Priors Hall – a learning community

First Aid Policy

2026-2027

'Ready for Learning, Ready for Life'

Curiosity Kindness Resilience Respect

First Aid Policy

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, advice from the Department for Education 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
- 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

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is Andrew Lyons. 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 2)
- Keeping their contact details up to date

Our school's appointed person and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The Trust

The Trust 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 appointed persons and trained first aiders 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 and appointed person in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aiders and appointed person is not called
- 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 at Priors Hall school:

- 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 the 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, a member of the SLT (Senior Leadership Team) or office staff will contact parents immediately
- The first aider or relevant member of staff will complete an accident report on Medical Tracker 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 mobile phone with contacts for school office, SLT and visit leader
- A portable first aid kit including, at minimum:
    - A leaflet giving general advice on first aid
    - 6 individually wrapped sterile adhesive dressings
    - 1 large sterile unmedicated dressing
    - 2 triangular bandages – individually wrapped and preferably sterile
    - 2 safety pins

    - Individually wrapped moist cleansing wipes
    - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details (obtainable via Bromcom database remotely, via Plumsun or via school office)

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip leader and checked by one of the trips and educational visits coordinators, Kristina Martin, Justin Pye or Charlotte Brazier, prior to any educational visit that necessitates taking pupils off school premises. These risk assessments will be uploaded to Plumsun, and the approval process followed, before any trip takes place.

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.

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.

First aid kits are located in:

- All classroom cupboards
- The Community Centre kitchen areas
- First aid area at the bottom of the main school stairs
- The school kitchens
- Lunch hall

6. Record-keeping and reporting

6.1 First aid and Medical Tracker

- All Accidents will be recorded on Medical Tracker listing as much detail as necessary. Small bumps and scrapes will only require minimal detail. All accidents that occur during lunchtimes will be recorded and stored on Medical Tracker the same day.
- For more serious accidents, a full accident report should be filed on Medical Tracker with witness statements and enough detail to ensure that anyone picking up the form will understand the details. It is critical that, even if this is 10 years or more in the future and all staff have changed, the record is clear an
- A full picture of the incident is captured.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form or incident form
- Records will be held until the child involved reaches 21 years of age, at which time records will be securely destroyed.

6.2 Reporting to the HSE

The headteacher 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 headteacher and operations manager for Inspiring Futures through Learning will report these to the HSE 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 headteacher and operations manager for IFtL 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 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 Notifying parents

Early years

The class teacher or member of the office team 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. Parents will also be informed if emergency services are called.

Notifications will be sent directly from Medical Tracker by the school office. Parents/Carers receive a phone call immediately from the school office if there is a serious incident/illness. Parents are able to acknowledge receipt

of a notification via a link contained within the letter. If an acknowledgement has not been received for a serious incident/illness, a phone call will be made by the school office.

Whole school

If an injury is sustained and there is marks to the skin, the office will contact parents on the day of the accident following requests from a First Aider. Parents will be notified about all head bumps, regardless of marks or lumps via medical tracker. If the injury is severe, Parents/Carers will be contacted immediately by telephone. Parents are able to acknowledge receipt of a notification via a link contained within the letter. If an acknowledgement has not been received for a serious incident/illness, a phone call will be made by the school office.

Wraparound Care & After School Clubs

If an injury is sustained during Teatime Club or at an afterschool club facilitated by school, you will be informed of the incident details when you arrive to collect your child. The incident will be recorded on medical tracker the same day. A medical tracker notification can be printed and handed to parents/carers or an electronic copy can be sent on the next working day.

6.4 Reporting to Ofsted and child protection agencies (early years only)

The Headteacher or an Assistant 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 designated safeguarding lead will also notify the Northants Multi-Agency Safeguarding Hub (MASH) of any serious accident or injury to, or the death of, a pupil while in the school's care, if relevant service is involved with the child/family.

7. 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.

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 which 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 reviewed by the headteacher every year.

At every review, the policy will be approved by the headteacher and the governing body.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Administrating medication

Safeguarding Statement

Safeguarding is everybody's business. Priors Hall – a Learning Community has an unwavering commitment to safeguarding to ensure that: all our children and young people are safe and feel safe; that children, parents/carers and staff are able to talk about any safeguarding concerns and feel assured that they will be listened to; and that all staff and volunteers are aware of and implement safeguarding procedures and guidance, including what to do if they suspect a child or young person may be experiencing, or be at risk of harm. In essence, we instil a culture of vigilance.
All concerns should be given to our school Designated Safeguarding Leads: **Jacqueline White (Assistant Head and DSL), Tess McQuade (Headteacher and DDSL), Justin Pye (Assistant Head and DSO), Charlotte Brazier (Assistant Head and DSO), Jennifer Forshaw (SEND/Safeguarding Administrator & DSO), Lucy Nisbet (SENDCo and DSO) and Calla Haycock-Hall (Pastoral Lead and DSO).**

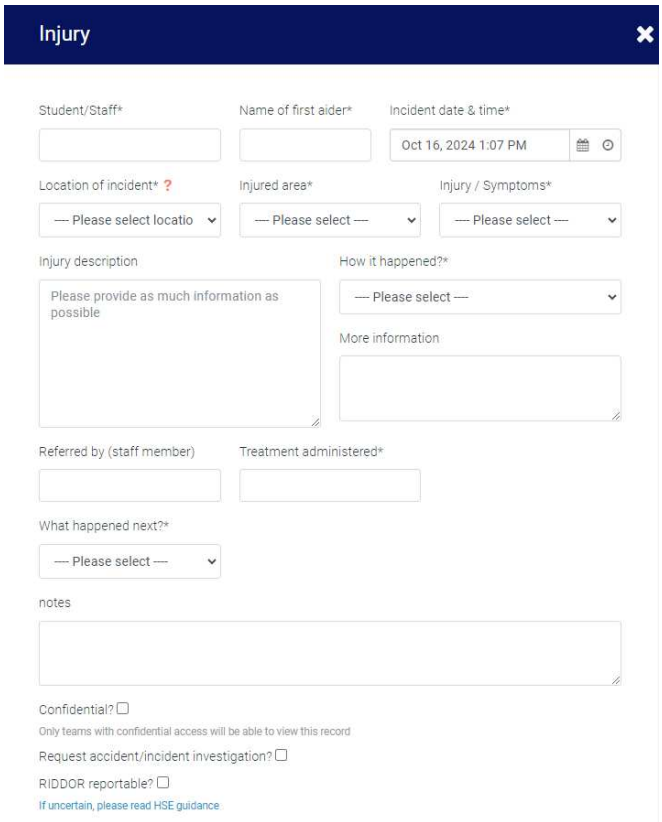
- In any case where an adult is concerned that a child is, or may be, at risk of significant harm they must report this immediately to the DSL or to a member of the Safeguarding Team who will make a referral directly to Northamptonshire Multi-Agency Safeguarding Hub (MASH) on **0300 126 7000**.

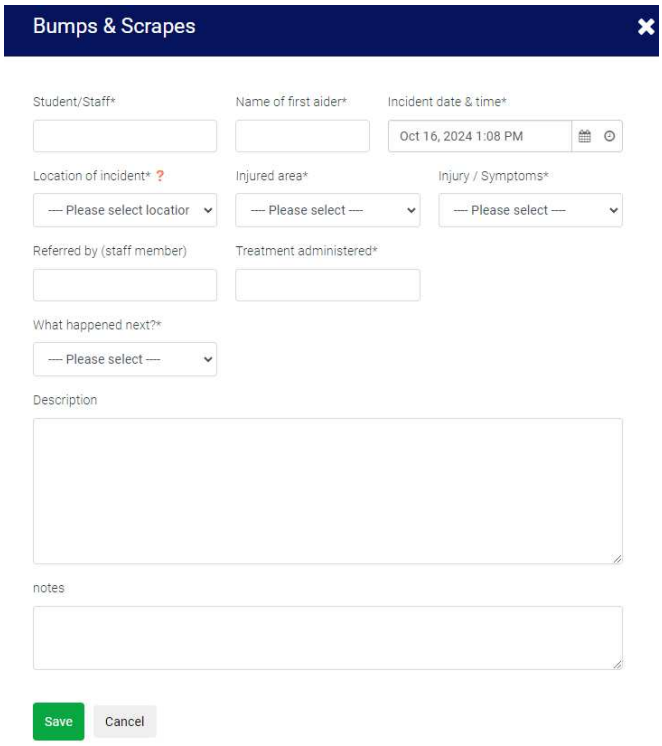
- If a child or other person is at immediate risk of harm, the first response should always be to call the police on **999**. This policy applies to all adults, including volunteers, working in or on behalf of Priors Hall – a Learning Community.
- If a concern is in relation to a member of staff at Priors Hall (who is not the Headteacher), please contact Tess McQuade on **01536 216090** to report this concern.
- If a concern is in relation to the Headteacher, please contact the Chair of Governor (Sue Gardner) via email on sgardner@iftl.co.uk or IFTL Safeguarding Lead (Kim Kemp) via email on kimkemp@iftl.co.uk.

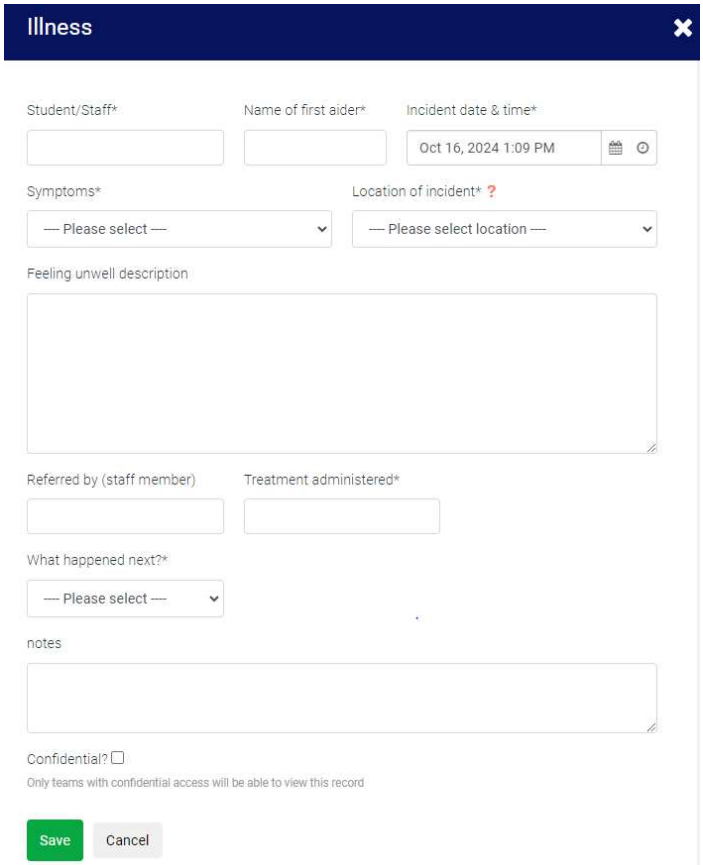
Appendix 1 – List of Qualified First Aiders:

Paediatric First Aid (Location)	*First Aid at Work*	*Mental Health First Aider*
Karla Co (Nursery)	Kristina M (KS2)	Calla H-H (The Spot)
Carly B (Nursery)	Andrew Lyons (Site Supervisor)	Katie B (Year 6)
Claudia A (Nursery)		
Karla Ca (Nursery)		**Team Teach**
Pranvera K (Nursery)		Andrea R (Rosen)
Mariana S (Reception)		Lucy N (Rosen/SENDCo Office
Nic M (Reception)		Sophie R (Year 2)
Chan W (Reception)		Claire C (KS1/2)
Gema R (Reception)		Kirstie M (KS1)
Louise M (Rosen)		Calla H-H (The Spot)
Charlotte B (Reception/Asst Head Office)		Victoria O (Rosen)
Andrea R (Rosen)		Justin P (Year 6/ Asst Head office)
Kirstie M (Reception)		
Lucy N (Rosen/SENDCo Office)		
Paris R (KS1)		
Charley D (Year 3)		
James W (Year 4)		
Harry B (Year 4)		
Sarah L (Year 6)		
Justin P (Year 6/Asst Head Office)		
Josie C (KS1 and Teatime)		
Eden Mc (KS1/2)		
Camille W (KS1)		
Victoria O (Rosen)		
Sara G (KS2)		
Jade W (KS2)		
Layla L (Reception)		
Branka S (Breakfast and Lunchtime)		
Laura C (Lunchtime)		
Hannah H (Lunchtime)		
Rachel H (Lunchtime)		
Tara W (Lunchtime)		
Ecaterina P (Lunchtime		
Dawn H (Lunchtime)		
Amanda B (Lunchtime)		
Lennon M (Lunchtime and Teatime)		
Esme C (Lunchtime and Teatime)		
Lachlan M (Lunchtime and Afterschool clubs)		
Cathy F (Teatime)		
Hilary V (Nursery Lunchtime and Cleaner)		
Harry Walker (Teatime)		

Appendix 2 – Accident Report Template






Illness
Student/Staff*
Name of first aider*
Incident date & time*
Oct 16, 2024 1:09 PM
Symptoms*
--- Please select ---
Location of incident*
--- Please select location ---
Feeling unwell description
Referred by (staff member)
Treatment administered*
What happened next?*
--- Please select ---
notes
Confidential?
Only teams with confidential access will be able to view this record
Save
Cancel

Appendix 3 – Training Register

Name	First Aid Training	Expiry date
Alex C	04/08/2023	04/08/2026
Karla C	16/11/2023	16/11/2026
Carly B	10/05/2024	10/05/2027
Claudia A	19/12/2023	19/12/2026
Leanne J	16/02/2024	16/02/2027
Sheena G-B	10/05/2024	10/05/2027
Klaudia D	22/05/2024	22/05/2027
Nic M	15/11/2022	15/11/2025
Lynne D	30/11/2022	30/11/2025
Gema R	05/03/2022	05/03/2025
Louise M	30/09/2022	30/09/2025
Charlotte B	30/09/2022	30/09/2025
Andrea R	22/10/2022	22/10/2025
Lucy N	30/01/2024	30/01/2027
Kayleigh K	05/07/2024	05/07/2027
Melissa C	20/05/2022	20/05/2025
Sarah D	09/09/2022	09/09/2025
Paris R	05/03/2024	05/03/2027
Steph C	20/05/2022	20/05/2025
James W	19/12/2023	19/01/2026
Amy W	16/11/2023	16/11/2027
Harry B	30/01/2024	30/01/2027
Sarah L	16/02/2024	16/02/2027
Katie B	19/12/2023	19/01/2027
Branka S	30/04/2022	30/04/2025
Laura C	22/11/2022	22/11/2025
Dawn H	3./04/2022	30/04/2025
Hilary V	30/01/2024	30/01/2027
Rachel H	20/11/2022	20/11/2025
Hannah H	20/10/2022	20/10/2025
Tara W	05/03/2024	05/03/2027
Lily T	10/11/2023	10/11/2026
Lennon M	16/11/2023	16/11/2026
Esme C	16/02/2024	16/02/2027
Cathy Foulds	10/05/2024	10/05/2027
Lochlan M	22/05/2024	22/05/2027

Sophie Smith	22/05/2024	22/05/2027
Faith Kettridge	05/07/2024	05/07/2027
Andrew L (FIRST AID AT WORK)	10/08/2022	10/08/2025
Kristina M (FIRST AID AT WORK)	03/10/2023	03/10/2026