St Bernadette
First Aid Policy

Last reviewed on:	October 2026 FGB
Next review due by:	October 2027
Statutory policy	Annual review

Equality Statement

The Governing Board has considered the provisions of the Equality Act 2010 and the Public Sector Equality Duty (PSED) in the development and approval of this policy. The school is committed to eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations. Due regard has been given to the potential impact of this policy on pupils, staff, governors, parents, carers and other members of the school community who share protected characteristics.

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 regard 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 (DfE) on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting 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
- The 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

In schools with Early Years Foundation Stage (EYFS) provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times when children are present, and must accompany children on outings.

3.1 Appointed person(s) and first aiders

The school maintains a current register of qualified first aiders and paediatric first aiders, including qualification expiry dates. The register is held in the school office and reviewed regularly to ensure sufficient first aid cover is available at all times, including during educational visits and extended school activities.

The first aider responding to an incident will:

- Take charge when someone is injured or becomes ill.
- Ensure that an ambulance or other professional medical assistance is summoned when appropriate.

The Office Administrator is responsible for:

- Ensuring there is an adequate supply of first aid materials and equipment.
- Replenishing and checking the contents of first aid kits regularly.

First aiders are trained and qualified to carry out the role (see Section 7) and are responsible for:

- Acting as first responders to incidents, assessing the situation and providing immediate and appropriate treatment.
- Determining whether further medical assistance is required.
- Ensuring that pupils are sent home or receive further medical attention where necessary.
- Completing an accident report on the same day as, or as soon as reasonably practicable after, an incident.
- Keeping their training and contact details up to date.

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

The Governing Board will monitor the effectiveness of first aid arrangements through regular health and safety reporting and will receive information on significant incidents, trends and statutory reporting where appropriate.

3.3 The headteacher

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

- Making sure that an appropriate number of trained first aid staff are present in the school at all times
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role

- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed, and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure 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:

- Making sure they follow first aid procedures
- Completing accident reports for all incidents they attend
- Informing the headteacher of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-School Incidents

1. Assessment: The nearest adult assesses the casualty and ensures no further danger.
2. Assistance: If required, a designated First Aider (or PFA-trained staff member for pre-school children) is called to administer treatment. The first aider will decide whether the injured person should be moved or placed in a recovery position.
3. Emergency Services: If a serious injury or major illness occurs, staff will call 999 immediately.
4. Parent Notification: Parents/carers are contacted immediately for any serious injuries, head injuries, or emergencies.
5. An accident report is completed on the same day or as soon as is reasonably practicable after an incident resulting in an injury
6. In an emergency, first aid will be provided where it is reasonably necessary to preserve life, prevent deterioration or reduce suffering. Where consent has previously been refused, staff will act in accordance with their duty of care and seek emergency medical assistance where appropriate.

4.2 Head Injuries (Crucial for Primary & Pre-School)

1. Any child sustaining a bump or injury to the head must be monitored closely for signs of concussion.
2. Notification: Parents must be notified immediately by phone
3. Identification: Where appropriate, the child will wear a head injury sticker or other agreed identifier.
4. An accident report is completed on CPOMS/accident book on the same day or as soon as is reasonably practicable after an incident resulting in an injury
5. Take-home advice: A standard 'Head Injury Advice' leaflet must be sent home with the child.

4.3 Off-site procedures

The visit leader must ensure that suitable first aid provision is available for all educational visits, taking account of the nature of the activity, location, travel arrangements, specific medical needs of pupils and the findings of the visit risk assessment.

When taking pupils off the school premises, staff will make sure that they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents/carers' contact details

Risk assessments will be completed by the staff member before any educational visit that necessitates taking pupils off school premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

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

No medication is kept in first aid kits.

5.1 First Aid Equipment and Locations

First aid boxes are clearly marked with a white cross on a green background.

- Main School First Aid Point: Main Office
- Pre-School First Aid Point: Pre-School kitchen
- All classrooms & Inclusion hub (Nest)
- Specialist Areas: School Kitchen

- Travel Kits: Travel first aid kits are kept in the main office for off-site visits, educational trips and sporting activities

5.2 Storage and Administration of Medication

- Prescription Medication: Only administered if it has been prescribed by a doctor, is in its original container, is in date, and parents have signed a Medication Consent Form.
- Pre-school Over-the-Counter Medication: Non-prescription medication (e.g., Calpol) will only be administered in the pre-school setting if prior written parental consent is obtained, and a clear medical reason is established.
- Emergency Medication: Auto-injectors (EpiPens) and asthma inhalers are stored securely but remain instantly accessible to staff in the child's classroom or pre-school room. They are never locked away.
- Further information regarding supporting pupils with medical conditions, managing prescribed medicines and healthcare plans can be found in the school's Supporting Pupils with Medical Conditions Policy.

6. Record-keeping and reporting

As a Voluntary Aided (VA) school, St Bernadette is a local authority maintained school, operating in direct partnership with Bristol City Council and the Clifton Diocese. The local authority (Bristol City Council) remains the overall employer and statutory body responsible for health and safety compliance for maintained schools, and in accordance with Bristol City Council health and safety reporting arrangements, the school reports accidents and incidents through the Council's Claims Control system.

6.1 Accident Recording and Reporting

All accidents requiring first aid treatment must be recorded in accordance with the school's reporting procedures. Staff should follow current school guidance regarding the use of CPOMS, accident record forms and any local authority reporting requirements.

All first aid incidents, treatments, and medical concerns must be logged on the same day the incident occurs.

- **Pre-School / EYFS Specifics:** For any child in the pre-school or nursery setting, the accident book/CPOMS log must note the exact time the parent was verbally informed, as the statutory EYFS framework requires parents to be notified of any accident **on the day** it occurs
- An accident form/CPOMS will be completed by the 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 will be supplied when reporting an accident, including all of the information included in the accident form
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the relevant member of staff
- Records held in the first aid and accident book/CPOMS(Child Protection Online Monitoring System) will be retained by the school in accordance with its retention policies, which mirror Bristol City Council's standard Information and Records Management Society (IRMS) and the framework regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

- **6.2 Reporting to the HSE**

The school business manager/Headteacher will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The school business manager/Headteacher will report these to the HSE Health & Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
        - Covers more than 10% of the whole body's total surface area; or
        - Causes significant damage to the eyes, respiratory system or other vital organs
    - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the school business manager/Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
    - Carpal tunnel syndrome
    - Severe cramp of the hand or forearm
    - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
    - Hand-arm vibration syndrome
    - Occupational asthma, e.g. from wood dust
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any occupational cancer

- Any disease attributed to an occupational exposure to a biological agent

- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

6.3 Reporting to Ofsted and child protection agencies (registered early years providers ONLY)

The school business manager/office administrator will notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 school business manager and office administrator will also notify Bristol City Council and Clifton Diocese 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.

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 that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be monitored by the Headteacher and reviewed by the Governing Board annually, or sooner if legislation, guidance or local arrangements change.

9. Links with other policies

This first aid policy is linked to the:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Safeguarding and Child Protection Policy
- Accessibility Plan
- Equality Information and Objectives