FENLAND
SCHOOLS FEDERATION

Executive Headteacher: Mrs Maria-Anne Higgins
Executive Assistant Headteacher: Mrs Shelley Steer

POLICY DOCUMENT	First Aid
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Supporting documents if applicable	
Chair of Governing Body signature	
Date	

Townley School & Nursery
Crown Road,
Christchurch, Wisbech,
PE14 9NA
office@townley.cambs.sch.uk
Tel: 01354 638229
www.townley.cambs.sch..uk

Friday Bridge Primary School
Maltmas Drove
Friday Bridge, Wisbech
PE14 0HW
office@fridaybridge.cambs.sch.uk
Tel: 01945 860220
www.fridaybridge.cambs.sch.uk



First Aid Policy

Purpose:

To ensure that the welfare and wellbeing of pupils is secure.

This policy outlines the Federation's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. This policy will be reviewed annually.

Aims

- To identify the first aid needs of the Federation in line with the Health and Safety at Work etc Act 1974.
- To ensure that first aid provision is always available while people are on Federation premises, and off the premises whilst on school visits.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the Federation.
- To provide relevant training.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the Federation's First Aid arrangements.
- To keep accident records and to report to the Health and Safety Executive (HSE) under the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR).

Relationship to other policies

This policy should be read in conjunction with the Federation's health and safety policy and the local authority policy relating to educational visits.

Roles and Responsibilities

The **Executive Headteacher** is responsible for implementing the policy, identifying a responsible senior staff member for managing first aid, the administration of medicines, and ensuring that appropriate resources and staff are available and trained. S/he should ensure that the policy and information on the Federation's arrangements for first aid are made available to parents.

The **staff member/s** responsible must draw up procedures in consultation with health specialists, ensure that they are kept up to date and that records are maintained, and provide information to staff.

The Appointed Person need not be a First Aider but should have undertaken emergency first aid training. S/he will:

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned when appropriate

The First Aider First Aiders must attend refresher training every 3 years. All staff working in EYFS must have paediatric first aid training.

He/she will:

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

In selecting first aiders the Executive Head should consider the person'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.
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

Arrangements for monitoring and evaluation

The governing body will receive an annual report on the number of pupils treated for first aid by year group, the programme of staff training, and the nature of any complaints received for each school.

Re-assessment of first-aid provision

As part of the Federation's annual monitoring

- The Executive Headteacher will review the Federations' first aid needs following any changes to staff, building/site, activities, off-site facilities etc.
- The Executive Headteacher will monitor the number of trained first aiders and provide refresher first aid training when required.
- The Executive Headteacher will also monitor the emergency first aid training.
- The first aider will check the contents of the first aid boxes termly.

Providing Information

The Executive Headteacher will ensure that all staff are informed about the Federations' first aid arrangements.

The First Aider will:

- Provide information packs for new staff as part of their induction programme.
- Maintain a first aid notice board in the staff room.
- Give all staff information on the location of equipment, facilities and first aid personnel. This will appear in the staff handbook.

PROVISION

How many first aid personnel are required?

The Executive Headteacher will consider the findings of a first aid needs risk assessment in deciding on the number of first aid personnel required. The Executive Headteacher will consider the needs of specific times, places and activities in deciding on their provision.

Consideration to the following will take place:

- Off-site PE
- Forest Schools
- School trips
- Swimming Pool (if applicable)
- Adequate provision in case of absence, including trips
- Out of hours provision, e.g. Afterschool clubs/events

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed Persons is always available when people are on Federation premises.

Qualifications and Training
The Federation is responsible for making sure whoever trains its staff is competent.

There are four types of providers to choose from. They offer:

- regulated qualifications from an awarding organisation (AO) – these are recognised and regulated by Ofqual, the Scottish Qualifications Authority (SQA) or the Welsh Government
- voluntary approval schemes, such as a trade body accredited by a third party – the United Kingdom Accreditation Service (UKAS) is the national accreditation body recognised by government
- independent training where the provider can prove their competence
- training from one of the three Voluntary Aid Societies recognised by the government:
    - St John Ambulance
    - British Red Cross
    - St Andrew's First Aid

First Aid materials, equipment and facilities
The Executive Headteacher must ensure that an appropriate number of first aid kits for the site are available, this can be decided by the level of risk identified in risk assessment and the first aid needs risk assessment.
All first aid kits must be marked with a white cross on a green background

- First aid kits must accompany PE teachers off-site

Spare stock should be kept in both schools.
The responsibility for checking and restocking first aid kits is with the school office staff in both Federation schools.

Accommodation
The Executive Headteacher must provide a suitable room for medical treatment and care of unwell children during school hours. This need not be a dedicated area but should be close to a lavatory and contain a washbasin.

Hygiene / Infection control
Staff must follow basic hygiene procedures.
Single use disposable gloves must be worn when treatment involves blood or other body fluids.
Care should be taken when disposing of dressings or equipment.

Reporting accidents
The First Aider must keep a record of any reportable injury, disease or dangerous occurrence. This must include:

- The date and time
- Method of reporting,
- Place of the event; exact location
- Personal details of those involved and a
- Brief description of the nature of the event or disease.

This record can be combined with other accident records.
The following accidents must be reported to the health & safety team:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days

Involving pupils and visitors:
Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with a work activity.
I.e. if it relates to

- Any Federation activity, both on and off the premises
- The way the Federation activity has been organised or managed
- Equipment, machinery or substances
- The design or condition of the premises

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Federation will report accident to the Health and Safety team who will then report, as necessary, to the HSE under RIDDOR.

The Appointed Person or First Aider must complete incident report form on-line available at www.reportincident.co.uk/cambridgeshire

Record keeping
Statutory accident records: The First Aider must ensure that readily accessible accident records, written or electronic, are kept for a **minimum of three years**.

The Executive Headteacher must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of first aider or person dealing with the incident.

The Executive Headteacher must have in place procedures for ensuring that parents are informed of significant incidents.

Monitoring

Accident records can be used to help the Executive Headteacher, and the Governing Body identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes.

The Executive Headteacher should establish a regular review and analysis of accident records.