



Churchill CE Primary School

FIRST AID POLICY

*With kind hearts and determined minds, we inspire each other to be the best
we can be*

Written by	Headteacher
Ratified by	Finance and Facilities Committee
Date last reviewed	March 2026
Date of next review	February 2027
Signed – Chair of Governors	<i>S Furniss</i>
Signed – Headteacher	<i>L Woolven</i>

FIRST AID POLICY

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 Jackie Churchill. 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 – role currently fulfilled by Ruth Beadle
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

In addition, all of the Learning Support and Lunchtime team are trained first aiders. 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 2)
- Keeping their contact details up to date

Our school's First Aiders are listed in appendix 1. Their names will also be displayed in the First Aid Room.

3.2 The local authority and governing board

North Somerset Council has ultimate responsibility for health and safety matters in the school, but delegate's 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.

3.3 The Headteacher

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

- Ensuring that an appropriate number of trained first aid personnel 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)

3.4 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 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
- 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 team, senior leader or class team member will contact parents immediately

- The 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

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 class teacher 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:

- The medical room
- The school kitchens

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

- If the accident required external medical intervention, this will be added to the IAM compliant system and Delegated Services (Health and Safety support for LSP) notified. All accidents of this nature are overseen by Churchill Estates Leader.
- Records held in the first aid and accident book will be retained by the school for a minimum of 25 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

The office team 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). These will be added to the IAMs system.

Senior Leaders will respond to advice and guidance from Delegated Service via the IAMs system.

Delegated Services will determine if the Health and Safety Executive need to be contacted.

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 team 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

A 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 North Somerset Council 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 3).

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 Finance and Facilities committee every 3 years.
At every review, the policy will be approved by the Finance and Facilities committee.

9. LINKS WITH OTHER POLICIES

This first aid policy is linked to the

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

Appendix 1: LIST OF TRAINED FIRST AIDERS – updated September 2026

Staff member's name	Role	Level
Jackie Churchill	Admin/SMSA	Paediatric
Elizabeth Folkes	Admin	Paediatric
Clare Holdaway	Learning Partner	Paediatric
Samantha Hart	Learning Partner	Paediatric
Alison Gould-Coates	Learning Partner	Paediatric
Valerie Pain	SMSA	Paediatric
Dominic Bush	Learning Partner	Paediatric
Nicola Baird	Learning Partner / HLTA	Paediatric
Lucie Green	Class Teacher	Paediatric
Charley Wherrett	Learning Partner	Paediatric
Lauren Baird	Learning Partner	Paediatric
Bernie Harris	Learning Partner	Paediatric
Katie Manson	Learning Partner	Paediatric

Appendix 2: ACCIDENT REPORT FORM



Primary School

CHURCHILL C.E. PRIMARY SCHOOL

Pudding Pie Lane, Langford

Bristol, BS40 5EL

Tel: 01934 852446

Fax: 01934 852706

Headteacher Mrs. Lorraine Woollven

Health/ Accident Notification – minor bumps and injuries

To be completed by the person responsible for the child at the time of the injury

Child's Name					
Date		Time		Class	

Brief description of incident.....

.....

Injured Part of Body: Mark on the body map

☐ Bruising (please comment on size and colour).....

☐	Dizziness	☐	Broken skin
☐	Vomiting	☐	Bleeding
☐	Swelling evident	☐	

Other.....

.....

Treatment provided

☐	Ice pack	☐	Head bump sticker
☐	Plaster	☐	Bleeding
☐	Cleaned	☐	

Other.....

For head injuries look out for – severe headache or impaired vision, continuing drowsiness or difficulty in waking from sleep, appearing confused, not understanding what is said, vomiting (more than twice), becoming irritable, any kind of attack which could be a fit.

If any symptoms worsen or you notice any unusual responses please call by telephone 111 or the ambulance service on 999.

☐ Home contact made

Person reporting the accident (sign and print)

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Signature of class teacher.....

Signature of person accepting responsibility for child after 3.30pm.....

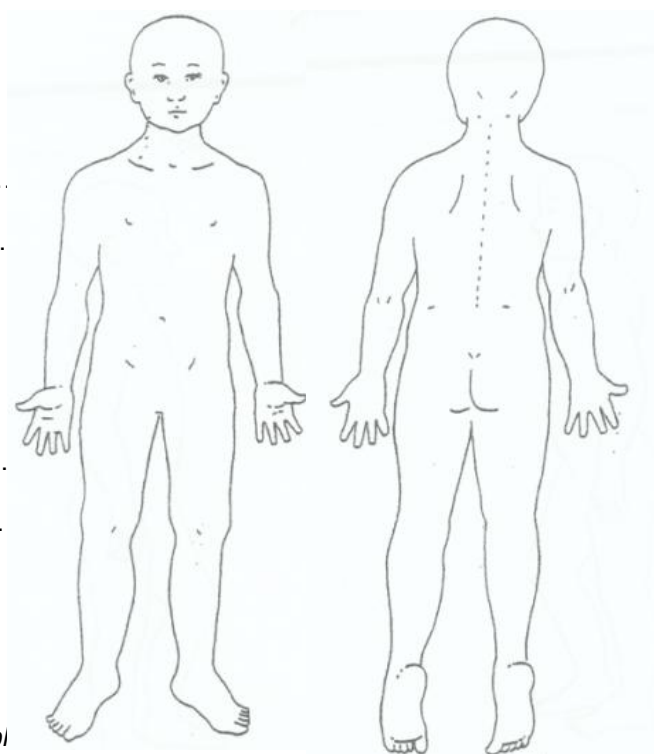
Signature of parent/carer.....

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HEALTH/ACCIDENT NOTIFICATION – minor bumps and injuries

Child's name..... Year.....

Signature of parent/carer..... Date.....



Appendix 3: FIRST AID TRAINING LOG

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)	Training Booked for
Paediatric First Aid	Jackie Churchill	June 2025	June 2028	
	Clare Holdaway	June 2025	June 2028	
	Alison Gould-Coates	June 2025	June 2028	
	Valerie Pain	June 2025	June 2028	
	Dominic Bush	June 2025	June 2028	
	Nicola Baird	June 2025	June 2028	
	Charley Wherret	June 2025	June 2028	
	Elizabeth Folkes	June 2025	June 2028	
Medical conditions in schools training day	Whole Staff	May 2021		
Health Care Plans Training	Jackie Churchill Lorraine Woollven	May 2021		