ST. GREGORY CEVC PRIMARY SCHOOL

First Aid Policy

Date of Policy:	**September 2026**
Date of Review:	**September 2028**
Written by:	**David Woodrow (Headteacher)**
Approved by Governing Body:	**Lizanne Ford (Chair of Governors)**
Signed:	
Date Minuted:	

Contents

Page

1. Aims 2

2. Legislation and guidance ...….....2

3. Roles and responsibilities .....2 & 3

4. First aid procedures 4

5. First aid equipment 5

6. Record-keeping and reporting .....6 & 7

7. Training 7

8. Monitoring arrangements 7

Additional information

Appendix 1: list of appointed person(s) for first aid 8

Appendix 2: Accident Report Form for Parents 9

Appendix 3: schools' incident report form (IRF001SCH) .....10 & 11

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 Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils.

his 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 person for regular stock checks on the first aid boxes and pupils' asthma medication expiry dates is Claire Heaton, Pips Class Teaching Assistant.

The ordering of the necessary First Aid equipment is the responsibility of Mrs Claire Smith in the School Office.

All Paediatric First Aid and First Aid at Work trained personnel 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 form on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2 on page 9).

Our school's Paediatric First Aid and First Aid at Work trained personnel are listed in appendix 1 on page 8.

Details of these staff members are in the medical room and school office.

All EYFS year groups will be required to have an appointed Paediatric First Aider at all times.

3.2 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.

3.3 Staff

School staff are responsible for:

• Ensuring they follow first aid procedures.

• Ensuring they know who the first aiders in school are.

• A Suffolk County Council Schools' Incident Report Form IRF001SCH (see appendix 3 on page 10) needs to be completed if a staff employee injury's themselves, while working in a Suffolk County Council maintained school. These forms can be found in the blue Accident Report Folder which is held in the School Office on the admin shelf directly above where Mrs Claire Smith sits.

Once the Incident Report Form is completed, it will need to be returned to the directly to the Headteacher, so that they can ensure all the details are correct before, the form is scanned and emailed via secure email to Nina.bickerton@suffolk.gov.uk at Suffolk County Council (Schools' Health and Safety Advisor) by the Headteacher.

• Informing the Headteacher of any specific health conditions or first aid needs they have.

• Their own medication, which must be held securely in a locked cupboard and which is their sole responsibility.

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 Office 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 mobile phone
• A portable first aid kit
• The classroom medication box
• Information about the specific medical needs of pupils

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 Reception school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

For all other school trips, there will always be at least one first aider.

5. First aid equipment

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

• A leaflet with general first aid advice
• Medium and large dressings
• Eye pad bandages
• Triangular bandages
• Microporous tape
• Safety pins
• Vinyl Gloves (Power Free)
• Antiseptic wipes
• Plasters of assorted sizes
• Scissors
• Cold compresses
• Conforming Bandages
• Resuscitation Face Shield
• Emergency Blanket
• Sick bags
• Eye Irrigation Vials
• Finger Bandage
• Apron
• Blank accident report forms

No medication is kept in first aid kits.

First aid kits can be found in the following areas:

• Nursery
• The medical room
• Cherry/Maple Class (Activity Area)
• Oak Class (Activity Area)
• Willow/Beech Class (Activity Area)
• Apple Class (Activity Area)
• Ash Class - over in the mobile classrooms (in the cupboard under the sink)
• Redwood Class - over in the mobile classrooms (in the cupboard under the sink)

6. Record-keeping and reporting

6.1 First aid and schools' incident report form (IRF001SCH)/record book folder

• An accident report 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. Accident report forms are available from the medical room or additional copies can be obtained from the school office.

• 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 RIDDOR reportable incidents

It is the responsibility of the Headteacher to notify and report incidents involving pupils and school staff to schools.incidents@suffolk.gov.uk as quickly as possible. .

Reportable injuries, diseases or dangerous occurrences include:

• Death

• Specified injuries, which are:

1. Fractures, other than to fingers, thumbs and toes
2. Amputations
3. Any injury likely to lead to permanent loss of sight or reduction in sight
4. Any crush injury to the head or torso causing damage to the brain or internal organs
5. Serious burns (including scalding)
6. Any scalping requiring hospital treatment
7. Any loss of consciousness caused by head injury or asphyxia
8. 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

Please note: Maintained schools **do not** report their incidents to the HSE - the health and safety team at Suffolk County Council does this.

The Headteacher 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).

6.3 Notifying parents

The first aider, class teacher, teaching assistant, senior MDSA or office staff 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.

For minor injuries, head injuries and other more severe injuries a phone call home and/or informing parent/carer on collection, where a signature to obtain acknowledgement of this will be required on the Accident Report Form.

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 Suffolk Safeguarding Partnership 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. It is the responsibility of the member of staff to be aware of the expiration date of their certificate and to notify the Headteacher of this within six months of the date.

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 two years.

At every review, the policy will be approved by the Headteacher and appropriate Governing body.

Appendix 1: list of appointed person(s) for first aid



St Gregory CEVC Primary School

First Aid At Work Trained Staff

Name of Staff	Certificate date	Expiry date
Melissa Bennett-Hicks	02.09.2025	01.09.2028
Eleanor Bryer	02.09.2025	01.09.2028
Michelle Carter	02.09.2025	01.09.2028
Rachel Cook	01.09.2025	31.08.2028
Joanne Edwards	02.09.2025	01.09.2028
Wendie Farrelly	01.09.2025	31.08.2028
Donna Ford	01.09.2025	31.08.2028
Helen Guiheen	02.09.2025	01.09.2028
Hanna Harries	01.09.2025	31.08.2028
Matthew Kittle	01.09.2025	31.08.2028
Parvin Ahmed Malique	02.09.2025	01.09.2028
Sue Moroney	02.09.2025	01.09.2028
Debbie Nice	01.09.2025	31.08.2028
Sally Nunn	02.09.2025	01.09.2028
Julie O'Mara	02.09.2025	01.09.2028
Jackie Page	02.09.2025	01.09.2028
Hannah Richards	01.09.2025	31.08.2028
Claire Risley	02.09.2025	01.09.2028
Jo Shedden	02.09.2025	01.09.2028
Claire Smith	01.09.2025	31.08.2028
Vincent Steensma	01.09.2025	31.08.2028
Nickie Tamsett	01.09.2025	31.08.2028
Chloe Welsh	01.09.2025	31.08.2028
Daniel Woodrow	01.09.2025	31.08.2028

Paediatric First Aid Trained Staff

Name of Staff	Certificate date	Expiry date
Ezzie Bettis	05.01.2026	04.01.2029
Lisa Clarke	05.01.2026	04.01.2029
Paula Davey	05.01.2026	04.01.2029
Carla Graham	05.01.2026	04.01.2029
Clare Gray	05.01.2026	04.01.2029
Claire Heaton	05.01.2026	04.01.2029
Nickie Megeath	05.01.2026	04.01.2029
Emma Oldershaw	05.01.2026	04.01.2029
Christie Page	05.01.2026	04.01.2029
Laura Williams	05.01.2026	04.01.2029

Accident Report Form for Parents

Date:	Class:
Name of Child:	Attended by:
Time of injury: Morning play Lunchtime Afternoon play Lesson time (AM / PM)	**This information is:** • To keep you informed • To ask you to keep an extra close eye on your child. • Tell you that your child has bumped their head – if your child feels unwell please seek medical advice immediately.
Area of the body injured: (please circle) head / face / neck / shoulder / chest / hip / arm / elbow / wrist / hand / fingers / thumb / leg / knee / foot / ankle / toes left side / right side Other:	
Type of injury: bump / cut / graze / twist Other:	**Action taken:** • Injury has been cleaned. • Plaster was applied. • Injury was checked – no treatment was given • Some 'quiet time' was given for them to recover. Other:
In the case of a head injury I confirm that I have been made aware that _____ had an injury to their head. Signed	

For head injuries - issue Accident Report Form in duplicate for signature when child is collected.

Suffolk County Council

Appendix 3: schools' incident report form

SCHOOLS' INCIDENT REPORT FORM (*IRF001SCH*)

Please fill in all areas

Section 1: The person reporting the Incident (may or may not be the injured person):					
Today's date:			**Reporting school:**		
Title*:*		**Surname:**		**First name:**	
Job title:			**Work contact details *(address, phone & email):***		
Section 2: Incident details					
Date of incident:		**Time of incident *(24 hr clock):***		**Address and location of the incident:**	
Description of the incident: *(please continue on separate sheet if required)*					
What happened? *(Please mark all relevant. If no injury - physical or emotional – please still fill in section 3 with regards to person affected by near miss or equipment failure, for instance).*	Involuntary harm from pupil with challenging behaviour / special educational needs	Electrocution / shock	Impact by moving object / vehicle / person	Premises issue	
	Aggression / threat / fear of attack or harm	Exposure to hazardous substance	Injury from sharp / pointed implement (e.g., needle / knife / tool etc.)	Road traffic incident	
	Assault / abuse (physical)	Fall / slip / trip	Moving and handling inanimate object	Security / theft	
	Assault / abuse (verbal)	Failure of equipment	Moving and handling person	Sports / activity injury	
	Contact with heat / fire	Failure of medical device / medication error	Near miss	Striking against / trapped by something	
	Contact / threat from animal	Hit by falling object	Pre-existing illness / taken ill / collapse	Other (please state):	
Section 3: About the affected person					
If multiple people affected has another incident report form been completed?	Y / N / not applicable		**If yes, please state initials of other affected party(ies)**		
Title:		**Surname:**		**First name:**	
Category of person *(please mark one)*:			Employee / pupil / contractor / member of the public / volunteer / other *(please state)*:		
Date of birth and age*:*			**Job Title:**		
Gender:			**Contact details *(address, phone & email):***		
Was the person working alone?	**Y / N**				

If employee: **Line manager's name and contact details:**		**Type of school:**	• Primary • Secondary • Pupil Referral Unit • Special School • Other:

How was the person affected? ***(Please mark all that apply):***	Affected vision	Crush	Infection	Puncture wound / sharps / needle stick
	Bite (human or animal)	Death	Inappropriate touching	Skin irritation
	Bump / bruise(s)	Emotional shock	Loss of limb or digit	Strain / sprain
	Burn / scald	Fracture / dislocation	Not applicable (no injury)	Stress arising from work practices
	Chipped / broken tooth/teeth	Graze / cut / scratch	Pain only	Unconsciousness
	Concussion	Illness (including seizure / stroke / cardiac arrest.)	Poison by consumption / ingestion	Other (please state):

Which part(s) of the body were injured? *(mark all that apply):* **If relevant, please indicate:** **L = Left,** **R = Right or** **B = Both**	Abdomen	Emotional harm	Jaw	Thigh
	Ankle	Eye	Knee	Wrist
	Arm	Face	Mouth	Other (e.g. internal organ) – please state:
	Back	Finger / Thumb / Toe	Neck	
	Buttocks	Foot	Nose	
	Chest	Hand	Pelvis / Hip	
	Ear	Head / Scalp	Shin / Calf	Not applicable (i.e. no bodily harm)
	Elbow	Genitalia	Shoulder / Collarbone	

Section 4: After the incident			
What happended to the injured person after the incident:	Remained at school	Went to hospital from the scene of the incident	Sent home
	Other (please state):		
Was first aid administered? ***If 'yes' please detail:***	Y / N First aider's name / contact:		
If the injured party went to hospital did they receive treatment?	Y / N / Not known Relevant details:		
If employee - are they absent from work as a result?	Y / N		
If 'yes' – please note first date absent and notify your H&S Advisor of their return.	Date absent from:	Date returned to work:	
	If over seven days please inform Nina.Bickerton@suffolk.gov.uk immdiately.		
Was a GP / hospital fit note submitted?	Y/ N	***If 'yes', please send fit note with this form***	

Section 5: Further information			
Were there any witnesses to the incident? ***If 'yes' please give details:***	Y / N If yes, who? Contact details and attach brief statement if given:	**What has been done to prevent further incidents of this nature?** *(Continue on separate sheet if needed).*	

Thank you for reporting this incident. When incidents are reported we can analyse why they might have occurred and help you to prevent them from happening again. We can only do this if your report is clear and factual.

Once completed, email this form to: schools.incidents@suffolk.gov.uk – please use secure email