



Beech Green Primary School

Respect Achieve Belong

First Aid in Schools Policy 2026

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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 and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage 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 assess 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, decide 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 Appointed person(s) and first aiders

Three members of staff are paediatric first aid (PFA) trained. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate 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
- First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:
 - 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
 - Sending pupils home to recover, where necessary
 - Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 1)
 - Keeping their 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.

3.3 The Headteacher

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

- 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
- 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 (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are

- Completing accident reports (see appendix 2) for all incidents they attend as required.
- Informing the headteacher or their manager of any specific health conditions or first aid needs

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, 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 office will contact parents immediately
- The first aider 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.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A fully charged mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils (Residential trip)
- Parents' contact details (Residential trip)
- Risk assessments will be completed by the Trip Leader and signed off by the EVC coordinator prior to any educational visit that necessitates taking pupils off school premises.
- There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits for the EYFS, 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
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- No medication is kept in first aid kits.

First aid kits are stored in:

- All year groups
- Reception (at the desk)
- The school kitchen

6. Procedure for bumped heads

- Any child who sustains a head bump will be given a blue bumped head wristband.
- The wristband will make it visible to all school staff that a head bump has occurred.
- A wristband will be provided to any child who presents to a first aider with a bump to their head or face.
- The wristband serves as notification that one of our First Aiders has attended to and assessed the child, provided a cold compress to treat the minor injury. At the time, it was not deemed necessary to refer the child for further attention.
- The wristband will include the child's name, date and time of the incident.
- The child will also be given a bumped head letter to take home, informing parents that a minor bumped head injury has occurred.
- Children will be instructed to keep the wristband on their wrist until they arrive home to show their parents or carers, even if they attend an after-school club.
- If any additional information is required, class teachers will contact parents or carers via parentmail or a telephone call.

For more serious head injuries, parents will be contacted immediately and asked to come to the school to assess whether the child needs to go home or receive further treatment. In severe cases, emergency services will be contacted if, after assessment, immediate medical attention is deemed necessary.

All incidents will be recorded in school in accordance with our first aid policy.

Concussion

In rare circumstances, symptoms of concussion may develop up to 24 hours after an injury. If any of the following conditions occur, please refer the child to a doctor, preferably at the local A&E department:

- Severe headache (persistent)
- Sensitivity to bright light
- Vomiting
- Dizziness, double vision, or blurred vision
- Disorientation or confusion
- Changes in consciousness level

In the case of a head bump, Calpol or any other pain relief medication won't be administered by school, so symptoms are not masked and we advise visiting the following NHS website <https://www.nhs.uk/conditions/head-injury-and-concussion/> for further help and guidance.

7. Record-keeping and reporting

7.1 First aid and accident record

- An accident form 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, including all of the information included in the accident form at appendix 1
- 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

7.2 Reporting to the HSE

The School Business Manager 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).

The School Business Manager 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.

Reportable injuries, diseases or dangerous occurrences include:

- Death or 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 scalding 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
- 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)
- Where an accident leads to someone being taken to hospital
- 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 here:

How to make a RIDDOR report, HSE

<http://www.hse.gov.uk/riddor/report.htm>

7.3 Notifying parents

The Administrator 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.

Type of Injury Response

- Serious Injury Call 999, Phone call to parents, Email copy of accident form
- Head Injury Phone call to parents, Text with advice, Email copy of accident form
- Minor Head Bump Text to notify with advice, Email copy of accident form

- Graze/Minor Injury Email copy of accident form

7.4 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 Gloucestershire County Councils Schools Safeguarding Team of any serious accident or injury to, or the death of, a pupil while in the school's care.

8. 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 (copy available in office).
- Staff are encouraged to renew their first aid training when it is no longer valid.
- 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.

9. Monitoring arrangements

This policy will be reviewed by the School Business Manager every year.

10. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1: Accident Form Example

School accident / illness report			Time:	Date:	Class:
Completed by:			Student Name:		
Location and details of events:					
Physical Injury <input type="checkbox"/> Head injury <input type="checkbox"/> Bruise / Swelling <input type="checkbox"/> Cut / Graze <input type="checkbox"/> Nosebleed <input type="checkbox"/> Twist / Strain <input type="checkbox"/> Other: _____	Health concern or illness <input type="checkbox"/> Breathing difficulty / Asthma <input type="checkbox"/> Headache or high temperature <input type="checkbox"/> Vomiting or feeling sick <input type="checkbox"/> Stomach pain / upset tummy <input type="checkbox"/> Mouth or tooth injury	Action Taken <input type="checkbox"/> Reassured and monitored <input type="checkbox"/> Fit to return to class <input type="checkbox"/> Parent / Carer contacted <input type="checkbox"/> Parent / Carer not available <input type="checkbox"/> Collected from school	Treatment / Action taken and additional comments: Reported to HSE (if applicable) <input type="checkbox"/> Online <input type="checkbox"/> Phone Date / Time: _____		
IMPORTANT: If your child experiences drowsiness, blurred vision, vomiting or severe pain after going home, please contact your doctor or local hospital.			Staff signature:		

GDPR: Once completed, remove all copies and file according to your data policy

Appendix 2: Head Bump Letter



Beech Green Primary School Respect Achieve Belong

St. James',
Quedgeley,
Gloucester
GL2 4WD

Tel: 01452 722363

Dear parent/carer,

Your child has had a minor accident at school today, resulting in a bumped head. They were promptly assessed and attended to by one of our First Aiders, who treated the injury with a cold compress and monitored their condition. At the time, it was deemed unnecessary to refer the child for further attention. As a precautionary measure, we have issued a blue wristband along with this letter to ensure you are aware of the incident and can continue to monitor the situation at home.

In rare circumstances, symptoms of concussion can develop up to 24 hours after the injury. If any of the following conditions occur, we strongly advise referring the child to a doctor, preferably at the local Accident & Emergency (A&E) department:

- Severe and persistent headache
- Sensitivity to bright light
- Vomiting
- Dizziness, double vision, or blurred vision
- Disorientation or confusion
- Changes in level of consciousness