



St Denys CE Infant School

First Aid Policy

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

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Statement of intent

St Denys CE Infant School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

1. Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Statutory framework for the early years foundation stage'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Administering Medication Policy
- Supporting Pupils with Medical Conditions Policy
- Records Management Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Educational Visits and School Trips Policy
- Social, Emotional and Mental Health (SEMH) Policy

2. Roles and responsibilities

The governing board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.

- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that the school has:
 - A suitably stocked first-aid kit.
 - An appointed person to take charge of first-aid arrangements.
 - Information for all employees giving details of first-aid arrangements.

The headteacher is responsible for:

- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Completing accident slips for all incidents they attend to where first aid is administered.
- Informing the headteacher or their manager of any specific health conditions or first aid needs.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

The appointed person is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Partaking in an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:

- What to do in an emergency.
- How to assess and monitor a casualty.
- First aid for the unconscious casualty.
- First aid for someone who is having a seizure.
- Maintaining injury and illness records as required.
- Paediatric first aid.

St Denys appointed person is: Mr Tom Harley (DHT). First aid supply monitoring and re-stocking is delegated to Miss Emma Wright.

3. First aid provision

The school will routinely re-evaluate its first aid arrangements through a risk assessment, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- 3 pairs of disposable gloves
- 20 assorted plasters
- 2 sterile eye pads
- 4 triangular bandages
- 4 HSE medium dressing 12cm x 12cm
- 2 HSE large dressing 18cm x 18cm
- 2 Low adherent dressing pads 7.5cm x 7.5cm
- 2 dressings 5cm x 5cm
- 2 Dressings 8cm x 10cm
- x1 finger dressing
- 6 Safety pins
- 10 individually wrapped antiseptic wipes
- Scissors
- 1 Micropore tape
- x4 Sick bags
- x1 Mouthpiece
- x1 Pack of cotton wool pads
- x2 Face masks
- x2 Plastic aprons
- x1 Ice-pack cover
- x1 Pack of nappy sacks (dirty/used dressing disposal)

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are in the following areas:

- Willow Classroom
- Holly Classroom
- Chestnut Classroom
- Beech Classroom
- Cherry Classroom
- Elm Classroom
- Silver Birch Classroom
- Ash Classroom
- Oak Classroom
- Maple Classroom
- School Hall
- Library
- Staff Room
- HT Office
- Boiler Room
- First Aid Room

The school also has a portable First Aid trolley which is used on the school playground at breaktimes and lunchtimes.

4. First aiders and appointed persons

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Office Manager.

The appointed person will be responsible for ensuring all first aid kits are properly stocked and maintained. The appointed person will be responsible for checking and logging stock levels. The appointed person will inform the school office administrator when supplies need to be ordered, ensuring that adequate stock is maintained at all times.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

The current first aid trained staff are:

Staff Name		Expiry Date	Paediatric Element?	Post
Miss	Andrews	26th August 2025	Y	HLTA
Miss	Bateman	22 nd January 2027	Y	EYFS Teacher
Mrs	Binks	26th August 2025	Y	EYFS LSA
Mrs	Collier	26th August 2025	Y	HLTA
Ms	Connellan	26th August 2025	Y	EYFS LSA
Mr	Harley	22 nd January 2027	Y	Deputy Headteacher
Ms	King	13 th May 2027	Y	SEND Unit Lead
Mrs	Kirk	26th August 2025	Y	ELSA
Mrs	Le Bars	26th August 2025	Y	Midday Supervisor
Mrs	Partridge	26th August 2025	Y	LSA
Mrs	Sargeant	4th July 2025	Y	Headteacher
Mrs	Rowell	26th August 2025	Y	EYFS LSA
Mrs	Truman	26th August 2025	Y	LSA
Mrs	Wright	26th August 2025	Y	LSA
Miss	Wright	13 th May 2027	Y	LSA

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

In line with government guidance, and taking into account staff to child ratios, the school will ensure that there is at least one member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken.

The school will ensure that PFA certificates are renewed every three years, and that training meets the criteria set out in Annex A of the 'Early years foundation stage (EYFS) statutory framework'.

The school will display staff PFA certificates or a list of staff who have a current PFA certificate and make this information available to parents.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.

- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

The school will ensure that first aid training courses cover mental health in order to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Pupils will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

5. Automated external defibrillators (AEDs)

The school has procured an AED through the NHS Supply Chain, which is located in the school reception foyer.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year.

6. Accommodation

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The first aid room includes a wash basin and a toilet.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to hold an examination.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door which advises the names, locations and, if appropriate, the contact details of first aiders.

The first aid room is situated next to the Deputy Headteacher's office.

7. Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration. If the first aider does not consider that they can adequately deal with the presenting condition

by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims. Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least **two** staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The headteacher.
- The parents of the victim(s) or family members if an adult occurs an injury.
- Logged on ASSESSNET

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page '[Promoting and supporting mental health and wellbeing in schools and colleges](#)'.

8. Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parent as soon as possible. Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

A list of emergency contacts will be kept at the school office.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name and signature of the first aider or person dealing with the incident.

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the Records Management Policy.

9. Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The school will take a first aid kit on all offsite visits which contains at a 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.

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.

- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

10. Storage of medication

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen. This is stored in the first aid box in the staffroom.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented, and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy.

11. Illnesses and allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

The school will manage any emergencies relating to illnesses and allergies in accordance with the [Emergency procedures](#) section of this policy.

12. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

13. Monitoring and review

This policy will be reviewed annually by the governing board, and any changes will be communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

The next scheduled review date for this policy is January 2026.

First Aid Risk Assessment: January 2025

St Denys CE Infant School

Assessment conducted by: Mrs Cheryl Sargeant	Job title: Headteacher	Covered by this assessment: Staff, pupils and visitors
Date of assessment: January 2025	Review interval: Annual	Date of next review: January 2026

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe: Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor: Causes physical or emotional discomfort.	M	L	L

SCHOOL CONTEXTUAL INFORMATION		
Please indicate, by ticking the relevant box, which overall category of risk you consider the area to be (see next section for further information)	Lower risk <input checked="" type="checkbox"/>	Higher risk <input type="checkbox"/>
If the area is not considered to be 'higher risk' overall, please list opposite any parts/areas of the workplace or particular activities or special hazards that are considered higher risk.	N/A	
During what times is the building open to employees and non-employees?	Open to employees 7.00am-6pm	Open to non-employees 8.45am- 5.40pm
Please state the maximum likely number of persons on site at any one time. Include non-employees (pupils, visitors, etc.)	330	
How many of the following first aid personnel are available at the site/workplace currently?	Emergency First Aiders 15	Paediatric First aiders 15
According to the table below what is the suggested number of first aid personnel that should be available at the site/workplace?	Emergency First Aiders 6	Paediatric First aiders 1
How many additional personnel need to be trained in order to have the suggested appropriate number (see table below). Remember to consider cover for holidays, sickness and other foreseeable absences.	Emergency First Aiders None- above suggested number	Paediatric First aiders None- above suggested number
Is someone responsible for ensuring that refresher training is carried out before it expires? If yes, give and position.	Mr. Thomas Harley (Deputy Headteacher) & Emma Cooling (Office Manager)	

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Insufficient awareness of school procedures	Staff, pupils and visitors	M	<ul style="list-style-type: none"> • Clear arrangements for first aid are detailed in the First Aid Policy which outlines local external contacts, e.g. GPs and hospitals, and is available to all employees and on the school website. • The First Aid Policy is informed by this risk assessment. • The school considers the needs of non-employees, e.g. pupils and visitors, as well as staff members in all its first aid provision. • All staff, pupils, parents, visitors and carers are made aware of the setting's first aid arrangements, including how to contact a first aider urgently where necessary. • All members of staff are familiar with the procedures outlined in the Health and Safety Policy. • First aid arrangements, including the location of first-aid equipment, facilities and relevant personnel are covered in the induction process – any subsequent changes are brought to the attention of staff members. • First aid notices are displayed in prominent positions at appropriate places on the school premises. 	Brief staff update for staff on INSET at the start of each academic year.	Headteacher & Deputy Headteacher (Staff Induction Leader)	January 2025

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> Lists of all first aiders and appointed persons are displayed prominently throughout the school. Staff members working with pupils are made aware of the expectation to use their best endeavours at all times to secure the welfare of pupils, and informed that the outcomes of taking no action in an emergency are likely to be more serious than if they tried to assist. First aid needs are reviewed annually, and after any major changes, e.g. changes to staff or premises, to ensure provision remains appropriate. 			
Inadequate first aid provision	Staff, pupils and visitors	M	<ul style="list-style-type: none"> Provision is sufficient to ensure that first aid can be administered without delay as necessary and is always available. A suitable first aid area is available next to the Deputy Headteacher's Room The number of first aiders on site is monitored to ensure provision remains adequate throughout the school day, including any wraparound provision. Procedures are established (walkie-talkie communication between classrooms and working areas) to allow staff to contact 	No further action needed.	Headteacher & Deputy Headteacher	January 2025

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>trained first aiders for their assistance where needed.</p> <ul style="list-style-type: none"> First aid arrangements take account of absences of a first aider or appointed person and reflect alternative work practices. Injured or ill pupils are never left unsupervised. All low-level hazards, e.g. office hazards, and high-level hazards, e.g. using certain chemicals, are identified using specific risk assessments to determine whether different levels of first aid provision are required. At least one member of staff with a current paediatric first aid (PFA) certificate is available on site at all times when children are present and accompanies children on off-site activities. 			
Staff training	Staff, pupils and visitors	L	<ul style="list-style-type: none"> All qualified first aiders undergo, or have undergone, appropriate training delivered by a competent training provider, and hold a valid first aid certificate. The school has 15 qualified and suitable first aiders among its staff members following an assessment of its circumstances and first aid needs. 	No further action needed.	Headteacher, Deputy Headteacher, Office Manager	January 2025

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> The school's specific first aid needs are discussed with training providers in advance to allow courses to be tailored specifically to the school's circumstances. Retraining is arranged before first aid certificates become invalid. First aiders provide immediate help to staff, pupils and visitors with common injuries or illnesses and those arising from specific hazards at the school or on educational visits. First aiders ensure that, where appropriate, an ambulance or other professional medical help is called. Where a first aid needs assessment identifies that medicine specified in Schedule 19 of The Human Medicines Regulations 2012 may need to be administered in an emergency, the school provides first aiders with additional training to recognise the symptoms and condition and to administer lifesaving medication in an emergency situation. Staff members with PFA training renew their training every three years and the course is consistent with the criteria in 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>Annex A of the DfE's 'Statutory framework for the early years foundation stage'.</p> <ul style="list-style-type: none"> Pupils are taught health education as part of the curriculum which includes basic first aid, e.g. dealing with common injuries. 			
Recording incidents	Staff, pupils and visitors	L	<ul style="list-style-type: none"> A record is kept of all incidents managed by a first aider or appointed person, or that require first aid staff to be in attendance. The record is used to help inform the development and monitoring of the First Aid Policy and any subsequent first aid needs assessments and identify trends in accidents and areas for improvement. The record is readily accessible in the school office and records the following details: <ul style="list-style-type: none"> The date, time and place of the incident The name of injured or ill person The injury or illness Whether first aid was given What happened immediately after the incident, e.g. they returned to class or a hospital trip was required The name and signature of first aider or person managing the incident 	No further action needed.	Headteacher, Deputy Headteacher, Office Manager, Appointed Person	January 2025

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> The likely causes of accidents or injuries are identified and assessed through specific risk assessments to help the headteacher consider the type, quantity, and location of first aid equipment needed, and the facilities and personnel required. 			
Reporting incidents	Staff, pupils and visitors	L	<ul style="list-style-type: none"> The requirements of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 are followed, including all reportable incidents being recorded by a specified responsible person and notifying the HSE of fatal and major injuries and dangerous occurrences without delay. Following the reporting of an incident under RIDDOR, the responsible person considers whether the incident was caused by a failure in the way an activity was organised, the way equipment or substances were used, or the condition of the premises. Parents are informed on the same day about any accident or injury their child has sustained, or as soon as reasonably practicable, and whether any first aid treatment was given. 	No further action needed.	Headteacher, Deputy Headteacher	January 2025

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> Ofsted is notified as soon as reasonably practicable of any serious accident, illness or injury to, or the death of, any pupil while in the school's care, and of the action taken. 			
Insurance	Staff and school	L	<ul style="list-style-type: none"> The school ensures adequate insurance and risk cover is in place for its first aid provision. The school ensures its risk protection arrangement (RPA) membership, as an alternative to commercial insurance, covers all the activities of its first aiders. 	No further action needed.	Headteacher	January 2025
First aid equipment, material and facilities	Staff, pupils and visitors	L	<ul style="list-style-type: none"> The school provides sufficient materials and equipment which is always available and easily accessible to meet its first aid needs. All first aid equipment is suitably labelled. A suitable first aid container stocked in accordance with an assessment of the school's first aid needs is easily accessible on site. The school has a sufficient number of first aid containers on the premises in line with its first aid needs and considers where additional containers may be required, e.g. distant sports fields and playgrounds. All first aid containers are marked with a white cross on a green background and are 	No further action needed.	Headteacher, Deputy Headteacher, Appointed Person	January 2025

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>located near to hand washing facilities where possible.</p> <ul style="list-style-type: none"> Medication is not stored in a first aid container. A first aider is designated responsibility for checking the contents of first aid containers frequently and restocking them as soon as possible after use. First aid items are discarded safely after the expiry date has passed. 			
Using, storing and disposing sharps	Staff, pupils and visitors	L	<ul style="list-style-type: none"> The appropriate first aid-trained members of staff are adequately trained in the use, storage and disposal of sharps equipment. The school ensures that sharps remain essential tools for effective first aid care and are only used when required in order to avoid unnecessary use and risk of injury. Staff ensure that sharps-free equipment is used to administer first aid where reasonably practicable to do so. Where it is not reasonably practicable to use sharps-free equipment, 'safer sharps' are used where appropriate – 'safer sharps' refers to sharps equipment with safety features to minimise the risk of accidental injury. 	No further action needed.	Headteacher, Deputy Headteacher, Appointed Person	January 2025

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> Where the use of safer sharps is required to administer first aid, this equipment does not compromise the care provided or the needs of the individual requiring first aid. Where the use of safer sharps is not reasonably practicable and/or the type of equipment cannot be reasonably controlled, e.g. an adrenaline auto-injector (AAI) brought in from home, the person responsible for administering first aid ensures that safe procedures for using sharps are followed. Sharps equipment is not re-capped unless it is in the interests of safety or it is necessary to do so, to avoid accidental injury while recapping. Sharps are stored and disposed of near where first aid is usually administered, where possible, to minimise the risk of injury while carrying sharps equipment from storage or to disposal. Sharps that are not intended for re-use are not re-used and are disposed of safely. Written instructions, in line with the equipment manufacturer's advice, are available for the person using and disposing of sharps equipment. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> Sharps are stored and disposed of in clearly marked and secure sharps boxes. Staff are aware never to fill sharps boxes above the fill line and adhere to this practice. 			
Sharps injuries	Staff, pupils and visitors	L	<ul style="list-style-type: none"> First aiders are adequately trained on what to do in the event of a sharps injury. Procedures are in place for sharps injuries to be recorded in an accident log. Procedures are in place to allow for the investigation of a sharps injury, in order to learn from the incident and avoid it reoccurring. Where an individual is at risk of infection or disease due to a sharps injury, the school ensures the individual has access to immediate medical advice, e.g. they are sent to hospital. 	No further action needed.	Headteacher, Deputy Headteacher, Appointed Person	January 2025
Off-site activities and trips		L	<ul style="list-style-type: none"> A travelling first aid container is taken for use on any off-site activities or educational visits. Prior to undertaking any off-site activities or educational visits, the visit leader assesses the level of first aid provision needed and identifies any additional items that may be 	No further action needed.	Headteacher, Deputy Headteacher, Appointed Person	January 2025

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>necessary in the first aid container for specialised activities.</p> <ul style="list-style-type: none"> First aid provision remains available on school premises when staff and pupils are working elsewhere, e.g. educational visits. 			
Post-incident response	Staff, pupils and visitors	L	<ul style="list-style-type: none"> The school offers the first aider mental health support after an incident by signposting them to their GP or government support, such as ‘Promoting mental health and wellbeing in schools and colleges’. The data from the defibrillator is downloaded by the ambulance crew, and any additional data regarding the incident is sent to healthcare services. Staff ensure first aid equipment is ready for use again. The incident is reported under the RIDDOR if the necessary criteria are met. 	No further action needed.	Headteacher, Deputy Headteacher, Appointed Person	January 2025