



# First Aid Policy

**Last reviewed:** February 2024

**To be reviewed:** February 2026

**Written by:** SLT and Office

**Ratified by the Governors on:** 29<sup>th</sup> February 2024

## **Important**

***On entering the school through the main lobby, the First Aid Room is located through the door directly ahead.***

***The First Aid Room is on the right.***

***It is clearly labelled.***

## **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 & 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 The Local Authority and Governing Board**

Leeds 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.

### **3.2 The Headteacher**

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

- Ensuring that an appropriate number of trained first aid personnel 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.

### 3.3 Staff

School staff are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Completing accident reports for all incidents they attend to where a first aider is not called.
- Reporting any first aid incidents/slips to the class teacher.
- Informing the headteacher or their manager of any specific health conditions or first aid needs that would impact on their ability to undertake tasks.

### 3.4 Appointed First Aiders

The school's appointed First Aiders are listed in [Appendix 1](#) and their names will also be displayed prominently around the school. They are responsible for:

- Ensuring there is an adequate supply of medical materials in the first aid kits and replenishing the contents of these kits.
- 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.
- Informing SLT and sending pupils home to recover, where necessary.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

## 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, they will inform SLT and parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will feedback the incident to parents/carers. We are not medically trained staff and we cannot give advice. We can only treat what we see. If parents/carers are worried, they should seek further advice from a medical professional.
- If emergency services are called, a member of SLT will contact parents immediately ([Appendix 2](#)).
- We have an AED in school which is located outside the First Aid Room. It is at child level so a sensible child can be asked to retrieve it, they cannot shock themselves. It will usually be a first aider who uses this but there are simple instructions ([Appendix 3](#)) and it is easy to use; anyone can use the AED if it is needed.
- The first aider will complete an accident report form ([Appendix 4](#)) on the same day or as soon as is reasonably practical after an incident resulting in an injury. If needed, they will also complete a CF50 or CF50a form ([Appendix 5](#)).

### 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 (not first aid bag).
- Information about the specific medical needs of pupils (and any medication).
- Parents' contact details.

Risk assessments will be completed by the Educational Visits Co-ordinator 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.

## **5. First Aid Equipment**

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

- A leaflet with general first aid advice
- Cleansing wipes
- Plasters of assorted sizes
- Wound dressing (sterile)
- Adhesive tape
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Safety pins
- Disposable gloves
- Cold compresses
- Foil blanket
- Scissors

First aid kits are stored in:

- The Main Office
- The Staff Room
- Dinner Hall
- EYFS building
- The First Aid Room (this is designated and labelled for trips and residential only)

First Aid bum bags (for lunchtime staff) will include the following:

- Post-it pad and pen
- Tooth envelopes
- Cleansing wipes
- Plasters of assorted sizes
- Wound dressing (sterile)
- Triangular bandage
- Safety pins
- Disposable gloves
- Gauze and water spray (for bumps only, not open wounds)

- Foil blanket
- Nappy bags

**No medication is kept in first aid kits.**

## **6. Record Keeping and Reporting**

### **6.1 First aid and accident record book**

- An accident form ([Appendix 4](#)) 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.
- A copy of the accident report form will be sent home to parents/carers.
- A copy of the accident report form will be kept by the school. These need to be stored in 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 Notifying parents/carers**

- All children will take a first aid slip home if they have received first aid.
- The class teacher may inform parents/carers of any accident or injury sustained by a pupil, along with any first aid treatment given, verbally at the end of the day or as soon as practically possible.
- In the event of any child bumping their head, however minor, a message will be passed on to the office via the Bumped Head Book. An NHS Concussion information leaflet will be sent home with the first aid slip and a text will be sent to parents/carers before the end of the school day.
- In the event of a serious injury, parents/carers will be called immediately by a member of SLT.

### **6.3 Reporting to the HSE**

- CF50 Forms ([Appendix 5](#)) can be found in the staff shared drive W:\2023-2024\CF50 Forms\Blank CF50 Forms and need to be completed by the member(s) of staff involved for ALL incidents (excluding physical and verbal assaults and violent incidents). This includes dangerous occurrences, near misses and accidents involving any person on premises controlled by Leeds City Council.
- The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
- 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).

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 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.
- Where an accident leads to someone being taken to hospital.
- 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).
- 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 <http://www.hse.gov.uk/riddor/report.htm>

#### **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 the LADO 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. This information is available on the visual posters of first aiders placed around school.
- Staff are encouraged to renew their first aid training when it is no longer valid.
- At all times, at least one 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. Links with Other Policies**

This first aid policy is linked to the following policies:

- Health and Safety Policy
- Risk assessment
- Supporting Pupils with Medical Conditions Policy
- Safeguarding Policy

## Appendix 1 - First Aiders in School

<b>Title</b>	<b>Forename</b>	<b>Surname</b>	<b>Date Trained</b>
Miss	Julia	Brooks	November 2022
Miss	Laura	Brown	January 2024
Miss	Lucy	Carritt	November 2022
Mrs	Rebecca	Clark	April 2023
Mrs	Charlotte	Crossland	June 2022
Mrs	Kathryn	Fentum	January 2022
Miss	Gemma	Hardaker	January 2024
Mr	Richard	Harrison	November 2022
<b>Mrs</b>	<b>Laura</b>	<b>Knowles</b>	<b>June 2023 (Medication and First Aid Lead)</b>
Mrs	Emily	Middleton	January 2024
Miss	Phoebe	Morris	October 2023
Miss	Johanna	Nicholas	November 2022
Mrs	Minal	Patel	January 2024
Mr	Martin	Phillips	January 2022
Mrs	Kerrie	Pollitt	March 2022
Miss	Josephine	Saieva	January 2024
Mrs	Rachel	Scott	January 2022
Mrs	Sarah	Shoesmith	November 2022

## Appendix 2 - Emergency 999 Call

Firstly, use your walkie talkie to ask for a First Aider or further support.

If you believe an ambulance is needed, please ask someone to phone on their mobile phone, or a portable school phone, that can be taken to the incident. You will also need the casualty's data collection sheet from the school office.

How to make an emergency 999 call.

- Pick up the telephone.
- Dial '999'.
- Wait for the call handler to respond.
- Tell the call handler which service you require – Police, Ambulance, or Fire Service.
- Give your name, address, and telephone number.
- Tell the call handler what the emergency is.
- Listen to what they tell you to do.

Appendix 3 – AED

<b>CPR</b> <b>Cardiopulmonary Resuscitation</b>	<b>AED</b> <b>Automated External Defibrillator</b>
<p>1 </p> <p>Check for response</p>	<p>1 </p> <p>Open the AED cover This automatically turns the AED on</p>
<p>2 </p> <p>Call for help</p>	<p>2 </p> <p>Remove the patient's clothes</p>
<p>3  Rate of 100 to 120 per min Depth 5-6cm</p> <p>If needed begin CPR 30 Cycle</p>	<p>3  Over 8 years old, more than 25kg 8 years old or under, less than 25kg</p> <p>Open the pouch, attach the AED pads</p>
<p>4 </p> <p>Give two breaths</p>	<p>4 </p> <p>When analyzing heart rhythm, do not touch the patient</p>
<p>5 </p> <p>Repeat CPR and breaths</p>	<p>5 </p> <p>Press the flashing shock button if needed</p>

  
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**Appendix 4 - Notifying Parents/Carers**

<b>ACCIDENT / INCIDENT / ILLNESS REPORT SLIP</b>		Pupil's Name		Date
				Time
				Class
Location and details of accident / incident / illness				
Head Injury		Sprains / Twists		Parent / Carer Contacted
Asthma		Nosebleed		Unable to contact Parent
Bump / Bruise		Stomach Pains / Upset Tummy		Well enough to remain in school after First Aid
Cut / Graze		Mouth Injury / Tooth Ache / Loose or Missing Tooth		<b>IMPORTANT</b> Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.
Headache / High Temperature		TLC Applied		
Vomiting / Nausea		Collected from school		Authorised Signature
Details of Treatment and Additional Comments				

**NHS Concussion Information Leaflet**

The information leaflet is printed from <https://www.nhs.uk/conditions/head-injury-and-concussion/>

**Text Message**

Just to let you know #NAME had a bump to the head today but is fine to stay in school. Please consult your doctor/hospital if you have concerns.

Appendix 5 - CF50

# CF50 Form Report of an Accident, Injury or Dangerous Occurrence



This form is for reporting ALL incidents (excluding ASSAULTS Physical, Verbal & VIOLENT INCIDENTS) dangerous occurrences, near misses and accidents involving ANY person on premises controlled by Leeds City Council and/or to any employee of Leeds City Council on ANY premises.

When filling out this form please refer to PG 103 for guidance.

ALL relevant parts should be completed and emailed to [educ.hs@leeds.gov.uk](mailto:educ.hs@leeds.gov.uk) within 10 days of the incident.

In cases of accidents resulting in death, broken bones, amputation, dislocation, eye injury, loss of consciousness, acute illness or immediate admission to hospital, or in the event of a Dangerous Occurrence **telephone 0113 378 8298 IMMEDIATELY** after the incident.

**In cases involving ASSAULTS (Physical, Verbal) & VIOLENT INCIDENTS - please complete CF/50a - Report of an Assault / Violent incident form.**

**1 DETAILS OF INJURED PERSON:**

Forename (s):	Surname:
Address:	Gender    Male    Female    Non-binary    Prefer not to say
	Date of birth:

**A** Category of person:    Employee    Pupil    Visitor/Parent    Contractor

**B** Name of school:    Occupation (if applicable):

**2 DETAILS OF INCIDENT:** *Following this incident, you must monitor the situation as injuries including emotional harm may arise sometime after the incident has occurred, please refer to PG103 for guidance.*

Date of incident:	Time of incident:    AM    PM
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Was the person taken directly to hospital from the scene of the incident?    YES    NO

Will the injury prevent the member of staff from normal working capacity for more than 7 days following the date of the incident?  
YES    NO

Exact location of the incident (e.g. Classroom, playing field, dinner hall, gymnasium, corridor etc.)

State what happened as fully as possible (attach additional pages if necessary)

Did the condition of the premises contribute to or cause the incident? (e.g. trip in playground due to damaged surface)  
YES    NO

Witness name (s):

Give details of first aid treatment given and by whom:

# CF50 Form Report of an Accident, Injury or Dangerous Occurrence



## TYPE OF INJURY:

Amputation    Concussion    Electric shock    Multiple    Sprain/Strain    Near Miss    Break/Fracture  
 Cut/Abrasion    Irritation    Poisoning    Swelling/Bruise    Burn/Scald    Dislocation    Mark  
 Respiratory    Emotional harm   

## PART OF BODY AFFECTED:

Arm    Back    Finger    Hand    Internal    Multiple    Neck    Torso  
 Ankle    Eye    Head/face    Foot    Leg    Toes    Muscular    Wrist  
       

## CAUSE OF ONJURY:

Animal    Drowning    Fall above 2M    Fall Below 2m    Hit by Object    Bite    Physical Education  
 Vehicle    Electrical    Illness    Slip/Trip    Trap in Door    Collision    Equipment    Fire  
 Intervention    Spillage    Unknown    Crush/Trap    Fighting    Glazing    Manual Handling  
 Substance   

## ③ INVESTIGATION DETAIL:

Please provide details of who to contact for further information:

Has any action been taken or is action proposed to be taken to prevent recurrence?    YES    NO

If Yes please provide details (e.g. school has excluded pupil or Legal Services have been informed):

Have parents/guardians been informed    YES    NO

*If this form is not completed by the person injured, ensure they are made aware of how to receive the form upon request.*

## ④ DATA PROTECTION DECLARATION :

Under the terms of GDPR 2018 we must inform you of the following. Leeds City Council will process your data for the purposes of monitoring health and safety in Leeds City Council in accordance with relevant legislation. This may involve the sharing of the information you provide with local regulatory bodies.

Please note by signing this form you are declaring the information given to be a true and accurate account to the best of your knowledge at the time.

PRINT name of person completing this form: <input type="text"/>	SIGNATURE of person completing this form: <input type="text" value="X"/>	DATE: <input type="text"/>
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Position of person countersigning this form to confirm this is a true and accurate record of events:

Headteacher    Head of Department    Manager <input type="text" value="If other, please state:"/>		
PRINT name of person countersigning this form: <input type="text"/>	SIGNATURE of person countersigning this form: <input type="text" value="X"/>	DATE: <input type="text"/>

Please send this completed form to [educ.hs@leeds.gov.uk](mailto:educ.hs@leeds.gov.uk) / Schools Health, Safety & Wellbeing Team, within 10 days of the date of the incident.

## Appendix 5 - CF50a

# CF50a Form Report of an Assault / Violent Incident



This form is for reporting ASSAULTS (Physical, Verbal) and VIOLENT INCIDENTS to any employee of Leeds City Council or any pupil on ANY educational premises.

When filling out this form please refer to PG 103 for guidance.

ALL relevant parts should be completed, and emailed to [educ.hs@leeds.gov.uk](mailto:educ.hs@leeds.gov.uk) within 10 days of the incident.

In cases where a member of the public – but not a pupil – is violent or aggressive and the school wishes details to be forwarded to Legal Services, the Legal Services officer for the school should be contacted immediately.

All other accidents and incidents should be reported on report form CF/50 Report of an Accident, Injury or Dangerous Occurrence.

### 1 Person subject to violence

Forename (s):	Surname:
Address:	Gender <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Non-binary <input type="radio"/> Prefer not to say
	Date of birth:
A Category of person: Employee <input type="radio"/> Pupil <input type="radio"/> Visitor/Parent <input type="radio"/> Contractor <input checked="" type="radio"/>	

B Name of school:	Occupation (if applicable):
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### 2 Details of Incident: Following this incident, you must monitor the situation as injuries including emotional harm may arise sometime after the incident has occurred, please refer to PG103 for guidance.

Date of incident:	Time of incident: AM <input type="radio"/> PM <input checked="" type="radio"/>
Was the Subject Injured? (this can be physical and/or emotional harm) <input type="radio"/> YES <input checked="" type="radio"/> NO	
If Yes please provide details of the injury sustained (e.g. bruise, sprain, mark, fracture etc.)	
Was the person taken directly to hospital from the scene of the incident? <input type="radio"/> YES <input checked="" type="radio"/> NO	
Will the injury prevent the member of staff from normal working capacity for more than 7 days following the date of the incident? <input type="radio"/> YES <input checked="" type="radio"/> NO	
Exact location of the incident (e.g. Classroom, playing field, dinner hall, gymnasium, corridor etc.)	
Details of alleged assailant (if known)	
Name:	Gender <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Non-binary <input type="radio"/> Prefer not to say
Address (if known):	Age (if known):
Has there been previous incidents concerning this person? <input type="radio"/> YES <input checked="" type="radio"/> NO	
Witness name (s):	
Give details of first aid treatment given and by whom:	

# CF50a Form

## Report of an Assault / Violent Incident



Please give a more detailed account of what happened including any relevant events leading up to the incident and details of any property damage, verbal abuse, anti-social behaviour etc - use additional sheets if necessary and attach them to this form.

### TYPE OF INCIDENT:

Verbal abuse  Threat (s)  Physical assault

### PART OF BODY AFFECTED:

Arm  Back  Finger  Hand  Internal  Multiple  Neck  Torso

Ankle  Eye  Head/face  Foot  Leg  Toes  Muscular  Wrist

Left  Right

If other please state:

### 2 POLICE NOTIFICATION:

Have the police been notified? YES  NO

If Yes please provide the name and station of Officer(s) informed:

### 3 INVESTIGATION DETAIL:

Has an investigation been carried out to establish the cause of the incident? YES  NO

If Yes please provide details of who to contact for further information:

Has any action been taken or is action proposed to be taken to prevent recurrence? YES  NO

If Yes please provide details (e.g. school has excluded pupil or Legal Services have been informed):

Have parents/guardians been informed  YES  NO

If this form is not completed by the person involved in the violent incident, ensure they are made aware of how to receive the form upon request.

### 4 DATA PROTECTION DECLARATION :

Under the terms of GDPR 2018 we must inform you of the following. Leeds City Council will process your data for the purposes of monitoring health and safety in Leeds City Council in accordance with relevant legislation. This may involve the sharing of the information you provide with local regulatory bodies.

Please note by signing this form you are declaring the information given to be a true and accurate account to the best of your knowledge at the time.

PRINT name of person completing this form:

SIGNATURE of person completing this form:

X

DATE:

Position of person countersigning this form to confirm this is a true and accurate record of events:

Headteacher  Head of Department  Manager

If other, please state:

PRINT name of person countersigning this form:

SIGNATURE of person countersigning this form:

X

DATE:

Please send this completed form to [educ.hs@leeds.gov.uk](mailto:educ.hs@leeds.gov.uk) / Schools Health, Safety & Wellbeing Team, 2nd Floor West, Civic Hall, Leeds, LS1 1UR within 10 days of the date of the incident.