Tanfield Lea Community Primary School

First Aid Policy

Opening Doors, Enriching Lives

Head Teacher – Mark Temple
Chair of Governors – Andrew Gladstone-Heighton

Date: September 2026
Date for Review: September 2027

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

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.
- Social Security (Claims and Payments) Regulations 1979, which se 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.

Roles and Responsibilities

First Aiders

The school's appointed first aiders are:

- **First Aid at Work**
  Mr P Mansfield and Mrs R Watson.
- **Paediatric First Aid**
  Ms D Armin, Mrs A Ashcroft, Miss J Bruce, Mrs V Burnett, Mrs S Edgar, Mr B Henderson, Miss H Lamb, Miss G Meyer, Mrs G Moscardini, Mrs L Ovington, Mr P Mansfield, Mrs L Robertson and Mrs R Watson.
- **Emergency First Aid**
  Mrs S Dwyer, Mrs S Elavarasan, Mrs S Madge, Mrs M Paley, Mrs S Robson, Ms K Sharp, Miss J Spooner, Mrs C Ward and Mrs J Wintrip.

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 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.

Our school's appointed first aiders names are displayed prominently around the school sites.

The Local Authority and Governing Body
Durham County 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 body.

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

The Head Teacher
The Head Teacher is responsible for the implementation of this policy, including:
- Ensuring that an appropriate number of appointed persons and first aiders 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, via the Local Authority, when necessary.

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 for all incidents they attend to.
- Informing the Head Teacher of any specific health conditions or first aid needs.

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.
- 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, the first aider will contact parents/carers and ask to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers.
- If emergency services are called, parents/carers will be contacted immediately.
- The first aider/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.

There will be at least one person who has a current paediatric first aid (PFA) certificate on the premises at all times.

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 including, at minimum:
  - 6 individually wrapped sterile adhesive dressings;
  - 1 large sterile unmedicated dressing;
  - 2 triangular bandages – individually wrapped and preferably sterile;
  - 2 safety pins;
  - individually wrapped moist cleansing wipes; and
  - 2 pairs of disposable gloves.
- Information about the specific medical needs of pupils
- Parents'/carers' contact details.

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off school premises and uploaded to Evolve.

There will always be at least one first aider with a current first aid certificate on school trips and visits. For all Early Years' trips a paediatric first aider must attend.

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.

Location of First Aid Equipment
Upper School:

- First cupboard in Main school office including spare first aid bags for trips
- Small supply in Mr Mansfield's office
- School kitchen

Lower School

- Pre-School Cupboard
- Reception Area
- Y1/2 Cloakroom
- Y1/2 Quiet Room

Record-Keeping and Reporting

- For small cuts, grazes and bumps, a slip will be given to take home for parents.
- If a child falls and complains of a sore body part (eg wrist, finger, shoulder, ankle) or has a bump to the head requiring an ice-pack, children should be seen by a first aider, given a medical slip to take home and it may also be necessary to call parents/carers.

- If the injury is serious, the member of staff involved should complete the Local Authority online accident reporting form on the same day, or as soon as possible after the incident occurred.
- Accident records will be retained for at least three years from the date of the incident as per the regulations outline in the Social Security (Claims and Payments) Regulations 1979.
- Accidents involving a child who may be able to bring a personal injury claim in the future, will be retained until the child reaches their 21st birthday, as the Limitation Act 1980 gives three years to make such a claim after the child reaches 18.
- All records/information regarding accidents will be securely disposed of.

Reporting to the HSE (via Local Authority On-Line Accident Reporting Portal)
The HSE 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).

The first aider will report these to the Local Authority via their on-line accident reporting portal as soon as is reasonably practicable and in any event within 10 days of the incident, expected where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay, ie 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, the appointed persons 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, eg from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, eg from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - 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 (eg 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 (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg 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 .

Notifying Parents/Carers

The first aider will inform parents/carers 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. Parents/carers will also be informed if emergency services are called.

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.

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 one 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 reviewed by the Head Teacher every year. At every review, the policy will be approved by the full governing board.

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

First Aid Procedures
To be followed in conjunction with First Aid Policy.

General
- Play Supervisors have bags which they wear whilst on duty.
- Ice packs are located in the fridges in Upper School staffroom and Lower School conference room.
- Spare first aid bags available for trips are located in the Upper School main office.

Teaching Assistants will check the first aid box/bag in their areas particularly in the Lower School, the office staff will check the main first aid cupboard and the first aid bags used for school trips in the Upper School office and Play Supervisors will check their bags at the beginning of each term. If supplies run low staff should report this to the Office so that further supplies can be ordered.

Contents of First Aid Kits
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.

Defibrillator
A defibrillator is located in the Upper School Office.

Accidents
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 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, the first aider will contact parents/carers and ask to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers.
- If emergency services are called, parents/carers will be contacted immediately.
- The first aider/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.

Administering Calpol/Liquid Paracetamol
Schools are able to administer liquid paracetamol. This requires verbal consent from parents/carers. When phoning, school will ask:
- Does the parent/carer give permission?
- Has the child had any Calpol that morning? If so, what time?
- The dosage to be administered.

This will be administered by the Office/TA **using the school's own medication**. This will be recorded on a sheet.

Guidelines for Minor First Aid:
Small cuts/abrasions – wash under running cold water or with water-soaked gauze (not paper towel). Cover with a hypoallergenic plaster if the cut is open.

Sand/foreign body in eye – irrigate with water. Do not attempt to remove object if this does not work. Depending on the seriousness, cover eye with gauze pad and ring parent to collect the child to take to a medical professional.

Bumps/bruises – apply cold compress to area. Always check child regularly for adverse signs for bumps to the head.

Splinters – obvious splinters may be removed with tweezers.

Disposable gloves must always be worn when dealing with blood or other body fluid. Soiled gloves, gauze etc should be placed in double thickness plastic bags and disposed of in a medical/nappy bin.

Waste bags and sick bowls are kept in the main office of the Upper School and it the cupboard next to the Rainbow Room in Lower School.

NB All bodily fluids must be cleaned immediately.

Serious Accidents
- **Do not move the injured person**.
- **Immediately** inform the Head Teacher
- Call an appointed first aider.
- The person dealing with the accident will telephone for an ambulance.
- **Clear** all other children from the accident area.
- Contact parents immediately.
- Complete the online accident reporting forms.

First Aid on Visits
The teacher has the overall responsibility to ensure that the following are taken:
- Children's contact details.
- Mobile phone.
- Emergency contact details (eg School).
- Basic first aid kit.
- A first aider must be present on the visit, and a paediatric first aider on all Early Years' trips.