.
- Staff are reminded of the danger of attempting to move the casualty who should be kept warm until the ambulance arrives. A first aider will decide whether the injured person should be moved or placed in a recovery position.
- If emergency services are required, dial 999, ask for the ambulance service, give details of the nature of the casualty and ask for the ambulance to go to the site of the emergency.
- Send a member of staff to a convenient location to guide the ambulance crew to the casualty.
- Contact the parent/carer to inform them of the incident and that an ambulance has been called.
- Inform the Headteacher.
- Complete the relevant forms, see section 4.5, and ensure the First Aid kits are refilled.

## Accident Reporting

(These records must be kept for a minimum of 3 years.)

### Incidents involving children

We keep a record of any first aid treatment given in our **School Accident Report Books** (see Appendix D). The person dealing with the incident must complete the details as follows:

- The date, time and place of incident
- The name and class of the injured or ill child
- Details of the injury or illness and what first aid was given
- What happened to the person immediately afterwards e.g. sent home, went back to class, etc.
- Name/signature of the first aider or person dealing with the incident.

The **School Accident Report Book** entry is given to the child to take to give to their parent/carer. For Year R, 1 and 2, the record is given to the child's teacher for them to pass on to the parent/carer at the end of the school day. A duplicate copy is kept for the school records.

The child should be offered a **sticker** to show they have received either first aid or have a bumped head (see Appendix E).

If a head bump has occurred, but does not require emergency treatment, a **Head Bump letter** (see Appendix F) must be sent via ParentMail (electronic message system) to notify the parent/carer of the details. This must be sent on the same day as the incident took place.

## Incidents involving adults

An **AIRS 1 accident form (Accident/Near Miss/Violence at Work Reporting Form)** (see Appendix G) must be completed by the member of staff dealing with the incident and the person injured (if possible). This should be done on the same day or as soon as possible after a major incident resulting in an injury. These are located School Office and stored confidentially. The completed Form should be sent to Delegated Services who review and forward to the HSE on behalf of the School. The Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident.

## Major Incidents involving either adults or children

The Headteacher should immediately notify Lighthouse Schools Partnership/Delegated Services.

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 & 7)** (see Appendix H). Their details are as follows:

**Health and Safety Executive  
HSE First Aid Applications and Monitoring Section  
Quay House  
Quay Street  
Manchester M3 3JB  
Tel: 0161 952 8276**

The Headteacher will also 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.

Lettings and out of hours provision: A First Aid kit is available in the School Hall for use by anyone letting the Hall out of hours. We do request that First Aid provisions are made by the person/s letting the facilities and a copy of the **Lettings: Rules or Hire** are agreed by them.

## Links

### Policies

- Health & Safety
- Critical Incident Plan Policy

### Procedures

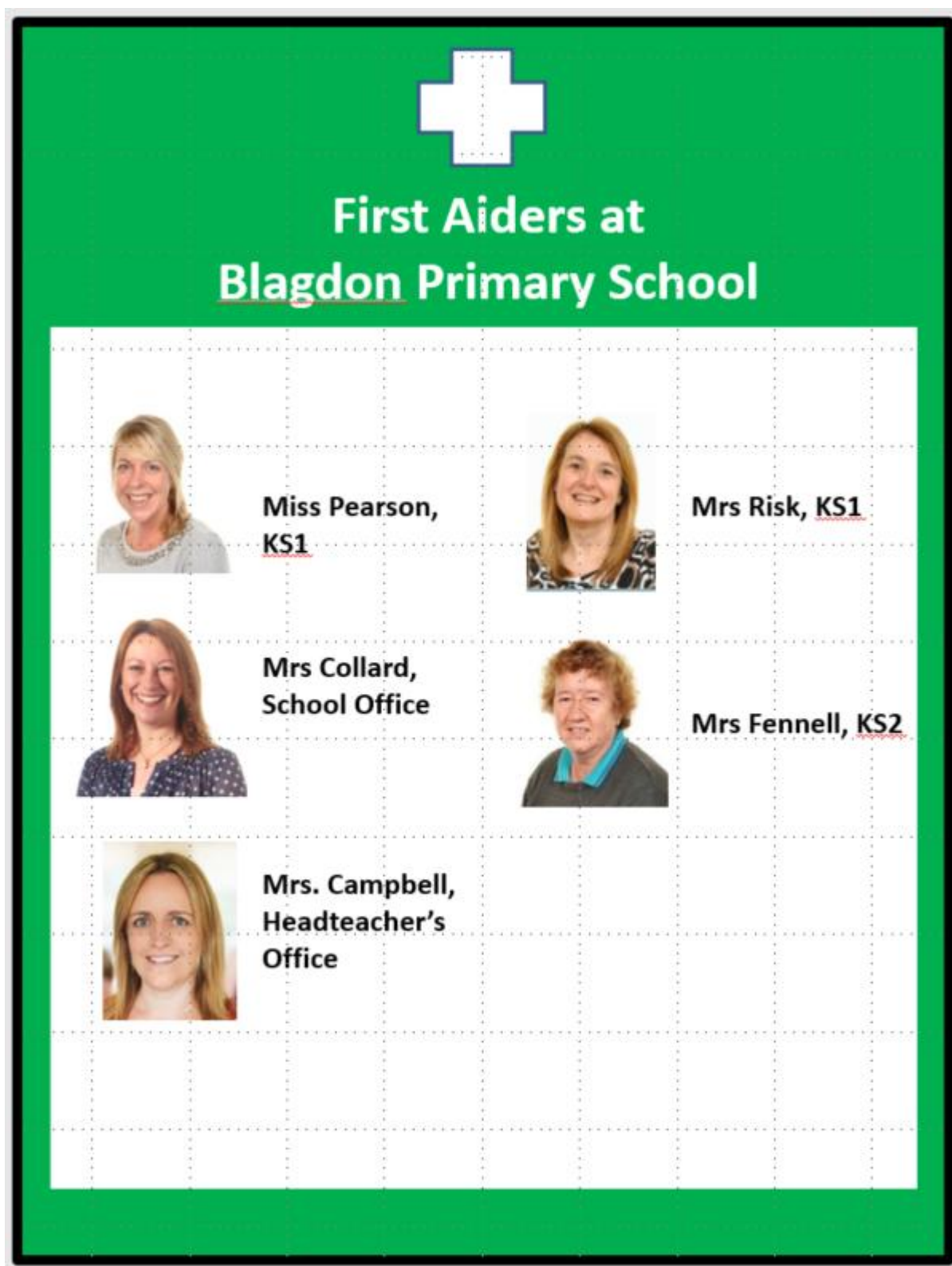
- Administration of Medication

### Other






- Guidance On First Aid In Schools (*DfEE, updated 12 February 2014*)
- Health Protection In Schools and Other Childcare Facilities (*Public Health England, 27<sup>th</sup> March 2019*)
- The Health and Safety (First Aid) regulations 1981; revised Code of Practice 1997 (*Health & Safety Commission (HSC)/Executive (HSE)*)
- Guidance on RIDDOR 1995 (*Health & Safety Commission (HSC)/Executive (HSE)*)
- Information on Reporting School Accidents (*Health & Safety Commission (HSC)/Executive (HSE)*)
- Basic First Aid at Work – ‘What to do in an emergency?’ (*Health & Safety Commission (HSC)/Executive (HSE)*)
- Lighthouse Schools Partnership Insurance Policy

## Appendices

- A. First Aider List (example)
- B. First Aid Kits Contents List
- C. First Aid Checklist for staff (example)
- D. School Accident Report Books (example)
- E. First Aid / Head Bump Stickers (example)
- F. Letter to Parent re Head Bump
- G. AIRS 1 accident form (Accident/Near Miss/Violence at Work Reporting Form)
- H. RIDDOR 2013 legislation (regulations 4,5,6 & 7)



**First Aiders at  
Blagdon Primary School**

	<b>Miss Pearson, <u>KS1</u></b>		<b>Mrs Risk, <u>KS1</u></b>
	<b>Mrs Collard, School Office</b>		<b>Mrs Fennell, <u>KS2</u></b>
	<b>Mrs. Campbell, Headteacher's Office</b>		

## Appendix B First Aid Kits Contents List

Our Large Workplace First Aid Kit contains:

- 3 x Disposable Heat Retaining Foil Blankets
- 3 x Microporous Tape 2.5cm X 10m
- 4 x Sterile Moist Cleansing Wipes (Packs of 10)
- 4 x Non-Sterile Disposable Triangular Bandages 90cm X 90cm X 130cm
- 1 x Tuff-Kut Scissors
- 12 x Gloves, Large (Pairs)
- 4 x No.16 Sterile Eye Pad Dressings
- 6 x Medium Sterile Dressings 12cm X 12cm
- 4 x Large Sterile Dressing 18cm X 18cm
- 4 x Sterile Finger Dressings 3.5cm X 3.5cm
- 2 x Conforming Bandages 7.5cm X 4.5m
- 10 x Washproof Plasters, 10 of each assorted sizes
- 1 x First Aid in an Emergency Booklet

Our Medium Workplace First Aid Kit contains:

- 2 x Disposable Heat Retaining Foil Blankets, Adult
- 2 x Microporous Tape 2.5cm X 10m
- 3 x Sterile Moist Cleansing Wipes (Packs of 10)
- 3 x Non-Sterile Disposable Triangular Bandages 90cm X 90cm X 130cm
- 1 x Tuff-Kut Scissors
- 9 x Nitrile Powder-Free Gloves, Large (Pairs)
- 3 x No.16 Sterile Eye Pad Dressings
- 4 x Medium Sterile Dressings 12cm X 12cm
- 3 x Large Sterile Dressings 18cm X 18cm
- 3 x Sterile Finger Dressings 3.5cm X 3.5cm
- 2 x Conforming Bandages 7.5cm X 4.5m
- 6 x Washproof Plasters, Assorted Sizes (Packs of 10)
- 1 x First Aid in an Emergency Booklet

Our Small Workplace First Aid Kit containing:

- 1 x Disposable Heat Retaining Foil Blanket, Adult
- 1 x Microporous Tape, 2.5cm X 10m
- 2 x Sterile Moist Cleansing Wipes (Packs of 10)
- 2 x Non-Sterile Disposable Triangular Bandages 90cm X 90cm X 130cm
- 1 x Tuff-Kut Scissors
- 6 x Nitrile Powder-Free Gloves, Large (Pairs)
- 2 x No. 16 Sterile Eye Pad Dressings
- 2 x Medium Sterile Dressings 12cm X 12cm
- 2 x Large Sterile Dressing 18cm X 18cm
- 2 x Sterile Finger Dressings 3.5cm X 3.5cm
- 1 x Conforming Bandage 7.5cm X 4.5m
- 4 x Washproof Plasters, Assorted Sizes (Packs of 10)
- 1 x First Aid in an Emergency Booklet

## First Aid Checklist

1. Administer first aid
2. Complete the first aid record book
3. Give child the Record of Injury slip (if Year R, 1 or 2, child – give slip to the teacher)
4. Is it a head bump? Inform the Office to contact parent.
5. Unsure if we need to inform parent with phonecall on another type of injury? Ask the Office staff/Headteacher
6. Give child a sticker

**Appendix D School Accident Report Book (example)**

### School Accident / Illness Report Slip

Report Issued by:	Pupil's Name:						
	Date:	Time:	Class:				
Location and details of accident/incident/illness							
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Head injury  <input type="checkbox"/> Asthma  <input type="checkbox"/> Bump/Bruise  <input type="checkbox"/> Cut/Graze  <input type="checkbox"/> Headache/High temperature                 </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Vomiting/Nausea  <input type="checkbox"/> Sprain/Twist  <input type="checkbox"/> Nosebleed  <input type="checkbox"/> Stomach pain/Upset tummy  <input type="checkbox"/> Mouth injury/Toothache/Loose or missing tooth                 </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> TLC applied  <input type="checkbox"/> Collected from school  <input type="checkbox"/> Parent/Carer contacted  <input type="checkbox"/> Unable to contact parent  <input type="checkbox"/> Well enough to stay in school after first aid                 </td> <td style="width: 33%; vertical-align: top; background-color: #333; color: white; padding: 10px; font-size: small;"> <b>IMPORTANT:</b> Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.                 </td> </tr> </table>				<input type="checkbox"/> Head injury <input type="checkbox"/> Asthma <input type="checkbox"/> Bump/Bruise <input type="checkbox"/> Cut/Graze <input type="checkbox"/> Headache/High temperature	<input type="checkbox"/> Vomiting/Nausea <input type="checkbox"/> Sprain/Twist <input type="checkbox"/> Nosebleed <input type="checkbox"/> Stomach pain/Upset tummy <input type="checkbox"/> Mouth injury/Toothache/Loose or missing tooth	<input type="checkbox"/> TLC applied <input type="checkbox"/> Collected from school <input type="checkbox"/> Parent/Carer contacted <input type="checkbox"/> Unable to contact parent <input type="checkbox"/> Well enough to stay in school after first aid	<b>IMPORTANT:</b> Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.
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Details of treatment and additional comments:	Authorised signature:						

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**Appendix E First Aid / Head Bump stickers**



## Appendix F Letter to Parents re Head Bump

Dear **Parent Title** **Parent Last Name**

### **date and time**

Earlier today **Student First Name** suffered from a minor bump to the head. **(No)** First aid was **(required/administered / ice applied)**.

The bump to the head was caused by **(details)**.

We decided that the injury was not serious enough to ask you to collect **Student First Name** from school. Instead, **Student First Name** completed their normal school day with the class teacher keeping a close eye on them.

**Student First Name** is likely to recover quickly from the injury but may have some bruising tomorrow. During the next 24 hours, please monitor your child's condition and if they begin to feel dizzy or are physically sick, consult your doctor or the local casualty department. Tell them about the injury sustained earlier today.

We wish **Student First Name** a speedy recovery.

Yours sincerely

**Kerrie Buer**

**Head of School**

## **Appendix G AIRS 1 accident form (Accident/Near Miss/Violence at Work Reporting Form)**

The information given in this form may be used in investigations by the Police, Health & Safety Executive, and insurance companies. Please give all relevant facts and evidence or say where they can be found.

### **Incident Type**

Please tick one of the following incident classifications:

- 7 days lost time
- 3 days lost time (you must still record this and report on it)
- Under 3 days lost
- No days lost
- A near miss
- Verbal threats
- Other aggression

### **Incident Details**

**Date of incident:**

**Time of incident:**

**Location of incident** – where in the establishment or as part of an activity elsewhere did the incident occur?

**Description of incident** – detailed description of how the incident happened and the events that took place just before and after:

**Lead- up to incident:**

**What was the person doing in the lead up to the incident?**

### **The Person Involved**

**Your role**

Tick role or relationship to the organisation

- Pupil
- Staff member
- Contractor
- Visitor
- Trainee
- Work experience student
- Apprentice
- Other service user

**Job title**

**Person' name**

**Person's address**

Contact telephone number

Gender

Female / male / Prefer not to say / other

Date of birth

**Injuries**

**Description**

Describe any injuries as known to you or other impact or situation.

**Where:** Say which parts of the body that were injured where applicable, the type of injury and how wevere it was

**Which side of the body if applicable?**

**Details of any witnesses:**

**First responder** – details of the person who attended eg the frist person there, first aider, headteacher, etc.

**Photos** – were photos of the scene taken and or notes made of the area? If so, please forward to [office@blagdonprimaryschool.com](mailto:office@blagdonprimaryschool.com)

- Yes
- No

**Signed:** .....

**Print Name:** .....

**Date:** .....

DETAILS OF COMPANY ISSUED BY:																																																																																																																																														
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## Appendix H RIDDOR 2013 legislation

### **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

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>