

Speedwell Infant School

First Aid Policy and Procedures

September 2025



Introduction

It is the aim of the school, so far as is reasonably practicable, to comply with current regulations which will be updated as needed. The school will ensure that it is in line with the Health and Safety (First Aid) Regulations 1981, Management of Health and Safety at Work Regulations 1999.

This policy will outline the School's responsibility to provide adequate and appropriate first aid to pupils' staff, parents, carers and visitors at all times while people are on the school premises, and also off the premises whilst on school visits.

Definition of First Aid

First aid at work covers the arrangements that establishments must make to ensure that people at work who suffer an injury or fall ill (whether work related or not), receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones. **It does not include giving tablets or medicines to treat illness.** Although regulations are intended to cover employees, the same level of treatment should be provided for any other person on the premises (e.g. pupils, visitors, contractors, service users).

Provision

The level of provision at Speedwell Infant School has been based on an assessment of the first aid needs, discussed with the staff and the Governing Body.

1. Appointed Person

The Headteacher and the School Business Officer will act as the appointed person. The Headteacher will ensure that as many staff as are able to do so will attend the Appointed Person First Aid training course. Records will be kept of attendees. At least one member of staff in each of the early years classes will be trained in the specific Paediatric First Aid 2 days training course. This is a legal requirement of the Statutory Framework for the Early Years Foundation Stage.

2. Training

The School Business Officer will ensure that all First Aid training will be updated as required - at present every three years and an up to date list of qualified first aiders is maintained.

3. Facilities

First Aid supplies are in the first aid cupboard in the Resource Room. Early Years classrooms also have a basic first aid box.

Basic hygiene procedures must be followed by staff. Single-use disposable gloves must be worn when treatment involves blood or other bodily fluids. Care must be taken when disposing of the first aid equipment used - it will be disposed of in the bin in the ladies toilet. The first aid box in the resource room and PPE supplies will be checked regularly by a member of office staff to check for replenishment and order as needed. The first aid boxes in Early Years classrooms will be checked at the end of each day by the teaching assistant for that class and replenished from the main first aid cupboard.

First Aid Equipment (as advised by DCC H&S team)

The main school first aid store will hold as a minimum, the following items:

- 1 guidance card giving general advice on first aid e.g. HSE leaflet 'Basic advice on first aid at work'
- 20 Plasters – assorted sizes – individually wrapped and sterile
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium wound dressings (sterile)
- 2 large wound dressings (sterile)
- 2 extra large wound dressings (sterile)
- Disposable gloves and aprons
- Moist cleaning wipes – not alcohol based (individually wrapped and sterile)

Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile saline (0.9%) solution in sealed, disposable containers should be provided. These need to be checked regularly to ensure they are not used after the expiry date. Additional items, e.g. blankets where they are required should be stored nearby.

The School Business Assistant will check the first aid store half termly and order any necessary replenishments. Staff members should also alert the School Business Assistant to any low running supplies.

4. Intimate Care

In the event of an injury in an area of the body that could be described as intimate, two or more members of staff must be present, one of which should hold a first aid qualification, and the injury should be logged in the first aid record with both staff member's initials.

5. Out of School Activities

Whenever children leave the school premises for a school approved trip a designated adult should arrange for a first aid box to be taken.

Travel Kits for out of school activities should include (as advised by DCC H&S team):

- A leaflet giving general guidance on first aid
- 6 Individually wrapped sterile adhesive dressings (plasters)
- 1 large sterile un-medicated dressing—approximately 18 x 18cm
- 2 triangular bandages
- 2 safety pins
- Individual wrapped moist cleansing wipes
- 1 pair of disposable gloves

A member of staff, usually the First Aider going on the trip, should check the contents of the first aid box and replace any missing contents before the trip.

At least two adults will always accompany children, so that, if an accident occurs, and it is necessary to make a telephone call, one adult can always remain with the children.

6. Accident Reporting Procedure

All children's accidents, however small, requiring treatment must be recorded in the class accident record folder for Early Years or the school accident record folder for KS1. The class accident record folder is kept with the class First Aid box in Early Years classrooms. The school accident record folder is kept in the main first aid cupboard for KS1. The form in Appendix 1 should be used, with no gaps left or rows missed out.

Forms for reporting accidents under Reporting of Injuries, diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 to the HSE will be completed as required. Parents will be advised to remove plasters which have been administered in school, at the end of the day.

Where a child has had an injury to the neck or above, a head injury slip will be provided to parents/carers to notify them of the injury. If there is any concern that this slip has not reached the parent, the parent will be telephoned to ensure they are aware of the injury. For Early Years children all accidents, injuries and first aid treatment provided will be shared with parents/carers on the day of the incident. Injury slips are available for use by mid-day staff and staff not normally based in Early Years provision to complete and pass on to the Early Years class teacher or TA. Early Years class teachers and TAs may share information verbally at home time without the need for an injury slip for minor injuries and accidents below the neck.

All staff member accidents should be recorded using the accident report form in accordance with the DCC H&S and Children's Services accident reporting procedures. The School Business Officer is responsible for completing this reporting process with the injured staff member.

7. Record Keeping

School records will be transferred to the main office weekly for storage by the School Business Officer. Early Years class records will be transferred to the main office monthly by the main class TA. The pages will be numbered and filed in the accident record logbook. All records will be kept in line with the school's record retention and deletion policy.

The record will include:

- The date, time and place of the incident.
- The name of the injured or ill person.
- Details of their injury /illness and details of the first aid given.
- The name of the person who dealt with the incident.
- Any injury to the head (neck and above) the child will be given a bumped head note for parents / carers - this will be recorded in the accident book.
- When parents / carers have been informed verbally / invited to school to see bump on child this will be recorded.
- All incidents to be completed in black pen

Only one child's name and injury should be recorded per line on the accident record. Other children's names should not be included on the same line to meet data protection requirements should the record need to be shared.

8. Monitoring

The School Business Officer will review the accident records on a monthly basis to identify any trends or issues which may need addressing and alert the Headteacher to any such issues. Staff members should also alert the Headteacher if they identify any trends or issues that may need addressing.

Accident records can be used to help the Headteacher identify trends and areas for improvement and training.

If any staff member has concerns regarding the provision of first aid facilities at Speedwell Infant School, they should raise their concern with the Headteacher.

9. Approval and Review

This policy has been discussed and agreed by staff and the Governing Body and will be reviewed yearly by all staff.

Headteacher

Chair of Governors

Date

Appendix 1 – Accident record form

DERBYSHIRE COUNCIL – CHILDREN'S SERVICES

NON-EMPLOYEE ACCIDENT REPORT FORM FOR NON REPORTABLE ACCIDENTS



Name of Establishment:.....

Name of Injured Person	Status, eg pupil, visitor	Date of Accident	Time of Accident	Location of Accident	Description of Injury	Treatment Given	Witnesses Names (anyone who actually saw the accident)	Brief Description of Accident	Bumped head note or parent/carer informed

PLEASE PHOTOCOPY THIS BLANK FORM AS REQUIRED

