



Hemingford Grey SCHOOL

First Aid Policy

Date policy was last reviewed and approved:	July 2025
Date of Review:	July 2026

Purpose:

To ensure that the welfare and well being of pupils is secure.

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is revised annually.

Aims

- To identify the first aid needs of the School in accordance with the Health and Safety at Work regulations 1981 (revised 1990).
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

Objectives

- To appoint the appropriate number of suitably trained people as Lead First Aiders (3 people) Emergency First Aiders (at least 10 people) to meet the needs of the school.
- All EYFS Staff training in Paediatric First Aid
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate first aid resources and facilities.
- To keep staff and parents informed of the School's First Aid arrangements
- To keep accident records and to report to return the form IRF (96) to Cambridgeshire County Councils.
- To give clear structures and guidelines to all staff regarding first aid and medicines

Who was consulted?

Staff and Governors have been consulted in the development of this policy.

Relationship to other policies

This policy should be read in conjunction with the school's policy on health and safety and the local authority policy relating to educational visits.

Roles and Responsibilities

The **Headteacher** is responsible for implementing the policy, identifying responsible staff members for managing first aid, and ensuring that appropriate resources and staff training are available in line with current health and safety legislation. The headteacher should ensure that the policy and information on the school's arrangements for first aid are made available to parents via the school website.

In selecting first aiders Heads should consider the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

All staff are responsible for keeping themselves up to date with basic first aid, understanding the importance of risk assessment, and recognising the health needs of pupils for whom they have responsibility.

The function of first aiders is to preserve life and minimise the consequences of illness in an emergency until further help is obtained. If a first aider is not available and immediate first aid treatment is required, the necessary action should be taken by a responsible person that is available at the time.

Appointed Person

The appointed person will be a lead first aider.

They will:

- Look after the First aid room, first aid supplies and order new stock
- Provide induction for new staff on First aid policy and procedures
- Maintain a first aid notice board in the medical room and staff room
- Give all staff information on the location of equipment, facilities and first aid personnel.
- Liaise with the Deputy head to monitor the number of first aiders and arrange training

The Lead First Aiders

The school will identify a person or persons to be the 'Appointed Person/s'. They should have undertaken the HSE approved 3 day First aid in the Work place and paediatric first aid training. Refresher training will be arranged every 3 years.

They will:

- Take charge when someone is injured or becomes ill
- Ensure that instructions are given to call an ambulance when appropriate
- Ensure that relatives are informed of a serious accident /incident
- Update medical health care plans annually
- Review and order stock for the first aid room

Emergency First Aiders Emergency First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. This is a voluntary post.

He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

- Seek the advice of a Lead First Aider for a more serious illness or injury.
- Replenish the contents of First aid kits after use

A first aid box, which is available in each phase, should be out at playtime.

A first aid kit should be taken outside for outdoor PE, school trips and school evacuation and critical incidents. There should always be first aid trained staff on any school trips.

Advise to seek medical advice if concerned.

Record keeping

A record should be kept of any First aid treatment given. The record should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- Whether bumped head wristband was given
- Whether parent was contacted
- Whether child was collected from school
- What happened to the person immediately afterwards
- Name and signature of first aider or person dealing with the incident.

Accident records, written or electronic, must be kept for a **minimum of three years**.

Reporting accidents

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring this happens.

The Appointed Person or First Aider must complete form IRF (96) on-line Reporting Accidents/Incidents form available at:

www.cambridgeshire.gov.uk/irf96

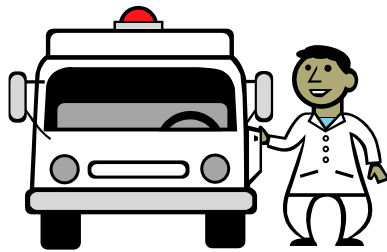
Monitoring

Accident records can be used to help the Headteacher and the Governing Body identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes.

The logs will be collected each fortnight by DSLs to look for patterns and ensure trends are fed back to staff and monitored.

Appendix 1

Emergency First Aid Procedure



Incident/Accident



Call Lead First Aider and
Senior Staff Member



Leave adult with Casualty
until First Aider present



First Aider
Assess Situation



Senior Staff to contact
parent/carer

Casualty
Serious condition
e.g. unconscious



Send adult to
call 999

As soon as possible
thereafter complete
accident/incident form

Advise parent/carer
to come to the school
or go directly to the
hospital
(advise which
hospital)



If appropriate, senior
staff or First Aider to
accompany casualty
to hospital



Incident form