

# ATTAIN ACADEMY PARTNERSHIP



## First Aid Policy

For

## Bocking Primary School



**March 2025**

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# First Aid Policy

## 1 Introduction

- 1.1 Health and Safety legislation places duties on employers for the Health and Safety of employees and anyone else on their premises. This includes first aid provision, which must be 'adequate and appropriate in the circumstances'.
- 1.2 The Early Years Foundation Stage Statutory Framework (EYFS) mandates some first aid requirements and is mandatory for all schools and early years providers in Ofsted registered settings attended by young children (i.e. children up to the end of the academic year in which the child has their 5th birthday).
- 1.3 First aid must be provided to any person that we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. Therefore, there must be first aid provision at all times when people are on academy premises and also off the premises whilst on school visits. It is essential that the provisions made are adequate to ensure assistance can be provided quickly to casualties and a call made to the emergency services when appropriate.
- 1.4 The academy endeavours to provide the best possible care for its pupils and staff. Many of our staff are first aid trained to deliver this care.
- 1.5 This policy complies with the academy's funding agreement and articles of association.

## 2 Responsibilities

### 2.1 Board of Trustees

The Attain Academy Partnership trust board is responsible, under the Health and Safety at Work Act for making sure that the academy has a health and safety policy. This should include arrangements for first aid.

### 2.2 Local Governing Body

The local governing body has responsibility, together with the Head of School, for ensuring the health and safety policy is implemented within the academy.

### 2.3 The Head of School

The Head of School is responsible for

- Putting the health and safety policy into practice and for developing detailed procedures
- Ensuring all staff are aware of first aid procedure
- Ensuring parents/carers are aware of the academy's health and safety policy and first aid arrangements

- Ensuring there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual / sick leave or off-site
- Ensuring appropriate risk assessments are completed and 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 (see section 3.12)

## 2.4 Teachers and other Academy Staff

Appropriate training and guidance will be arranged for all staff who volunteer to be first aiders/appointed persons.

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the academy in the same way that parents might be expected to act towards their children.

Staff are responsible for

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in the academy are
- Completing accident reports for all incidents they attend to where a first aider / appointed person is not called
- Informing the Head of School or their manager of any specific health conditions or first aid needs

## 2.5 First Aider

The main duties of the first aider are to

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

First aiders must have completed a training course approved by the Health and Safety Executive.

## 2.6 Appointed Person

The appointed person will

- Take charge when someone is injured or becomes ill
- Look after the first-aid container
- Ensure that an ambulance or other professional medical help is called when appropriate

The appointed person does not have to be a first aider although it is good practice to ensure that the appointed person has emergency first aid training. They should **not** give first aid treatment for which they have not been trained.

### **3 Strategy**

#### **3.1 Risk Assessment**

The Management of Health and Safety at Work Regulations 1992 require employers to undertake suitable and sufficient assessments of risks to Health and Safety of their employees and others who may attend the premises. Arrangements for first aid at the academy has been based on a risk assessment of the site, and covers

- Number of first aiders/appointed persons
- Number and location of first-aid containers
- Arrangements for off-site activities/trips
- Out of academy arrangements e.g. lettings, parents evening, outside of normal hours.

(See Appendix 1 for the First Aid Checklist and Risk Assessment template)  
The risk assessment is published on the Health & Safety noticeboard in the staffroom and on staff shared drive.

The risk assessment is reviewed annually or when circumstances change markedly.

The academy is classed as a low risk environment.

#### **3.2 Provision of First Aiders**

To ensure sufficient coverage and quick access to a first aider for staff and pupils the following should also be considered alongside the risk assessment:

- Adequate provision to cover absence, leave, offsite activities
- Previous accident rates/illness
- The layout of the premises e.g. split sites, number of buildings and activities in each
- Any specific hazards e.g. kitchens, pools
- Numbers of pupils on site
- Extended / extracurricular activities
- Shift work and extended working hours / lone working
- Arrangements for higher risk areas such as PE, DT etc., where staff require quick access to a first aider and need to be aware of immediate remedial measures to manage an injury.

First aid cover unless part of the job role is voluntary.

See Appendix 4 for suggested minimum numbers for first aiders

#### **3.3 Qualification and Training**

- All nominated first aiders must hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation

- A record of trained personnel is kept centrally
- Names of all first aid trained staff can be found on the Staff Notice board in the Staff Room should they be required should they be required.

### **Early Years Team**

Reception and nursery classes must meet the first aid requirements of the Early Years Foundation Stage Statutory Framework. At all times when children under 5 are at the establishment, or on an off-site visit organised by the establishment, there must be at least one person present who has a current paediatric first aid certificate.

### **3.4 Identification and Awareness of Needs for Pupils (and Staff) with Medical Conditions**

- This policy does not replace the need to gain and document specific advice for individuals with disabilities or long standing medical conditions or allergies which may require special treatment or medical support in the case of accidents or illness.
- Parents are responsible for informing the academy of any medical condition of their child that may be a cause for concern. Individual Healthcare plans are prepared for children identified with special medical needs.
- Academy staff must report any concerns they have on the medical welfare of any pupil.
- In order to provide the same level of care for academy personnel, staff are encouraged to inform HR of any medical condition that may be a cause for concern and could require special emergency treatment.
- First aiders will need to be informed if a pupil (or member of staff) is likely to need special emergency treatment. Individual Healthcare Plans must be made available to first aiders, and a copy should be provided to any medical practitioner providing emergency treatment.

### **3.5 Contacting First Aiders**

Names of first aiders/appointed persons are displayed prominently around the academy on how to summon first aid. The procedure is included in staff and volunteer induction training and pupil safety talks.

There is an emergency Walkie Talkie system in place for summoning immediate help from the office.

### **3.6 Appropriate Practice**

First aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for urgent help.

If the first aider is in any doubt whether a casualty requires professional medical assistance, they should seek advice, call 999 or phone NHS 111.  
**Urgent treatment should not be delayed in order to consult with parents or carers**

Minor incidents should be dealt with efficiently and the child returned to the playground or classroom when possible and practical.

### **3.7 Head Injuries**

Children often bump their heads without further consequences but parents should be informed about bumps and symptoms to be aware of so that they can look out for any signs that the injury could be more serious. (Appendix 2)

Parents/carers must be contacted if the child has a visible or grazed bump to the head. All head bumps must be recorded in to the accident book. It is the responsibility of the first aider dealing with the bumped head to inform the office who will then call the parent to inform them about the incident.

For more severe bumps or if any of the signs become apparent while the child is still at the academy, parents should be contacted immediately and arrangements made for them to see a GP or attend A & E.

### **3.8 Administration of Medicines**

The procedures for the administration of medicines are detailed in the 'Policy for the Administration of Medicines and Management of Children's Illnesses'. All staff are expected to have full knowledge of this policy.

The academy is unable to administer any medication without a completed, and signed, Parent Consent Form.

Records will be kept of all medicines administered to pupils.

All medication is kept securely.

- Asthma inhalers are kept in the child's classroom
- Epipens, one is kept in the child's classroom. The school also holds centrally a spare adrenaline autoinjector device supplied by KITT medical for use in an emergency.
- All other remaining medication is kept in the reception office.

### **3.9 Calling the Emergencies Services**

A procedure for dealing with accidents must be in place and communicated to staff.

The responsibility for calling the emergency services lies with the Head of School and the appointed person. However, in the event of an emergency any

member of staff may make this call. They must ensure that the Head of School and Reception Office are informed as soon as reasonably possible that the call has been made and an ambulance is on its way.

When you dial 999 you are not calling an ambulance but alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the telephone to an emergency evacuation by air ambulance.

Calling 999 should not be delayed - let the emergency services decide the appropriate course of action based on the information that you give them.

If the casualty is a child, their parents / carers should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the academy office.

Staff should not take pupils to hospital in their own car in serious instances, but should await an ambulance. A member of staff should accompany the pupil to the hospital until the parents/carers arrive. Health professionals are responsible for decisions on medical treatment where a pupil's parents or guardian is unavailable

### **3.10 Hygiene and Infection Control**

All staff should take precaution to avoid infection and must follow adequate hygiene procedures. The following infection control procedures must be adhered to:

- Wear single-use disposable gloves (preferably not latex due to allergies) when administering first aid. These can be found in every first aid box.
- Wash hands thoroughly before and after giving first aid
- Cover exposed cuts or abrasions on their own hands with waterproof dressing to avoid contamination of cuts / abrasions with another person's blood or other bodily fluids
- Wear PPE, such as facemask, eye protection and apron where there is a risk of splashing blood or other body fluids or risk of exposure to viral / bacterial infections diseases (such as Covid-19).

First aiders must follow their training and maintain good standards of infection control.

Human hygiene waste produced in schools and offices is generally assumed not to be clinical waste however this should be assessed on a case-by-case basis. Risks assessments are in place for the

- Handling and disposal of sharps
- Handling of potentially infected materials and clinical waste
- Handling offensive non-hazardous human/animal hygiene waste



All staff should be aware of the contents of these risk assessments and procedures.

Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste.

Blood soiled wipes and dressings should be disposed of in the appropriate biohazard waste bin located in the main building (disabled toilet).

### **3.11 Safeguarding and Intimate Care**

Any first aider adults dealing with an injury / soreness in an area of the body that could be described as intimate should have a second adult present. Children are encouraged to help themselves, wherever possible, and the child's dignity should be maintained at all times. The child's permission is always sought if garments need to be removed, e.g. to clean a wound. (See intimate care policy for further information).

All staff are responsible for reporting any concerns immediately to the Designated Safeguarding Lead.

### **3.12 Records**

All first aiders should ensure that a record is made of all first aid treatment they give. This must include:

- The date, time and place of the injury or illness occurring
- The name of the injured or ill person and their status, such as employee, pupil, client, visitor;
- Details of the injury or illness and what first aid was given;
- What happened to the person immediately afterwards, for example, sent home, sent to hospital, returned to normal duties; and
- The printed name of the first aider or person dealing with the casualty.

For major accidents / incidents a further form (Level 2 Accident form) must be completed within 24 hours after the accident / incident. (Any accident that results in the individual being taken to hospital is considered a major accident/ incident). These forms are obtained from the office and once completed a copy of it must be kept on file. They also need to be signed by the Head of School.

All staff, visitor and major pupil accidents / incidents will be investigated and monitored. As part of the investigation the responsible person should consider whether the incident was caused by:

- a failure in the way a work activity was organised (for example inadequate supervision of a field trip)
- the way equipment or substances were used (for example lifts, machinery, experiments)
- the condition of the premises (for example poorly maintained or slippery floors)

The information recorded will help the academy, and Trust, identify accident trends and possible areas for improvement in the control of health and safety risks:

- Be used for reference in future first-aid need assessments
- Be used for insurance and investigative purposes.

Records should be kept according to the following schedule:

- Pupils: DOB + 25 years
- Employees and others: 6 years from date of the accident

This means that records of first aid provided to pupils should be kept separately from that provided to employees and others. Records must also be protected from unauthorised access.

Certain incidents are reportable to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR). A RIDDOR report is required when

- An employee is injured, wherever they are working, and the work-related accident
  - Results in death or a specified injury (see Reportable Specified Injuries, RIDDOR 2013)
  - Prevents the injured person from continuing their normal work for more than seven consecutive days (not counting the day of the accident, but including the weekend and rest days)
- A member of the public (pupil or visitor) is injured in an accident at the academy or on an activity organised in the academy and the accident
  - Results in the death of the person, and arose out of or in connection with a work activity; or
  - Results in an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment. Examinations and diagnostic tests do not constitute 'treatment'. There is no need to report incidents where people are taken to hospital as a precaution when no injury is apparent.

If a pupil injured in an incident remains at the academy, is taken home or is simply absent from the academy for a number of days, the incident is not RIDDOR reportable.

The Head of School and / or H & S Coordinator are responsible for notifying and reporting incidents to the Health and Safety executive (HSE) but can seek support from the Trust. Any serious or reportable accident / incident must be reported to the Trust.

Further information on RIDDOR can be found in the HSE publication '[Incident reporting in schools \(accidents, diseases and dangerous occurrences\) Guidance for employers](#)'

Information on how to make a RIDDOR report is available here:  
<http://www.hse.gov.uk/riddor/report.htm>

Parents can view the accident record however staff must be aware of the Data Protection Act and not allow parents to view personal information other than that relating to their child and must not allow parents to take notes, photographs or obtain a copy of the accident report.

### **3.13 Off-site Activities**

Classes leaving academy premises should take a first aid kit, any medical equipment likely to be needed by individual children and a sick bucket with essential cleaning supplies. The first aid provision for off-site activities is assessed by visit leaders as part of the activity's risk assessment (See [OEAP national guidance](#)). There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits involving early years, as required by the statutory Early Years Foundation Stage framework. For all other years, a trained First Aider should accompany the children whenever possible. A full risk assessment should be completed before any visit, in time for the academy's Health and Safety Co-ordinator and / or EVC to review the assessment and make any additions or alterations.

## **4. Insurance**

Employees who hold a valid first aid qualification are covered by the academy's insurance provided they relate to first aid provided in the course of their employment and they acted in good faith and in accordance with their training.

## **5. First Aid Kits**

There must be adequate level of first aid materials, equipment and facilities in the academy to ensure that an injured person can be treated quickly in an emergency.

The minimum provision for an educational establishment will be at least one first aid kit for use on the premises and one or more kits to be taken on off-site visits. Kits should be immediately available on playing fields.

First aid kits must be stored in a robust container designed to protect the contents from damp and dust and marked with a white cross on a green

background. The contents of the first aid box should be checked regularly to ensure there is adequate stock and to replenish out of date items.

First aid does not include the administration of medicines and therefore tablets and medication of any description will not be kept as part of the first aid provision. If medication is needed for pupils it will be kept in a locked cupboard or fridge as appropriate and accessed only by designated staff

First aid arrangements must be in place when used outside of normal hours or when let. First aid boxes should be available at that time and access to a telephone. Hirers of the academy are responsible for providing their own first aid cover.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the seal is broken. At least 900 ml in total should be provided

## **6. Medical Accommodation**

The School Premises (England) Regulations 2012 requires every school to have appropriate accommodation that can be used for medical treatment / short term care of sick and injured children when required. This area should have a sink and be reasonably near a WC. The room can be used for other purposes but must be available when required. The room can be used for other purposes but must be available when required.

During academy hours, first aid provision at the academy is provided outside Willow Class door (and inside if necessary) during break and lunchtimes and in the reception office at all other times. Both rooms are equipped with adequate first aid facilities and equipment.

Third party lettings and hirers of the school premises are responsible for their own First Aid arrangements.

## **7. Parents**

Children often fall and bang themselves, and most of time these are harmless events. Parents will be informed of any accidents, injuries sustained and/or first aid given to their child in the school. In the majority of cases, this will be by their class teacher at pick up however for visible head bumps or notable events requiring further monitoring by parent or assessment by a GP or the emergency services, parents will be contacted immediately by telephone.

## **8. Linked Documents**

- Policy for the Administration of Medicines and Management of Children's illness
- Allergy and Anaphylaxis Policy

- Emergency Action plan
- Intimate Care Policy
- Infection Control Policy
- Lone Working Policy
- [Supporting children with medical needs](#)
- [First Aid in Schools, early years and further education \(2022\)](#)

## 9. Document Version Control

Version	Date Issued	Author	Update Information
2021-1	June 2021	K Ellwood	<p>Policy reviewed in line with current government guidance. No procedural changes however minor amendments were made to clarify the following:</p> <ul style="list-style-type: none"> <li>● Section 1: the EYFS requirement for first aid</li> <li>● Section 2.3: roles of heads and staff</li> <li>● Section 3.2: areas to include in assessment of first aid provision need</li> <li>● Section 3.9: the requirement to inform parents immediately where emergency services are called and staff not to transport seriously injured children in personal vehicles</li> <li>● Section 3.10: infection control procedures</li> <li>● Section 3.12: the requirement to complete additional form for serious incidents and report to Trust</li> <li>● Section 5: the need for first aid kits to remain accessible at all times and not to include medication.</li> <li>● Appendices 4 – 7: clarification of legislation and</li> </ul>
2025-1	March 2025	K Ellwood	<p>No procedural changes. Minor amendments to clarify RIDDOR reporting (section 3.12) and the statutory requirement for schools with EYFS provision to have at least one paediatric first aider (including on off-site visits) (section 3.13). Reviewed checklist and included risk assessment in appendix 1.</p>

## Appendix 1: First Aid Checklist and Risk Assessment Template

Academy: Bocking Primary School

Date of Assessment: 11.3.2025

No	Assessment Factor	Apply		Impact on First Aid Provision
		Yes	No	
	<b>Hazards</b>			
1	Does the academy have higher risk areas such as science labs or workshops?		✓	N/A: Areas within the school are generally low risk. However, the school kitchen, site managers workroom/store , electric cupboard and the boiler room are areas of higher risk. The school has sufficient first aiders
2	Are there any specific risks such as hazardous substances, dangerous tools or machinery or animals?	✓		Risks include chemicals (cleaning), electric and plant equipment. These items have been considered: <ul style="list-style-type: none"> <li>• Provision of additional first aid cover capable of dealing with injuries resulting from special hazards</li> <li>• Providing suitably stocked first-aid box</li> <li>• Providing additional first-aid equipment where necessary from COSHH RA</li> <li>• Precise positioning of equipment</li> <li>• Hazardous materials are locked in the Cleaners Cupboard</li> </ul>
3	Is there adequate first aid provision close at hand for sports activities (consider curriculum and out of hours activities), and also for all offsite activities and visits?	✓		<p><b><u>On site</u></b> -</p> <ul style="list-style-type: none"> <li>• Academy has adequate number of trained first aiders for curriculum events, including off-site visits .</li> <li>• Academy has adequate number of paediatric trained first aiders to fulfil the EYFS requirement .</li> <li>• First aid provision for PTA organised events is managed by the PTA. .</li> <li>• Hirers are responsible for the first aid provision at their events.</li> </ul> <p><b><u>Off-Site</u></b> -</p> <ul style="list-style-type: none"> <li>• Travelling first aid kits have been maintained and are taken on off-site visits. .</li> <li>• All off-site visits are risk assessed for: <ul style="list-style-type: none"> <li>○ medical needs of the participants</li> </ul> </li> </ul>

				<ul style="list-style-type: none"> <li>○ the venue's location and proximity to emergency services</li> <li>○ first aid provision at venue</li> <li>• All visit leaders are aware of the emergency plan for off-site visits.</li> <li>• Venue led activities are only undertaken at approved sites where due diligence checks have been made.</li> </ul> <p><b><u>Adventurous Activities</u></b></p> <ul style="list-style-type: none"> <li>• Qualifications of sports or adventurous activity leaders are checked.</li> </ul>
4	Does your curriculum contain swimming lessons?	✓		School uses BDC Leisure centre. Appropriate due diligence checks are made, with regards to qualifications, lifeguards, EAP and NOP, and risk assessments.
	<b>Employees</b>			
5	Are there more than 25 people employed on site?	✓		A number of staff have been trained as first-aiders to provide sufficient cover on site.
6.	Are there inexperienced workers on site, or employees with disabilities or particular health problems?	✓		Procedures are in place to record staff with disabilities or particular health problem, which may require emergency treatment. Care plans are devised with the member of staff and first aiders are made aware of its existence.
	<b>Accidents and Ill-health Records</b>			
7.	What is your history of accidents and cases of ill health? What type are they and where did they happen?	✓		Review of all incidents indicate that the majority happen during break and lunch times. The bulk consist of general slips, trips and falls occurring during normal play. With few, if any, requiring treatment other than general first aid. <ul style="list-style-type: none"> <li>• During break and lunchtimes, first aid facilities are located closer to the playground.</li> </ul>
	<b>Working Arrangements</b>			
8	Are the premises spread out, e.g. are there several buildings on the site or multi-storey buildings?	✓		There are 2 buildings in close proximity. There are an adequate number of personnel trained at different levels of first aid
9	Do any of the employees work shifts or out of hours working or after school activities?	✓		Lone working policy and risk assessment is in place. Arrangements are in place to ensure adequate provision is in place.

10	Is the workplace remote from emergency medical services?		✓	The nearest A&E is Broomfield Hospital, 25 minutes away by car.
11	Do you have staff that travel a lot or work alone?	✓		All staff are aware of the importance of working in accordance with the lone working policy and procedures. A risk assessment is in place for lone working. Location of first-aid kits is communicated to all staff
12	Do any of your staff work at sites occupied by other employers?		✓	
13	Do you have sufficient provision to cover absences of first-aiders or appointed persons?	✓		Sufficient staff have been trained to ensure there is sufficient cover during school hours.
	<b>Non-employees</b>			
14	Do you have any temporary workers, volunteers or other children on site?	✓		The first-aid provision for the academy must cover all people on the premises who are under our duty of care
15	Do you have pupils and visitors who have special health needs?	✓		Individual health care plans are in place for all children with special health needs and any nominated staff have been trained to provide emergency care

### Actions

No.	Action	Who by	Target Date

**Member of staff responsible for overseeing First Aid:** Mrs Cagney

**Agreed First Aid provision (Provide Staff Names):** Lists of current first aiders are displayed within the academy

- Emergency First Aid at Work: 2 members of staff
- Paediatric First Aid: 4 members of staff
- Mental Health First Aider: 1 member of staff

**Poolside Resuscitation:** N/A

**Location of First Aid Kits:** Accessible WC

**Additional first aid equipment (e.g. eye irrigation):**

- Accessible WC: eye irrigation
- Reception foyer: defibrillator, Kitt Medical Adrenaline Kit

**Nearest A & E Provision:** Broomfield Hospital



## FIRST AID RISK ASSESSMENT FORM

### PART A. ASSESSMENT DETAILS:

**Area/task/activity:** First Aid

**Location of activity:** Bocking Primary School

**Head of School**

Mrs Cagney

**How communicated to staff:**

H & S Noticeboard Board,  
staff meeting and meetings

### PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Step 1 Identify significant hazards	Step 2 Identify who might be harmed and how		Step 3 identify precautionary measures already in place
List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Inadequate Emergency Response	Employees, Agency or Casual Staff Visitors, Contractors, Pupils	Serious injury	<ul style="list-style-type: none"> <li>The school is situated in Bocking and the nearest hospital A &amp;E is about 13.5 miles away (Broomfield Hospital), approximately 20 minutes by car.</li> <li>Emergency response times following a 999 call will depend on the nature of the incident and the NHS England's ambulance response category assigned to it. NHS England's ambulance response standards are: category 1 (life-threatening injuries/illnesses) – 90% with 15 minutes (7 minutes on average), category 2 (emergency calls i.e. stroke) – 90% within 40 minutes (18 minutes on average), category 3 (urgent calls) -90% within 2 hours and category 4 (less urgent calls) – 90% within 3 hours.</li> </ul>
Inadequate provision of first aid	Employees, Pupils, Agency or Casual Staff Visitors, Contractors	Serious injury	<ul style="list-style-type: none"> <li>The numbers of first aiders within the school are monitored to ensure adequate provision is retained during the normal school hours of 0900-1600 hours. Outside normal school hours (i.e. 07.30-09.00 and 16.00-18.00), provision is limited by staff availability.</li> <li>Managers are responsible for ensuring staff working outside these hours have adequate provision.</li> <li>Managers are responsible for assessing whether the current arrangements within the school are adequate for their staff and the</li> </ul>

			<p>areas of work for which they are responsible and, if not, take action to fulfil any gaps in local arrangements e.g. arrange specialist first aider training.</p> <ul style="list-style-type: none"> <li>• Foundation Stage staff (LSAs and/or teachers) have paediatric 1<sup>st</sup> Aid training</li> </ul>
Inadequate first aid treatment	Employees, Pupils, Agency or Casual Staff Visitors, Contractors	Serious injury	<ul style="list-style-type: none"> <li>• All first aiders included on the list for the school have successfully completed First Aid courses and are certificated by a training provider who operates to the level required by the Health and Safety Executive.</li> <li>• Three yearly refresher training is attended to ensure certificates and knowledge are kept up-to-date.</li> </ul>
Unaware of how to summon first aid provision or an ambulance	Employees, Agency or Casual Staff Visitors, Contractors	Serious injury	<ul style="list-style-type: none"> <li>• Managers are responsible for ensuring any new staff are made aware of first aid arrangements by performing an induction which includes this. Adequate information must also be provided to contractors and visitors for whom managers are responsible.</li> <li>• Managers are responsible for a list of first aiders to be prominently displayed in each work area.</li> <li>• Employees' Responsibilities: <ul style="list-style-type: none"> <li>○ In the event of someone being injured, if it is considered serious and that an ambulance is required, you must ring for an ambulance using the procedure laid out below.</li> <li>○ Locate the nearest qualified first aider (A hard copy list is available on the H &amp; S noticeboard in the staff room, and school office). If they are unavailable, select the next nearest first aider accordingly.</li> <li>○ Give the location and symptoms if known to the first aider.</li> <li>○ Keep the casualty warm, comfortable and above all as still as possible.</li> <li>○ On arrival, the first aider will take control and issue instructions accordingly.</li> </ul> </li> <li>• Ambulance Procedure: <ul style="list-style-type: none"> <li>○ Dial 999 ask for ambulance service, give brief details of type of casualty and ask for the ambulance to attend main entrance.</li> <li>○ Ensure reception/office staff are aware advising them that an ambulance has been called to an incident in the school. Arrange for someone to meet the ambulance at the main</li> </ul> </li> </ul>

			reception and escort the ambulance crew to the location of the incident.
Insufficient first aid supplies	Employees, Agency or Casual Staff Visitors, Contractors	Serious injury	<ul style="list-style-type: none"> <li>Managers are responsible for providing first aiders with an appropriately stocked kit to enable them to undertake their role. The supplies must be suitable to deal with the type of injuries likely to be received within that area. The H&amp;S web site provides advice and guidance on this subject. (see booklet attached)</li> <li>A designated member of staff is responsible for keeping check on the stock levels and expiry dates on supplies within the first aid boxes and replenishing as necessary. First Aid boxes are identified with a white cross on a green background.</li> <li>First aid boxes are to be stocked with the contents of a protection kit as standard e.g. gloves &amp; resuscitator, to reduce the risk of transfer of contaminated bodily fluids.</li> <li>In addition, first aid supplies are available at controlled entrances within the school establishment e.g. Accessible toilet, school kitchen</li> </ul>
Trips, falls & Bumps to the head	Pupils	Minor Injury	<ul style="list-style-type: none"> <li>All injured children to see a First Aider.</li> <li>Children to receive First Aid treatment &amp; Cold Compress as required.</li> <li><b>ALL</b> children to receive a copy of the accident report for injuries involving the head and face ('Bump to the Head'). A copy of the slip to be retained by the school.</li> <li>KS1/EYFS children to receive a 'Bump to the Head' sticker as well as the slip.</li> <li>Staff to greet parents/carers at the end of the school day to explain the accident/injury.</li> <li>All accidents to be recorded in the Accident Book (Reception)</li> <li>Serious accidents e.g. broken bones, stitches to be recorded on the Accident investigation forms (school office). COO and Head of School <b>MUST</b> be informed. All serious and staff accidents will be investigated and monitored.</li> <li>Phone calls to parents/carers as required.</li> <li>If in doubt, check injuries with Head of School or deputy in her absence.</li> <li>Parents/Carers to inform school of any medical conditions.</li> </ul>

			<ul style="list-style-type: none"> <li>• Parents/Carers to inform school of up-to-date emergency contact details.</li> <li>• Injured children are not to be left unsupervised.</li> </ul>		
•					
			•		
<b>Assessed By (Print):</b> Karoline Ellwood			<b>Date:</b> 11.3.2025		
<b>Date Reviewed:</b>					
<b>Initials</b>					

# Be #ConcussionAware in the classroom

Concussion is a type of traumatic brain injury that may alter the way your child's brain functions. Despite the idea that concussion isn't serious, it can cause substantial difficulties or impairments that can last a lifetime. Remember, a child could still have a concussion even if they have not 'passed out' or had a loss of consciousness.

## What are the facts

- Concussion is a brain injury
- All concussions should be taken seriously – it changes how the brain works
- Children can recover quickly BUT a concussion can lead to ongoing problems
- Concussions are caused by direct blows or bumps to the head
- They can be sport-related or through a fall or bump to the head in the playground
- Complications after concussion can include a blood clot in the brain and can be fatal

## What to look for

For the following symptoms, seek medical help immediately:

- ❖ Cannot be woken
- ❖ Neck pain
- ❖ Persistent vomiting
- ❖ Slurred speech
- ❖ Pupils unequal in size or blurred / double vision
- ❖ Seizures
- ❖ Memory loss
- ❖ Change in behaviour

- Other symptoms include:
- Feeling dazed
  - Headache
  - Nausea/vomiting
  - Poor balance / dizziness
  - Visual problems
  - Sensitivity to light and noise
  - Difficulty concentrating / remembering
  - Irritability / sadness / nervousness

## What to do

- 1 Remove them from play
- 2 Get child assessed by a GP or medic
- 3 Ensure they rest and take some time away from physical activities such as sports and playing, as well as cognitive activities such as school work or reading to allow for recovery
- 4 When symptoms completely resolve, the child should be seen by their GP or medic before they return to play



[braininjuryhub.co.uk](http://braininjuryhub.co.uk)

@braininjuryhub  
[facebook.com/braininjuryhub](https://www.facebook.com/braininjuryhub)

Registered charity number 288018. The information contained in this poster is evidence based and clinically approved. For references or more information please email [train@braininjuryhub.co.uk](mailto:train@braininjuryhub.co.uk)



### **Appendix 3: Contacting Emergency Services**

**Request an Ambulance - Dial 999, ask for ambulance and be ready with the following information**

**Speak clearly and slowly and be ready to repeat information if asked.**

1. Your telephone number
  
2. Your Name
  
3. Your location as follows: Bocking Primary School, Church St, Bocking, Braintree
  
4. State what the postcode is: CM7 5LA
  
5. Provide exact location of the patient within the academy setting
  
6. Provide the name of the child and a brief description of their symptoms
  
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the patient

Put a completed copy of this form by the telephone

## Appendix 4: HSE Guidance on the Provision of First Aiders

Suggested minimum numbers of First Aiders based on the HSE guidance are given below:

Category of Risk	Numbers employed at any one location	Suggested minimum number of First Aiders within the academy
Lower Hazard	Fewer than 25	One EFAW (appointed) person
	25-50	At least one EFAW trained first aider – preferably two for cover
	More than 50	At least one full FAW trained person for every 100 employed or part thereof (minimum two for cover)
Higher Hazard	5 – 50	At least one FAW trained member of staff
	More than 50	At least one additional FAW trained person for every 50 employed or part thereof (minimum two for cover)
School Setting with EYFS	n/a	At least one person who has a current paediatric first aid certificate (12 hours) must be on the premises at all times when children are present, and must accompany children on outings (minimum two required for cover)

EFAW: Emergency First Aid at Work

FAW: First Aid at Work

## Appendix 5: Legislation and guidance

This policy is based on the following:

- [Statutory Framework for the Early Years Foundation Stage](#) guidance
- [Early years foundation stage: coronavirus disapplication](#) guidance
- Department for Education advice on
  - [first aid in schools](#),
  - [health and safety in schools](#)
  - [actions for schools during the coronavirus outbreak](#)
- [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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils



## **Appendix 6: Summary of First Aid Procedures**

### **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 the academy, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the academy office will contact parents immediately
- The first aider / 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

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

### **Off-site procedures**

When taking pupils off the academy 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
- Access to parents' contact details

Risk assessments will be completed by the visit leader prior to any educational visit that necessitates taking pupils off academy premises.

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