

Document Control	
Title	First Aid Policy
Date	July 2023
Supersedes	First Aid Policy July 2022
Amendments	July 2023: reference to guidance from HSE on incident reporting in schools (2); updates to different reportable injuries dependent on whether school staff or non-school staff (6.2); and clarify that schools notify HSE within 15 days in case of work relate injury leading to staff unable to perform duties for 7 days (6.2). additional clarity where reporting requirements are EYFS specific (6.3 and 6.4)
Related Policies/Guidance	See 1. And 9. below.
Author	Chief Operations Officer
Date of renewal	July 2024

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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](#), 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 school's appointed first aiders and paediatric 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 2)
- Keeping their contact details up to date

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

3.2 The Board of Directors

The Board of Directors have ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Local Governing Committee.

The Local Governing Committee 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 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 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, the School Business Officer or a member of the office team, will contact parents immediately
- The first aider and paediatric first aiders 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 lead and checked by the School Business Officer (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.

There will always be at least one first aider on 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:

- Reception (at the desk)
- The school hall
- In every phase area
- Dining Hall
- The school kitchens
- Staff rooms

6. Record-keeping and reporting

6.1 First aid and accident record

- An accident form will be completed by the first aider and paediatric first aiders 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
- Copies of accident forms are monitored and controlled by the School Business Officer

- 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

The School Business Officer 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 Officer 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 Officer 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](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

Note: only early years providers are required to notify parents of an accident or injury to their child, but we will always endeavour to adopt the same for other years too.

The School Business Officer or a member of the Office 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. This will be in the form of first aid paper wristband or a telephone call where required. Parents will also be informed if emergency services are called.

6.4 Reporting to Ofsted and child protection agencies (early years only)

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 Manchester LEA 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.

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 Chief Operations Officer annually.

The Headteachers will review the named individuals every year or as changes arise.

At every review, the policy will be approved by the Board of Directors.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Administering medication policy
- Policy on supporting pupils with medical conditions

Appendix One

Description of site and staff numbers

Cholrton Park Primary has 2 separate buildings, a single storey building for Early Years and a double storey building for Years 1- 6 which includes a gymnasium. There are separate play areas for Nursery and Reception and a large playground at the rear of the school is used by the other year groups.

There are 115 members of staff and 670 children between 3 and 11 years of age.

See attached First Aider list for details of First Aiders for 2023-2024.

Data taken from www.hse.gov.uk 'L74 (Third edition) Published 2013'; A lower risk place of work should have one first aider to every 100 employees.

The numbers and distribution of first aid kits:

There is a small First Aid kit in each classroom and a larger kit available for each year group. Full First Aid kits are kept in EYFS Staff room, Main Build staff room, Dining Hall and Gym.

Responsible Person for First Aid Kits

The person responsible for ensuring first aid kits are replenished is Mark Devine.

Summary

CLIC Trust has recognised and highlighted at risk areas of the school and distributed first aid kits accordingly, with adequate trained first aid personnel distributed across the site.

Accidents and incidents are reviewed by headteachers and repeat incidents are noted with a change in practice, procedures or supervision is acted upon in a reasonable time scale.

Taking all of this into account we rate our premises a low risk environment. An annual full review of accidents and actions taken is carried out by the Chief Operations Officer for the Trust.

About the Person Who Had the Accident	
Name:	
Address:	
Postcode:	
Date of Birth:	
Age:	
Sex:	
Occupation / Trade:	
Usual Workplace:	
Telephone Number:	
Nature of Business with MCC:	<input type="checkbox"/> Employee <input type="checkbox"/> Trainee <input type="checkbox"/> Member of the Public <input type="checkbox"/> Work Experience <input type="checkbox"/> Contractor <input type="checkbox"/> Agency <input type="checkbox"/> Pupil / Student <input type="checkbox"/> Other, Please Specify:

About the Accident	
Date of Accident:	
Time of Accident:	
Address of the Accident (including room / place):	
How the Accident Happened:	
Describe the nature of the injuries, indicating the part(s) of the body affected:	

Treatment of Injuries	
Have any other injuries been subsequently notified?:	<input type="checkbox"/> No <input type="checkbox"/> Yes, Please Explain:
Please record any first-aid treatment given, and by whom:	

Was Hospital Treatment Required?:	<input type="checkbox"/> No <input type="checkbox"/> Yes: Name of Hospital: Was the hospital stay over 24 hours: Was resuscitation required: Did the person lose consciousness:
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Absence & Management	
Has the injured person ceased work?:	<input type="checkbox"/> No <input type="checkbox"/> Yes - Date they ceased work:
If the person has since returned to work, please state the date they returned:	

Manager Completing this Form	
Manager / Supervisor Name:	
Manager / Supervisor Tel:	
Name of Team & Strategic Directorate:	
Work Location & Address:	
Manager / Supervisor Signature:	(only applicable if sending via internal mail. If sending via email, please leave blank)

Please return to Health and Safety at:	
Email	Health.and.safety@manchester.gov.uk
Address	Internal Audit and Risk Management, Manchester City Council, Floor 5 (Mount Street Elevation), Town Hall Extension, Albert Square, Manchester, PO Box 532. M60 2LA

Keep a copy in the office file

Please refer to the Accident Investigation or Near Miss Form for significant Accidents.

First Aiders 2023/24



NAME	LOCATION	JOB TITLE	EXPIRY DATE
Nicola Dawes	EYFS Building	Teaching Assistant	Nov 2024
Roberta Facer	EYFS Building	Teaching Assistant	Dec 2025
Sharon Brown	Main Building, Ground Floor	Teaching Assistant	Nov 2024
Mark Devine	Main Building, Ground Floor	Teaching Assistant	Nov 2024
Amy Horwell	Main Building, Ground Floor	Teaching Assistant	Nov 2024
Lucy Utting	Main Building, Ground Floor	Teaching Assistant	Nov 2024
Sarah Coop	Main Building, Ground Floor	Teaching Assistant	Nov 2024
Lauren Hopper	Main Building, 1 st Floor	Teacher	Nov 2024
Julie Kelsall	Main Building, 1 st Floor	Teaching Assistant	Nov 2024
Julie Leach	Main Building, 1 st Floor	Teaching Assistant	Oct 2026
Joceline Chebaro	Main Building, 1 st Floor	Teaching Assistant	Dec 2025
Laura Richardson	Main Building, 1 st Floor	Teaching Assistant	Oct 2026
Tanya Malcheva- Filatova	Year 5/ Greenhouse	Teaching Assistant/Play Coordinator	Dec 2025
Rachel Appleby	Year 6	Teacher	Nov 2024
Huw Jones	Year 5/6	Teacher	Dec 2025
Victoria Longley	Year 5	Teaching Assistant	Oct 2024
Aaron Davies	Gym	Sports Coach	Oct 2026
Samman Shah	Infant Hall/Reception Playground	LO/Playworker	Dec 2025
Lyndsey Potts	Infant Hall/Reception Playground	LO/Playworker	Oct 2026
Petina Gateva	Infant Hall/Nursery Playground	Lunchtime Organiser	Nov 2024
Bev Lewis	Main Hall/Playground	Senior Lunchtime Organiser	Oct 2026
Sharon Parker	Main Hall/Playground	Lunchtime Organiser/Play Leader	Oct 2026

Mairead O'Grady

Greenhouse

Before & After School Club Lead

Oct 2026

