

# Fairisle Infant and Nursery School



## First Aid Policy

Date policy reviewed: November 2025

To be reviewed again: November 2026

### **SIGNATURE STAMP**

This policy was approved and adopted by the  
Governing Body at their meeting on: :  
*05/11/2025*

Signed:

Rick Allan  
Chair of Governors

A handwritten signature in black ink, appearing to be 'Rick Allan', written over a light blue circular stamp.

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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(s) are Sarah Granger, Jane May and Sally Joiner. 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
- 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
- Keeping their contact details up to date

Our school's appointed person(s) 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

Southampton City Council 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.

#### 3.3 The headteacher

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

- Ensuring that an appropriate number of appointed persons and 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 and appointed persons in school are
- Completing accident slips for all incidents they attend to where a first aider/appointed person 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
- 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. The first aider will inform relevant staff of recommended next steps to pass on to the parents
- If emergency services are called, the appointed person will arrange for parents to be contacted immediately
- The first aider will complete an 'Injury/accident/incident' form on the same day or as soon as is reasonably practical after an incident resulting in an injury where a hospital visit has been necessary or recommended by school

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the site at all times.

Essential First Aid boxes are located in the classrooms. The full First Aid supplies are located in the Sunrise Room. The outdoor First Aid designated area is a unit on the Playground between Tigers and Lions Classrooms. Any incident requiring first aid treatment should be recorded using the accident reporting procedure.

All items used in the treatment of first aid such as tissues, gloves, wipes, paper towels etc. must be disposed of safely to ensure pupils, cleaners etc. do not come into contact with it. Any items that have bodily waste on should be put in a disposable plastic bag and tied, then thrown in the Bio Waste bin. These bins should have a yellow plastic bin liner inside to mark that it may hold bodily waste items. The cleaners will then dispose of the bags with usual school waste.

In all cases of cuts and grazes where there is blood, gloves **must** be worn. Avoid using plasters if possible. If plasters are used, check whether child is allergic to plasters. If bleeding persists, inform the appointed person who will arrange to contact parents and/or escort child to hospital. All head/limb injuries must be recorded and parents contacted where possible. Monitor the child closely until they are collected. Parents should be persuaded to consult a doctor if the child is sick or seems unable to control their limbs (there may be a case of delayed concussion).

#### Transport to Hospital

If an ambulance is required, the emergency '999' service should be used. It may be appropriate to transport a pupil to a casualty department without using the ambulance service, but it should be noted that this should always be on a voluntary basis. An additional adult should always accompany the driver.

If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from the insurance company. These will be cases of less severe nature than those requiring transport by ambulance. Wherever possible, no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.

#### Autoinjector

The School has an emergency Autoinjector that is kept in the School Office with the Defibrillator, in case of an emergency. (It is dated for expiry.)

#### Inhaler

The School has an emergency Inhaler and spacers that are kept in the School Office with the Defibrillator, in case of an emergency. (It is dated for expiry.)

#### Defibrillator

The school has an automated external defibrillator to respond to emergency situations. It is situated in the main school office. The defibrillator will be checked monthly and a record of the test will be kept and the expiry date of the Child and Adult pads will be noted and re-ordered when necessary. The record will be kept with the Defibrillator in the School Office.

### **4.2 Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

A portable first aid kit including, ready stocked and prepared by the appointed person, at minimum:

- Information about the specific medical needs of pupils
- Parents' contact details

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

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits for EYFS, 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 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
- Scissors
- Sick bags
- 1 Foil blanket
- Plasters

No medication is kept in first aid kits.

First aid kits are stored in:

- Sunrise 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/relevant member of staff 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

- 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 appointed person/s 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 appointed person/s will arrange for these to be reported to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident.

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 scalding 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](#):

### **6.3 Notifying parents**

The appointed person/s will arrange for parents to be informed 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**

The appointed person/s 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.

A DSL will also notify CRS 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.

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.

## **9. Links with other policies**

This first aid policy is linked to the:

- Health and safety policy
- Medical conditions policy
- Managing medicines



Appendix 1: list of **appointed persons and first aiders**

STAFF MEMBER'S NAME	ROLE
Sarah Granger	Appointed person First Aid at Work
Sally Joiner	Appointed person Emergency Paediatric First Aid
Magda M	Emergency Paediatric First Aid
Faye Beston	Emergency Paediatric First Aid
Kelly Corkindale	Emergency Paediatric First Aid
Jackie Darke	Emergency Paediatric First Aid
Joanna Marris	Emergency Paediatric First Aid
Noemia Sousa	Emergency Paediatric First Aid
Amy Sumpter	Emergency Paediatric First Aid
Gemma Taylor	Emergency Paediatric First Aid
Kelly-Anne McKenner	Emergency Paediatric First Aid
Laura Harding	Emergency Paediatric First Aid
Teresa Ardani	Emergency Paediatric First Aid
Louise Bragg	Emergency Paediatric First Aid
Elena Humby	Emergency Paediatric First Aid