



**ST THOMAS CANTILUPE**  
CHURCH OF ENGLAND PRIMARY SCHOOL

Policy: First Aid

Date: September 2025

School lead: Claire McKeown

Governor lead: Andrew Teale

Review date: October 2026

Shine bright your light (Matthew 5: 14-15)

 Diocese of   
Hereford  

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Multi-Academy Trust

## 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 1999](#), 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 & 2006](#), 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.

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The school's appointed first aiders 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 3)
- Keeping their contact details up to date

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

### **3.2 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.

### **3.4 The headteacher**

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

- Ensuring that an appropriate number of 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 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.
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## **4. 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, administrator will contact parents immediately
- The administrator and first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury (see Appendix 3)

### **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 and the pupil's medication e.g., EpiPen
- Parents' contact details

Risk assessments will be completed by the EVC prior to any educational visit that necessitates taking pupils off school premises.

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

## 5. 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:

Main office	Year 6 Classroom
Staff Room	Year 5 Classroom
Nursery	Year R Practical Area
Year 1 Practical Area	Year 2 classroom
Year 3 classroom	Year 4 Classroom
Art room	

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the first aider 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/incident report form will also be added to the pupil's educational record by the administrator at appendix 3
- 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. First Aid and accident records will be then archived, in the case of a child, 3 years past the child's 18<sup>th</sup> birthday.

### 6.2 Reporting to the HSE

The administrator 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 Headteacher will report these, via our Health & safety Adviser, 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 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>

### **6.3 Notifying parents**

The administrator 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.

### **6.4 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 LA of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. 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 4).

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.

## **8. Monitoring arrangements**

This policy will be reviewed by the Headteacher every year.

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

## **9. 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

## Appendix 1: List of First aiders

<u>First Aid at Work</u>	<u>Date Qualified</u>	<u>Renewal Date</u>
Liz Whyte	25 September 2024	25 September 2027

<u>Paediatric First Aid</u>	<u>Date Qualified</u>	<u>Renewal Date</u>
Justine Tighe	21 January 2025	20 January 2028
Elle Bentley	21 January 2025	20 January 2028
Emilia Zielinska	7 November 2023	7 November 2026
Olena Krylach	15 April 2024	15 April 2027
Amanpreet Kaur	16 July 2024	16 July 2027
Mandi LePoidevin	16 July 2024	16 July 2027
Jackie Turner	16 July 2024	16 July 2027
Julia Urban-Kestenov	16 July 2024	16 July 2027
Carrie Higgins	16 July 2024	16 July 2027
Sharon Hammond	11 June 2025	11 June 2028
Irene King	11 June 2025	11 June 2028
Hannah Harris	12 January 2026	12 January 2029

### Emergency First Aid at Work

Jayne Baker	11 February 2025	11 February 2028
Alison Barry	11 February 2025	11 February 2028
Jackie Bridges	11 February 2025	11 February 2028
Jenny Coulthard	11 February 2025	11 February 2028
Hazel Jarvis	11 February 2025	11 February 2028
Caroline Mulloy	11 February 2025	11 February 2028
Rose Perks	11 February 2025	11 February 2028
Caitlin Scott	11 February 2025	11 February 2028
Kahlia Laws	18 April 2023	18 April 2026
Rose Douet	12 September 2025	12 September 2028
Lara Morris	12 September 2025	12 September 2028

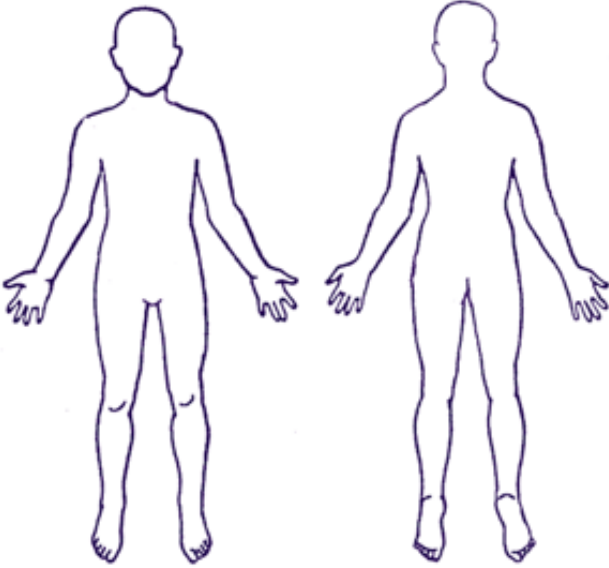
## Appendix 2: accident report form



### Minor injury / illness at school report

Dear parent/carer – Your child came to first aid today.

<b>Child's Name / Class:</b>	<b>Date:</b>
	<b>Time:</b>

<p><b>Nature of injury / illness:</b></p> <p>Bump / Bruise <input type="checkbox"/></p> <p>Cut / Graze <input type="checkbox"/></p> <p>Sprain / Twist <input type="checkbox"/></p> <p>High Temperature <input type="checkbox"/></p> <p>Burn / Scald <input type="checkbox"/></p> <p>Feeling sick <input type="checkbox"/></p> <p>Headache <input type="checkbox"/></p> <p>Cough / Cold <input type="checkbox"/></p> <p>Nosebleed <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p> <p>(Please specify)</p>	<p>Please mark the location of the injury:</p> <div style="text-align: center;">  </div> <p style="text-align: center;"><b>Front of body</b>                      <b>Back of Body</b></p>
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<b>Treatment / care provided:</b>			
REST / OBSERVATION	<input type="checkbox"/>	COLD COMPRESS	<input type="checkbox"/>
WASH / WIPE AREA	<input type="checkbox"/>	PLASTER / DRESSING	<input type="checkbox"/>

**Further details of injury / illness:**

## Appendix 2: Head bump form

Dear Parent / Carer

Today at school your child received a bump to the head. One of our First Aiders looked after and assessed your child and at the time, it was not thought necessary to refer him/her for further attention.

However, in rare circumstances, symptoms can develop up to 24 hours after the injury. Should any of the following conditions occur, please refer the child to a Doctor preferably at the local Casualty Department.

- Severe headache, excessive sleepiness
- Does not like bright light.
- Vomiting and/or fever
- Dizzy, double or blurred vision, weakness of any limbs.
- Becomes disorientated or confused, cannot remember the recent time.
- Has an apparent alteration in consciousness level.



**Front of head**



**Back of head**

The diagram above shows where your child received a bump to the head.

Yours sincerely

**Mrs C McKeown**

**Head Teacher**

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### **ACKNOWLEDGEMENT OF HEAD BUMP LETTER**

Child's Name..... Class.....

I acknowledge receipt of notification of my child's head bump.

Signed .....

Date .....

## Appendix 3: School accident/incident report form

### SCHOOL ACCIDENT/INCIDENT REPORT FORM

For **St Thomas Cantilupe (STC) Employees/Visitors/Contractors/Member of public** -to be completed by the person who had the accident, the Deputy Headteacher/School Administrator.

For **Pupils** – to be completed by a Teacher or First Aider. In ALL cases it is to be signed by the Deputy Headteacher/ School Administrator. All parts must be filled, ✓ or marked NOT APPLICABLE

#### PART A – ABOUT YOU/THEM (THE PERSON WHO HAD THE ACCIDENT/INCIDENT)

1. What is your/their full name?

.....

2. What is your/their job title (if applicable?)

.....

3. Are You/They a? (Please tick✓)

Pupil		STC employee		A visitor to STC premises	
Contractor		Member of the public		Other (state):	

4. If injured person is **NOT** a St Thomas Cantilupe Employee i.e. a Pupil, Member of Public or Visitor - What is their Home address, postcode, home telephone and date of birth?

#### PART B – ABOUT THE ACCIDENT/ INCIDENT

1. On what date did the incident happen?

2. At what time did the incident happen? Please use 24hr time i.e. 0930

3. Did the incident happen on St Thomas Cantilupe School  Yes/No  premises?

4. If YES - Where exactly on the St Thomas Cantilupe premises did the incident happen?

5. If NO, where did the incident happen?

At someone else's premises		If so: -The Name, address, postcode:
In a public place		

#### PART C – ABOUT THE INJURY/INCIDENT

1. What was the injury i.e. cut, graze, strain

2. What part(s) of the body were injured?

3. Was the injury? (Please tick✓)

A fatality	
A major injury or condition i.e. a fracture or loss of consciousness	
An injury or condition to an employee, which resulted in their absence from work, or prevented them doing their normal work for <b>more than 7 days</b> .	
An injury to a <b>Pupil</b> or member of the public where they had to be <b>taken from the scene of the accident to a hospital for treatment?</b>	
A minor injury or condition.	

A non-physical injury incident i.e. verbal assault, threatening behaviour or cyber-bullying?	
A near hit?	

4. Did the injured person? (Tick ✓ all that apply) 5. Was first aid treatment given? Yes/No

Become unconscious?	
Need resuscitation?	
Remain in hospital for more than 24hrs?	
None of the above.	

6. If YES give name of first aider.

7. Describe treatment given. (First Aider completes this part)

8. Does the person verbally/physically assaulted feel distress or harmed by the incident? Yes/No

9. In the case of verbal/physical bullying was the incident racial, sexual, homophobic or disablist? Yes/No

### PART D – ABOUT THE KIND OF ACCIDENT

Please tick ✓ ONE box that best describes what happened

Contact with moving machinery		Drowned or asphyxiated	
Hit by a moving flying or falling object		Exposed to, or in contact with, a harmful substance.	
Hit by a moving vehicle		Exposed to fire.	
Hit something fixed or stationary		Exposed to an explosion.	
Injured while handling, lifting or carrying		Contact with electricity or electrical discharge	
Slipped, tripped or fell on the same level		Injured by an animal	
Fell From a Height – (How high in metres?)		Physically assaulted by a person	
Trapped by something collapsing		Verbal or threatening behaviour from another person	
Another kind of accident (Please outline here and describe fully in part E)			

### PART E – DESCRIBING WHAT HAPPENED

Give as much detail as possible; continue on a separate sheet if needed. Try to include:

- The name of any substances involved;
- The name and type of any equipment/machinery involved;
- The unsafe act or unsafe condition LEADING UP TO the incident;
- What the person involved was doing at the time of the incident;
- The part played by other people i.e who perpetrated the verbal assault pupil, vehicle driver, parent in School etc;

Please give name, address and telephone number of any witnesses here (if none please state) - For Pupil witnesses give Year Group & Form:

**PART F – ACTIONS TO PREVENT RECURRENCE (DEPUTY HEADTEACHER/SCHOOL ADMINISTRATOR TO ENSURE THIS PART IS COMPLETED)**

Please give details of the following:

- Actions immediately following the event to make safe;
- Intermediate actions following the event that were done, or will be done, to minimise risk while investigating cause;
- Longer-term actions that were done, or will be done, to establish root cause of incident and prevent recurrence.
- Whether risk assessment has been completed/reviewed as a result of this incident.

Action Taken / Proposed / Timeframe	Person Responsible	Position

**PART G – YOUR SIGNATURE**

Headteacher's Name	Mrs C McKeown	Name of Person Submitting Form:	
Headteacher's Signature		Signature of Person Submitting Form:	
		Date:	
Date:		Are You: The person who had the accident The First Aider Other (please state) if Other please state whether you witnessed the accident/incident	

Suggest – Scan all pages of the Form, saving as Injured Person's name and date of accident, page 1, page 2 etc – email to [accidents@fandrms.co.uk](mailto:accidents@fandrms.co.uk) Original copy remains in School

**FOR FIRE AND RISK MANAGEMENT SERVICES USE ONLY**

Date Received:	Data Entry Date: Data Entry By (initials): Accident Ref No:
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RIDDOR Reportable?	YES/NO	Accident Investigation Required? Locally? Specialist?	
Date of Report: Method:		Name of Person(s) Investigating:	
		Date Investigation Started:	
		Date Investigation Report Submitted:	
RIDDOR Ref:		Occupational Health Input suggested?	

## Appendix 4: first aid training log

<u>First Aid at Work</u>	<u>Date Qualified</u>	<u>Renewal Date</u>
Liz Whyte	25 September 2024	25 September 2027

<u>Paediatric First Aid</u>	<u>Date Qualified</u>	<u>Renewal Date</u>
Justine Tighe	1 March 2022	1 March 2025
Elle Bentley	1 March 2022	1 March 2025
Emilia Zielinska	7 November 2023	7 November 2026
Bobbi Gurney	17 November 2023	17 November 2026
Tamara Cmiljic	15 April 2024	15 April 2027
Olena Krylach	15 April 2024	15 April 2027
Amanpreet Kaur	16 July 2024	16 July 2027
Mandi LePoidevin	16 July 2024	16 July 2027
Jackie Turner	16 July 2024	16 July 2027
Julia Urban-Kestenov	16 July 2024	16 July 2027
Carrie Higgins	16 July 2024	16 July 2027
Sharon Hammond	11 June 2025	11 June 2028
Irene King	11 June 2025	11 June 2028
Hannah Harris	9 January 2023	9 January 2026

### Emergency First Aid at Work

Jayne Baker	15 February 2022	15 February 2025
Alison Barry	15 February 2022	15 February 2025
Jackie Bridges	15 February 2022	15 February 2025
Jenny Coulthard	15 February 2022	15 February 2025
Hazel Jarvis	15 February 2022	15 February 2025
Caroline Mulloy	15 February 2022	15 February 2025
Rose Perks	15 February 2022	15 February 2025
Caitlin Scott	15 February 2022	15 February 2025
Irene King	13 June 2022	13 June 2025
Kahlia Laws	18 April 2023	18 April 2026
Emily Taylor	18 April 2023	18 April 2026
Rose Douet	12 September 2025	12 September 2028
Lara Morris	12 September 2025	12 September 2028