

Hawthorn Community Primary School



First aid policy

Document Management Information

Applicable to:	All staff in employed by Hawthorn Community Primary School, contractors and agency staff.
Development and Consultation:	The policy has been developed with reference to statutory guidance.
Dissemination:	The policy will be available to staff via Teams.
Training:	Relevant staff should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility for supporting pupils with first aid.
Review Frequency:	The policy will be reviewed bi-annually. The policy will be reviewed earlier if needed in the light of new evidence/legislation/guidance.
Policy Author:	Emma Jacox, Headteacher
Approval by:	Hawthorn LGB
Approval Date:	14.05.2026
Next Review Due:	May 2028

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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 trustees 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](#), 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 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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The appointed person(s) 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

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

3.2 The Headteacher

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

- › Ensuring that an appropriate number of trained 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; including but not limited to the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the school's first aid needs
- › 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)

3.3 School staff

All 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 3) 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 the scene until help arrives
- › If the injured person (or their parents, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- › 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, the Office Manager 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
- › There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

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 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
 - 1 individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- › Information about the specific medical needs of pupils

The group leader for any trip or visit will be responsible for ensuring all staff have their first aid kit with them. All staff will ensure their first aid kit has the required items in it prior to departure.

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- › 10 antiseptic wipes, foil packed
- › 1 conforming disposable bandage (not less than 7.5cm wide)
- › 2 triangular bandages
- › 1 packet of 24 assorted adhesive dressings
- › 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- › 2 sterile eye pads, with attachments
- › 12 assorted safety pins
- › 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip organiser (Teacher/ Phase Lead) prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents can collect their child will depend on the location and duration of the trip).

There will always be at least 1 first aider with a current paediatric first aid certificate on Early Years Foundation Stage school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

For all other year groups there will always be at least 1 first aider on school trips and visits.

4.3 Central office procedures

- › 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
- › If the injured person hasn't provided their consent to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- › The first aider will also decide whether the injured person should be moved or placed in a recovery position
- › 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

5. First aid equipment

A typical first aid kit in our school will include the following:

- › A leaflet giving general advice on first aid
- › 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.

First aid kits are stored in:

- › The main school office
- › Every Classroom
- › The Diner and Community Room
- › School vehicles
- › Spare first aid kits for trips are stored in the stock 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 report form in appendix 3
- › Records held in the first aid and accident book will be retained in line with Symphony Learning Trust's Retention Schedule and 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 School Business Manager 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 School Business Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. 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 School Business Manager 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, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. 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 (e.g. 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 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 (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. 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](#)

6.3 Notifying parents

The Administration Assistant and/or Office Manager 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. Parents will also be informed if emergency services are called.

6.4 Reporting to Ofsted and child protection agencies

In Early Years Foundation Stage, 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 Northampton Children's Trust of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All 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 2).

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 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. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher and Inclusion Lead every two years.

At every review, the policy will be approved by the Local Governing Body.

The first aid provision will be reviewed by the Headteacher at least annually.

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

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Lauren Bell	Teaching Assistant	01536 512204
Helen Hughes	HLTA	01536 512204
Sarah Syree	Teacher	01536 512204
Roz Morris	Teacher	01536 512204
Lynne Jones	Teaching Assistant	01536 512204
Amy Old	Teaching Assistant	01536 512204
Karen Wootton	Teaching Assistant	01536 512204
Beck Coppa	Teaching Assistant	01536 512204
Nina Wylie	Teaching Assistant	01536 512204
Kelly Downs	Teaching Assistant	01536 512204
Maggie Drummond	Teaching Assistant	01536 512204
Sara Oakes	Teaching Assistant	01536 512204
Rachel King	Teaching Assistant	01536 512204
Hayley Greener	Teacher	01536 512204
Louise Prior	Teaching Assistant	01536 512204
Kayleigh Masters	Teaching Assistant	01536 512204
Weronika Matusczyk	Lunchtime Supervisor/Playworker	01536 512204
Louise Parrott	Clerical Assistant	01536 512204
Siobhain Larkin	Family Support Worker	01536 512204
Limmany Morgan	TA Apprentice	01536 512204
Leanne Dunn	Lunchtime Supervisor	01536 512204
Jack Preston	Lunchtime Supervisor	01536 512204
Megan Coupar	Lunchtime Supervisor	01536 512204
Larisa Williams	Lunchtime Supervisor	01536 512204
Jennie McGinn	Teacher	01536 512204
Emma Jacox	Head Teacher	01536 512204

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Jayne Tinto	Deputy Head	01536 512204

Appendix 2: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUALS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
L3 First Aid at Work	Lauren Bell Louise Parrott Siobhain Larkin	07.03.2026 23.04.2024 13.04.2024	05.03.2029 22.04.2027 12.04.2027
L3 Paediatric Emergency First Aid	Lynne Jones Amy Old Karen Wootton Beck Coppa Maggie Drummond Sara Oakes Hayley Greener Louise Prior Kayleigh Masters Jack Preston Megan Coupar Larisa Williams	01.09.2023 1.5.25 1.5.25 1.5.25 15.12.2025 05.01.2026 15.12.2025	01.09.2026 30.4.28 30.4.28 30.4.28 14.12.2028 04.01.2029 14.12.2028
L3 Paediatric First Aid	Sarah Syree Roz Morris Helen Hughes Nina Wylie Limmany Morgan Leanne Dunn Weronika Matuszyk Jennie McGinn Emma Jacox Jayne Tinto	6.11.2025 6.11.2025 6.11.2025 10.10.2025 10.10.2025 10.10.2025 23.1.2026 19.6.2025 20.1.2026 20.1.2026	5.11.2028 5.11.2028 5.11.2028 9.10.2028 9.10.2028 9.10.2028 22.1.2029 18.6.2028 19.1.2029 19.1.2029
L3 Combined First Aid at Work & Paediatric First Aid	Rachel King Kelly Downs	15.3.2025 15.3.2025	14.3.2028 14.3.2028
Anaphylaxis Training	Hayley Greener Tania Butler Neve Harrison San Jeewoonerain Glenys Barr Rory Lewis Luke Dix Emma Jacox Jayne Tinto Frances Martin Amy Old Sarah Syree Ashley O'Keefe	11.9.25	10.9.2027

Appendix 3: accident report form

Accident/Incident Report.



Type of Incident:	<input type="checkbox"/> Injury	<input type="checkbox"/> Ill health	<input type="checkbox"/> Incident	<input type="checkbox"/> Incident/Near miss
Date and time of incident:				
Location:				
Description of Incident:				
Is the person involved a Child or Adult: <input type="checkbox"/> Child* <input type="checkbox"/> Adult				
Full name of person involved including DOB:				
Home Address:				
Contact number/s:				
Outcome of incident:				
Details of treatment/first aid given:				

Further Medical treatment:		
Taken to Hospital:	Yes	No

Witnesses.

Was this incident witnessed:	Yes	No
Name of witness:		
Member of Staff:	Yes	No
Contact details of witness:		
What can the witness say:		

Post incident assessment.

Level or potential of harm:	Risk of serious harm/injury	Risk of Injury	Minor
	Damage to property only		
Investigation required:	Yes	No	

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Priority of Investigation:	High**	Standard	Low
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**Consider contacting partner agencies: Police, Fire, Social Services, RIDDOR (*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations*), The Health & Safety Executive etc.

***Parent/Guardian.**

Has a Parent or next of Kin been contacted:	Yes	No	N/A
Parent/Guardian Name:			
Relationship to Child:			
Address:			
Contact Telephone number/s:			

Staff member reporting.

Name:	Position held:
Date:	Time:
Signature:	

Submitted to NNC/RIDDOR: Yes No

SMB/Head Signature:	Date:
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