



Millfields First School

First aid policy

Date reviewed: January 2026

Date of next review: January 2027

Chair of Governors (Carla Kesterton)

Head Teacher (Lisa Montandon)

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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 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 set 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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is Sarah Benfield. They are responsible for:

- Working with the first aiders when someone is injured or becomes ill, providing a second opinion when required
- 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

- Reporting specified incidents to the WCC when necessary (see section 6)

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 templates in appendix 2)
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

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

3.2 The local authority and governing board

Worcestershire LA 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 board.

The governing board 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 trained first aid personnel are always present in the school
- 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 for all incidents they attend to where a first aider is not called
- 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 (see appendix 3)
- If appropriate, the appointed person will be called to give a second opinion
- 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, a member of the office staff will contact parents immediately
- The first aider/relevant 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

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
- Parents' contact details

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

For the Early Years Foundation Stage 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.

There will always be at least one first aider on all other school trips and visits.

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:

- The medical room
- The first aid station

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. (see appendix 2)
- As much detail as possible should be supplied when reporting an accident. 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.

6.2 Reporting to the HSE

Sarah Benfield 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). And will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. (see appendix 3)

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 class teacher or a member of the office staff, will inform parents of any accident or injury, which is more than a very minor one, sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

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 1).

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 head teacher annually. At every review, the policy will be approved by the governing board.

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

10. Appendix 1: List of trained first aiders

Lead First Aider

Staff name	Year group	Role		Expiry
Sarah Benfield	Office	Attendance Officer and Family Support	First Aid at Work and Paediatric	23/10/2027

First Aid team

Staff name	Year group	Role		Expiry
Tanya Gersbach	Pre-school	Teaching Assistant	Paediatric	13/03/2027
Lucy Gould	Pre-school	Teacher	Paediatric	09/02/2026
Charlotte Miles	Pre-school	Teaching Assistant	Paediatric	12/03/2027
Sarka Simunkova	Pre-school	Teaching Assistant	Paediatric	05/11/2027
Catherine Morgan	Pre-school / Reception	Teaching Assistant	Paediatric	05/10/2026
Kasia Sliwa	Year 2	Teaching Assistant	Paediatric	15/10/2027
Kim Clarke	Year 1	Teaching Assistant	Paediatric	04/07/2027
Kelly Paramore	Year 4	Teaching Assistant	Paediatric	11/07/2026
Alice Jones	Year 3	Teaching Assistant	Paediatric	11/07/2026
Hayley Brookes	Year 3	Teaching Assistant	Paediatric	22/10/2027

Rosie Dixon	Forest School	Forest School Leader	First Aid in the Outdoors and Paediatric	08/03/2025
Rebekah Taylor	Forest School	Forest School Assistant	Paediatric	13/03/2027

11. Appendix 2: Minor injuries log

Date	Name	Class	Time	What happened	Treatment	First aider / staff	Parent contacted

Appendix 2: Accident report form

Accident report form

General information

Name:	Date:
Office / Kitchen / Class:	Time:

Details of accident

Where did the accident occur: ☐ Classroom ☐ Playground ☐ Hall ☐ Forest school ☐ Other indoor ☐ Other outdoor	Description of accident:	Type of accident: ☐ Trip/slip/fall ☐ Use of equipment ☐ PE injury ☐ Collision with person ☐ Collision with object ☐ Nosebleed ☐ Eye injury
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Injury to (where on the body):

Head injury (checked and has shown signs of):

- | | |
|--|--|
| ☐ Dizziness | ☐ Loss of vision / blurred |
| ☐ Drowsiness | ☐ Confusion or disorientation |
| ☐ Nausea / sickness | ☐ Unconsciousness |
| ☐ Headache | ☐ None but advised to monitor at home |

Treatment given

Treatment given: ☐ Wipe ☐ Plaster ☐ Ice pack ☐ Other (see details)	Treatment details:
Treated by:	

Office use only

☐ Parent / next of kin contacted ☐ Child taken home ☐ Child attended hospital (which one) ☐ Reported to WCC Health and Safety	SLT confirming report:	Date:
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Appendix 2: Accident report form for WCC

Accident report form for WCC

THIS ACCIDENT MUST BE REPORTED WITHIN 7 DAYS OF THE INCIDENT

Sections A & B to be completed by the injured person

A - Details of injured person									
Full name:									
Gender:				Date of birth:					
Home address:									
Employee				Member of public				Visitor	
Student				Contractor				Other	
Type of injury (eg. cut, sprain, fracture):									
What part of the body was injured?									
No action		First aid		Sent home		Dr called		Attended hospital	
Which hospital?									
Did the person go sick after the accident?								Date absence commenced	
Normal hours of work of injured person:								to	
Actual hours worked on day of injury:								to	
B – Details of incident									
Address of incident (off premises):									
Date of incident:						Time (24hr clock):			
Exact location:									
What happened:									
Contact details of witnesses:									
Witness statement attached:									
Form completed by:							Date:		
C –MUST be completed by the Head Teacher who should check that the form has been completed fully									
Who reported the incident to you?									
Who investigated the incident?									
Is the explanation above, correct?									
What action are you taking to prevent a similar incident?									
Signed:							Date:		

12. Appendix 3: Procedures



