Orchard Lea Federation First Aid Policy

Date agreed: September 2026
Date for renewal: September 2028

Policy Statement

The school will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

The relevant legislation is listed below:

- Statutory Framework for the Early Years Foundation Stage.
- Early years foundation stage advice from the Department for Education on first aid in schools, health and safety in schools.
- 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.

Responsibility for first aid is held by the Headteacher who is the responsible manager.

The premises First Aid Lead will manage and co-ordinate First Aid matters on behalf of, and under the direction of, the Headteacher and with support from Hampshire County Council as required.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives
Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises.
- Ensuring the First Aid Needs Assessment is reviewed periodically (annually as a minimum) or following any significant changes that may affect first aid provision.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.

- Ensuring the above provisions are clear and shared with all who may require them
- 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.
- Reporting specified incidents to the HSE and Hampshire County Council when necessary.

Responsibilities
The Governing Body has ultimate responsibility for health and safety matters in the school, but delegate's operational matters and day-to-day tasks to the Leaders and staff members.

Headteacher
The Headteacher is responsible for the implementation of this policy and ensuring that staff practices are being met. They will monitor all staff practice and periodically review procedures using the Hampshire First Aid Needs Assessment, this includes examination of accident reporting, near miss reports, accident investigations, first aid training and certificates, first aid kit check records, random checks of first aid kits and that suitable and sufficient risk assessments are in place, in date and appropriate measures are being put in place.
The Headteacher is responsible for carrying out and reviewing the First Aid Needs Assessment form with support from the First Aid Lead. They will ensure that an appropriate number of appointed persons and trained first aid personnel are present in the school at all times and that first aiders have an appropriate qualification.
The Headteacher will ensure that all staff are aware of first aid procedures and have access to relevant risk assessments. They will ensure that this First Aid Policy is understood in conjunction with the Supporting Pupils with Medical Conditions Policy.
The Headteacher will ensure that adequate space is available for catering to the medical needs of pupils and that this space is well maintained to meet these needs.
The Headteacher will report specified incidents to the HSE when necessary and under the guidance of Hampshire County Council.

First Aid Lead
The First Aid Lead, is responsible for ensuring compliance, as outlined in the First Aid Needs Assessment Form. They must coordinate staff training requirements and keep staff training up to date. They will ensure that the list of first aiders is displayed for all staff on the Health & Safety Notice Board and in the Medical Room. They must support staff to remain competent to perform their role by being the first point of contact for First Aid concerns.
The First Aid Lead will appoint staff to make sure that first aid kits are adequately stocked and replenished. They will complete the relevant First Aid Kit Checklist. They will periodically review these check sheets and carry out random checks of first aid kits.
The First Aid Lead will comply with this policy and the Supporting Pupils with Medical Conditions Policy.

First Aid Trained Staff
First aid trained staff will take charge when someone is injured or becomes ill, 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. They will ensure that an ambulance or other professional medical help is summoned when appropriate. They will arrange for pupils to be sent home to recover, where necessary, and make sure that parents/careers are informed. They must fill in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

School Staff
School staff are responsible for ensuring they follow first aid procedures, that they know who the first aiders in school are and complete accident reports for all incidents they attend to where a first aider/appointed person is not called. They must inform the Headteacher of any specific health conditions or first aid needs.

The school's appointed person and first aiders are listed on the Health & Safety Notice Board and in the Medical Room.

First Aid Training
The Headteacher and First Aid Leads will ensure that appropriate numbers of staff on site and for off-site activities are nominated and adequately trained for the following, as identified by the First Aid Needs Assessment:

- Appointed persons.
- School first aid trained staff.
- Paediatric first aid trained staff.
- Other staff when relevant for Defibrillator, Epi-Pen, Asthma, Diabetes, any other pupil need.

First Aid Provision
Our First Aid Needs Assessment has identified the following first aid kit requirements:

Quantity		**Location**
Inf	**Jun**	
1	1	Medical Room
1	1	Staff Kitchen
1	1	School Kitchen
3	8	Classrooms
1	1	School Office
1	1	Emergency Grab Bag
3	2	Travel Bag for off-site activities
2	6	Transportable kit designated for lunch/break times and PE lessons to go out with the staff and pupils

The contents of first aid kits are listed under the *'required quantity'* column on the First Aid Kit Checklist. This figure should be based on historical and expected usage and the level of risk within that location. The 'actual quantity' column to be completed with the quantity in the First Aid Kit at the time of the check. These stock levels are then used to determine the required stock order to fully stock the First Aid Kit.

It is the responsibility of the nominated person to check the contents of all first aid kits, replenish the kit and record findings on the First Aid Kit Checklist. The check sheet is completed every term or more often if required. Completed checklists are to be stored in the First Aid Check List File in the Medical Room. The nominated person will also make sure that adequate PPE is available.

The medical room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Seating area
- First aid kit
- Stock of first aid kit supplies
- PPE
- Minor accident folder
- HSE Accident Book
- Sick bowls
- Sharps bin

- Medical supplies
- Emergency kit for asthma attacks
- Emergency auto injectors for anaphylaxis
- Fridge
- Cleaning products, e.g. absorbent powders for bodily fluids, anti-bacterial spray

Emergency Arrangements
Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury.
- In the event of any significant head injury.
- In the event of a period of unconsciousness.
- Whenever there is the possibility of a fracture or where this is suspected.
- In the event of anaphylaxis.

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident in the following ways:

<table>
<tr><th>Injury Type</th><th colspan="2">Contacting and Informing Parents/Carers</th></tr>
<tr><td>The injury requires attendance at hospital.

- Serious Injury
- Major head injury
- Period of unconsciousness
- Open fracture</td><td colspan="2">1. Call 1st emergency contact on list immediately to inform of incident and that ambulance has been called.

2. Leave an answer phone message if the call is not picked up.

3. If the 1st contact cannot be reached, call the 2nd contact on the emergency list and so on as needed.</td></tr>
<tr><td>It is considered to be a serious (or more than minor) injury.

- significant bump to the head - suspected concussion or dizziness and / or result in a lump appearing on the head
OR

The first aider is unsure of the severity of the injuries.
OR

The first aider is unsure of the correct treatment. *</td><td colspan="2">1. Call 1st emergency contact on list immediately so they can be informed and can come in to school to make an assessment.

2. Leave an answer phone message if the call is not picked up

3. If the 1st contact cannot be reached, call the 2nd contact on the emergency list and so on as needed.</td></tr>
<tr><td>The injury is assessed as requiring basic first aid treatment.

- Graze
- Bump</td><td>INFANT SCHOOL

Medical note sent home at the end of the day.</td><td>JUNIOR SCHOOL

Medical note via Medical Tracker online system emailed home by the end of the day.</td></tr>
</table>

In the event that parents cannot be contacted and a message has been left, our policy will be to work through the contact list until someone has been reached. Failing this, we will then continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider or another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

The first aider must fill in an accident report on the same day, or as soon as is reasonably practicable, after the incident. Leaders will always be notified if an accident/injury results in more than a minor injury. If necessary, the accident will be investigated by the Headteacher.

Minor Injuries

All minor injuries (e.g. cuts, grazes, bumps) are dealt with by a trained first aider. All first aid kits contain sterile wipes and plasters that can be used to give basic first aid.

Once the child has received first aid the first aider is responsible for logging the incident and first aid given. At the infant school, the accident log folder within the medical room is completed by the adult giving first aid. At the junior school, the incident is recorded on the electronic system known as Medical Tracker. As incidents are recorded, staff check to see if the child concerned has had several incidents that might need following up. If there are any concerns, they are discussed with the child's class teacher and Leaders. The folders are checked in more depth once a term by Leaders to check for any patterns of injury related to a child.

At the infant school, a first aid note is filed out and sent home to the parents to inform them of the accident. At the junior school the parents are informed by an email linked to the electronic system known as Medical Tracker.

If there are any concerns about how the injury occurred i.e. hurt by another child on purpose or the nature of the injury the class teacher will talk to the child's parent/carer at the end of the day. If necessary, this will be recorded on CPOMS and followed up by Leaders in accordance with our behaviour policy.

Monitoring Injuries

When a child has received first aid and the first aider assesses that the injury will need to be reassessed- for example a suspected sprain where swelling or bruising will not be apparent straight away- the child will be given a green band to wear. The first aider must log the injury and time on it. The child must then be checked by a first aider after 1-2 hours after the time of the incident. It is the responsibility of the adult in charge of the class e.g. class teacher/cover teacher to ensure that this happens so the first aider must inform the class teacher of the incident.

If, after the second first aid assessment, the first aider feels necessary, parents will be contacted to inform them and ask them to come and assess the child. (*See table above) If there are no further concerns, the green band can have the time of second assessment added with the comment- No further concerns.

Bumped Heads

The following procedure is to be followed in addition to the above procedure, when the accident or injury involves a child's head. Any bump to the head, however small it appears to be, is assessed, treated and recorded by a qualified first aider.

A major bump to the head is when the accident or incident results in suspected concussion or dizziness and / or result in a lump appearing on the head. Parents will be contacted- please see table above.

A bump to the head is considered as minor, when it does not result in any of the above. At the infant school, the classroom staff will give the parent collecting the child a 'bumped head' note and the office will call the parents. At the junior school, the parents will be sent an email via the electronic system known as Medical Tracker and will also receive a phone call. Any child sustaining a bump to the head will be given a red band to wear with the time of the incident written on it. Staff members responsible for the class e.g. teachers or supply will be responsible for monitoring the child and watch out for symptoms such as:

- Mild headache
- Dizziness or mild nausea
- Feeling more tired than usual
- Struggling to concentrate
- Irritability
- Bruising/swelling
- Confused
- Eye-sight problems
- Limb weakness

If at any time staff become concerned about the child's condition, a first aider will reassess the child.

If any child sustains a major head injury at school an ambulance will be called immediately and parents will be contacted as soon as possible- see table above.

Duty of Care

All staff have a duty of care to ensure that all children are fit and well. Should any member of staff observe an injury on a child, they have a duty to be professionally curious. They should explore with the child how the injury was sustained, when it happened and how they are feeling now. Should there be any concern, further medical assessment should be sought and parents contacted. Should there be a safeguarding concern, the DSL or DDSLs should be informed.

Visits

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

- A mobile phone.
- A travel first aid kit.
- Information about the specific medical needs of pupils.
- Parents' contact details.

Risk assessments will be completed by the trip leader and approved by the Headteacher and/or Educational Visits Coordinator (EVC) prior to any educational visit that necessitates taking pupils off school premises. All off site activities, other than routine or local trips, will be registered, managed, recorded and approved using the Evolve system. Local trips will still be recorded using the Evolve system, these will then be approved by the Headteacher. Routine sporting fixtures

are not managed using the Evolve system, but the principles of risk assessment, parental consent and communication remain consistent with the Evolve process.

There will always be at least 1 first aider with a current Pediatric First Aid (PFA) certificate on school trips and visits for reception year pupils, as required by the statutory framework for the Early Years Foundation Stage.

The travel first aid kits must be checked before leaving the school. Minimum requirements for these kits will need to be assessed on expected usage and the level of risk within that location, this is done by the EVC and/or First Aid Lead.

The Trip Leader is responsible for ensuring that any individual child's medication (e.g. Epi-Pens or Inhalers) is taken with the class. The parent consent form for the child to go on the trip gives the staff the authorisation to administer any medicine or emergency first aid.

Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person.
- Name of the qualified/emergency/school/paediatric first aider or appointed person.
- Date of the accident.
- Type of accident (e.g. bump on head etc).
- Treatment provided and action taken.
- Location of accident.

There is a form to complete to record any minor accidents and for first aid administration, this is kept in the medical room at the infant school and on an electronic system at the juniors.

All major accidents or incidents are to be immediately reported to the Headteacher. Major accidents or incidents are recorded in the Accident Report Book located in the school office and followed up with an accident investigation. This investigation is recorded on the Accident Investigation Form or with supporting documents and stored in a folder with the report on the school system in the Accident Investigation Folder. Hampshire will be reported to if the incident meets their thresholds.

All pupil information is stored on Arbor and is accessible to relevant staff.

At the infant school, whenever first aid is administered a letter is sent home with the child to be given to the child's parent/carer on the day of the incident explaining the nature of the injury and the first aid given. It is the responsibility of the person administering first aid to complete the letter and to pass it on to the child's Class Teacher or Learning Support Assistant. At the junior school, the information is recorded on an electronic system called Medical Tracker and parents are notified by email. It is the responsibility of the first aider to complete the form and ensure it is sent to parents via Medical Tracker.

Extra-Curricular Third-party providers have their own first aid records. Any serious accidents must be reported to the school to be recorded on an accident form and investigated by the school's First Aid Lead or Leaders.

Reporting to the HSE

If any Major accident, incident or injury to members of staff should occur then these events will be reported to the Head Teacher and Hampshire County Council.

Information on the type of reportable injuries, Diseases and Dangerous Occurrences is supplied by the HSE https://www.hse.gov.uk/riddor/reportable-incidents.htm

If the school believes it needs to submit a RIDDOR report then they will ALWAYS consult the Executive Leader and Hampshire County Council.

The Health and Safety Executive will be notified using a RIDDOR reporting from.

Disposal of waste
Used items are disposed of in a tied plastic bag, which is then put in the First Aid bins in the hygiene room.

If a child/adult has been sick, the waste is double bagged and then placed in one of the hygiene room bins for disposal.

Any needles will be disposed of using the sharps disposal kit and collection arranged by a professional service.

Related Policies:

- Supporting Pupils with Medical Conditions.
- Health & Safety Policy.
- Trips/visits

Contacts/complaints

If you would like to raise a concern with the school about how first aid has been administered, then please contact the school office in the first instance. Should you remain dissatisfied, then you can refer to our complaints procedure on the website.