



Fordcombe Primary School

First Aid Policy

Approval Arrangements

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will

1. set a full Trust wide policy which applies in the same way to all schools,
2. require individual schools to set a policy (in most cases with Trust-provided guidance) appropriate to the needs and circumstances of an individual school

This is a Level 2 Policy against the Trust Governance Plan.

Approval Body:	Headteacher
Author:	COO
Date Approved:	June 2025
Next review:	June 2026
Review Period:	1 year
Version:	2.1

This policy was approved by the Headteacher for implementation on the date above and supersedes any previous first aid policy.

1. Aims

The vision of the Tenax Schools Trust is to achieve excellence by working together so that all may feel loved and empowered to serve a thriving society. We are committed to education providing life changing transformative opportunities.

The aims of our First Aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff are aware of their responsibilities with regards to first aid provision on the Trust's premises and off-site activities
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on the DFE's guidance for First aid in schools, early years and further education (updated 14 February 2022) which refers to:

- Health and Safety (First Aid) Regulations 1981
- Health and Safety at Work etc. Act 1974 and associated regulations
- School Premises (England) Regulations 2012
- Education (Independent School Standards) Regulations 2014

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school has a First-Aid Co-ordinator, who is a designated first aider, to take charge of first aid arrangements in the school and to oversee the school's first aiders. A further 4 members of staff are trained first aiders. The school's first aiders are displayed prominently around the school.

The school office holds the list of qualified first aiders and will help summon a first aider in an emergency situation.

First aiders are trained and qualified to carry out the role and are responsible for:

- Being a first responder to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Ensuring there is an adequate in-date 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
- Sending pupils home to recover, where necessary
- Completing an accident form on the same day, or as soon as is reasonably practicable, after an incident and giving it to the Headteacher

3.2 The Trust Board

The Tenax Schools Trust Board has ultimate responsibility for health and safety matters in the school, but delegates operational and day-to-day responsibility to the headteacher of each school.

3.3 The Headteacher

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

- Completing a first aid needs assessment
- 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 and that first aid information is included in induction training
- 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 Trust's H&S Lead when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they know the school's first aid arrangements and follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident report forms for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any personal specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

All staff are aware of and follow the medical emergency procedures.

- In the event of an accident resulting in injury, the closest member of staff present will assess the seriousness of the injury.
Staff member to immediately contact the School Office via telephone – extension 200 or 201.
- The first aider 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 the first aider is unable to determine the extent of an internal injury suffered by a pupil, such as a sprain or fracture, or if the injured pupil is expressing significant pain or signs of being significantly upset, but it is clear that an ambulance is not required, the first aider should ensure that parents are called as soon as is reasonably practical and they will determine how to respond
- If emergency services are called, the Headteacher or if not available the School Administrator team will contact parents immediately
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury and give to the Headteacher.
- In the event that the injury is sustained by a staff member, the emergency contact number or next of kin will be contacted

Medical emergency procedure:

When a pupil requires further hospital treatment but it is not an emergency, the parents will be contacted and asked to collect their child to take them to the hospital. If the parents are not available then a member of the senior leadership team will decide which member of staff will escort the pupil to hospital.

When an ambulance needs to be called:

- Ideally the person who is at the scene of the accident should contact 999 /112 so clear accurate information can be given. In most instances this will be the first aider.
- The following also need contacting by the school office or assisting staff members.
 - Parents
 - Headteacher

Accidents/incidents warranting emergency care are situations such as:

- Head injuries where there is a loss of or suspected loss of consciousness.
- Sudden collapse.
- Major wounds needing medical attention.
- Suspected fractures.
- Spinal injuries.
- Use of an EpiPen
- Major asthma, diabetic, seizure event.

The above list is not exhaustive.

When a first aider is providing emergency care in the above scenarios, an ambulance should be summoned. The parent should also be contacted immediately. When the parent arrives and the incident is reassessed the ambulance can be stood down if appropriate.

In the event of the emergency services being contacted the below must be considered:

- Parents must be contacted to ascertain when they can join their child and their wishes with regard to treatment should they be delayed
- A member of staff must accompany and stay with the injured person until the parent(s)/carer arrives
- Contact details must be taken to the hospital
- Once at the hospital, and the injured person is registered it is then the hospital's responsibility for further medical contact with the parent(s)/carer

Calling an AMBULANCE

Dial 999, or 112 (Mobile Phones) ask for an ambulance and be ready with the following information.

- Telephone number: 01892 740224
- Give location: The Green, Fordcombe, Tunbridge Wells, Kent TN3 0RY
- Give exact location in the school where the incident has occurred
- Give your name
- Give name of patient and a brief description of the pupil's symptoms.
- *If loss of consciousness, cardiac arrest or anaphylactic shock, state this immediately, as this will be given priority.*
- Give any medical history and known medications that you know the patient may take.

If you are unsure of how to manage the casualty, you can keep the ambulance operator on the telephone and get them to talk you through what you should be doing, or, you can ring them back at any time.

Following the call to the ambulance

- First aider to allocate a member of staff to contact parents.
 - Call school office and give CLEAR details of where the ambulance is coming to.
 - Office staff to arrange for a member of staff to meet the ambulance crew.
 - Inform a member of the senior management team
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- After the event, an accident form must be completed and given to the Headteacher

If a first aider or first responder is unsure whether to call an ambulance, the general guidance is to prioritise the safety and well-being of the individual in need. If the situation seems urgent and potentially life-threatening, an ambulance should be called by dialling 999 or 112. If a child is seriously unwell for example having difficulties breathing, unconscious, severe injury/fracture or losing blood then an ambulance must be called.

If the situation is not immediately life-threatening but still requires medical attention, and the first aider or responder is uncertain about the severity or appropriate course of action, they should consider calling NHS services on 111 for medical advice.

The school's accommodation that is used for medical examination and treatment of pupils and for the short term care of sick or injured pupils includes a washbasin and is near to a toilet

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
- Information about the specific medical needs of pupils, staff and volunteers
- Access to parents' contact details

Risk assessments will be completed by the visit leader 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.

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5. First aid kits & equipment

First aid kits contain all necessary items for emergency aid:

- a leaflet with general first aid advice
- individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- triangular bandages (preferably sterile)
- safety pins
- individually wrapped sterile unmedicated wound dressings
- disposable gloves
- micropore tape
- disposable ice packs

The first-aid co-ordinator should refer to school's [first aid needs assessment](#) to see if there are school-specific factors to consider (such as high risk areas or activities; split-levels; remote areas; off-site activities; school vehicles).

No medication is kept in first aid kits.

First aid kits are replenished regularly.

First aid kits are stored in the following locations:

- The staffroom
- Classrooms
- Kitchen
- Playground

A green & white first aid cross sign is displayed on the door to any room where a first aid kit is stored.

At least one [first aid notice](#) should be displayed in a prominent position at each school.

6. Record-keeping and reporting

6.1 First aid and accident record book

- A minor accident form is completed if the injury needs only very minor first aid- a wipe, cold compress, plaster or ice pack for a short time. For all children a note is sent home if there has been a head injury.
- An accident report form will be completed by the relevant member of staff on the same day, or as soon as is reasonably possible, after a major incident resulting in an injury and be sent to the Headteacher
- As much detail as possible should be supplied when reporting an accident.
- A copy of all accident reports will also be kept on record by the Headteacher.
- Records held in the first aid and accident book will be retained in line with the Trust's record retention schedule

6.2 Reporting to the HSE

- All accidents to members of staff are reportable to the H&S Lead.
- All significant* accidents to pupils and non-employees are also reportable to the H&S Lead.

These must be reported by the Headteacher or delegate to the H&S Lead as soon as is reasonably practicable and in any event within 5 school days of the incident.

*Significant accidents to pupils and non-employees are those that result in death or the person is taken directly from the scene of the accident to hospital for treatment.

The H&S Lead will carry out investigations and determine if reportable to the HSE. The H&S Lead will report accidents and dangerous occurrences at work to the HSE under the requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

6.3 Notifying parents

An appropriate member of 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.

7. Training

All first aiders must have completed a training course by a competent training provider, and must hold a valid certificate to evidence this. The Headteacher will keep a register of all trained first aiders, what training they have received and when this is valid until.

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 annually by the Headteacher.

9. Links with other policies

This first aid policy is linked to the

- The Trust's Corporate Health and Safety policy
- The school's Health and Safety policy and procedures
- Policy on supporting pupils with medical conditions
- Administering medicines in schools
- Tenax's guidance on accident reporting
- HSE advice on first aid requirement for swimming pools

10. First Aid Team

See current list available within school.