

Shirley Heath Junior School



First Aid Policy October 2025

Approved Date	October 2025
Review Date	October 2026

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
- Ensure appropriate provision for pupils with specific medical or health conditions.
- Promote a whole-school culture of safety, wellbeing, and effective risk manage

2. Definition of First Aid

First aid is defined as the immediate assistance provided to someone who is injured or becomes ill, including the preservation of life, minimising the consequences of injury or illness, and promoting recovery. It does not include invasive or medical procedures, but may involve basic resuscitation, the use of an Automated External Defibrillator (AED), and management of common injuries.

3. 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, 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 School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

4. Roles and responsibilities

4.1 Appointed person(s) and first aiders

The school has a large number of trained paediatric first aiders. 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 8) 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 paediatric first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

All first aiders are trained, qualified, and listed in **Appendix 1**

4.2 Mental Health first aiders

Where trained staff are available, Mental Health First Aiders will provide initial support to pupils or staff showing signs of mental distress and refer to appropriate services.

All first aiders are trained, qualified, and listed in **Appendix 1**

4.3 The local authority and governing board

Solihull MBC Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

4.4 The Headteacher

The Headteacher is responsible for:

- Ensuring sufficient trained staff
- Ensuring training is current and recorded
- Implementing risk assessments
- Ensuring suitable medical spaces are available
- Ensuring infection control and clinical waste procedures
- Reporting incidents to appropriate authorities (HSE, Ofsted, MASH)

4.5 Staff

School staff are responsible for:

Familiarising themselves with first aid procedures and first aiders
 Responding to incidents appropriately
 Completing accident reports when necessary
 Informing the Headteacher of medical or first aid needs

5. First aid procedures

5.1 In-school procedures

- In the event of an accident resulting in injury:
- Staff will assess and, if needed, call for a first aider
- First aiders will assess and treat, and determine whether to call emergency services
- Pupils will be moved or placed in recovery position if appropriate
- Parents will be contacted for serious injuries or if the child must go home
- Emergency services will be called by the Headteacher or admin team
- A written record will be completed the same day or as soon as practical

5.2 Off-site procedures

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

- A mobile phone
- A portable first aid kit
- Medical information for pupils
- Parent contact details

At least one trained first aider should accompany trips where possible. If not, staff must confirm that first aid will be provided at the venue. Risk assessments will be completed for all off-site visits.

6. First aid equipment

6.1 First Aid Kits

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Wound cleansing wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

No medication is kept in first aid kits.

First aid kits are stored in:

- The main office

- All class rooms
- Kids' Club
- Mini ICT suite

6.2 AEDs (Automated External Defibrillator)

Shirley Heath Junior School has an AED which is located in the school office. All first aiders are trained to use it. Trained staff can use the AED in cardiac emergencies. It is also listed on The Circuit. The Circuit is the national defibrillator network used by all 14 ambulance services across the UK. It enables ambulance services to locate the nearest defibrillator when 999 is called in response to a cardiac arrest. Website: <https://www.thecircuit.uk/> Hayley Walshe Updates the account every 3 months and checks the status of the AED.

7. Infection Control and Waste Disposal

First aiders must:

- Wear disposable gloves
- Wash hands before and after treatment
- Dispose of contaminated materials in designated **clinical waste bins or yellow bags**
- Ensure sharps (if any) are placed in secure containers

8. Pupils with Medical Conditions

The school supports pupils with conditions such as asthma, diabetes, epilepsy, and allergies.

Emergency medication (e.g. EpiPens, inhalers) will be:

- Stored securely and accessibly
- Clearly labelled with the child's name
- Administered by trained staff

9. Record-keeping and reporting

9.1 First aid and accident record book

- A minor accident form is completed if the injury needs only very minor first aid- a wipe, cold compress, plaster or ice pack for a short time. A text message via ParentPay sent home if there has been a slight head injury
- An online accident form will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury. This can be done here- **To report a work-related accident/incident/near miss:** <https://uk.sheassurance.net/smbc> (click under AssureGO+ Links)
- As much detail as possible should be supplied when reporting an accident.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, an AIRS 1 form will be kept until the child is 21 years old.

9.2 Reporting to the HSE

The Headteacher will record 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). It will be recorded through <https://uk.sheassurance.net/smbc>

Reportable injuries, diseases or dangerous occurrences 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)
 - Any scalding requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
 - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
 - Where an accident leads to someone being taken to hospital
 - Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

9.3 Notifying parents

The office will inform parents of any head bumps sustained by a pupil, and any first aid treatment given, this will be done via ParentPay text service. The first aider will call parents for any other injury sustained, that they believe may need further treatment or observation once at home.

9.4 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

10. 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 (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

11. Annual First Aid Needs Assessment

The Headteacher will conduct an annual review to assess:

- Staffing ratios
- Medical needs
- Activities and trip planning
- Changes to premises or regulations

12. Monitoring and Review

This policy will be reviewed **annually** by the Headteacher in consultation with the Governing Body. Updates will be made in line with legislation, guidance, and school needs.

Appendix 1

List of First Aiders

Name	Expiry
Kris Poyner	24/04/2026
Michelle Christopher	04/10/2025
Hayley Walshe	18/09/2026
Christie Smith	12/06/2026
Leslie Grimes	04/07/2026
Seetal Bhamra	20/03/2027
Bernice Ellis	28/09/2025
Raksha Kukadia	14/11/2026
Claire Shakespeare	14/11/2026
Sarah Hemming	08/04/2028
Carl Brown	25/09/2028
Keertan Kaur	25/09/2028
Amanda Stockton	25/09/2028
Annabelle Clayton (Mental Health First Aider)	TBC

Appendix 2

Accident form template which is saved on the W driver- W:H&S/Accidents - First aid

Accident Record Book Format (Recommended for the recording of pupil accidents)

A separate accident record should be completed for each injured person. Please note that all other accidents should be recorded in the BI510 Accident Book.

Injured Person Details	Name	Age	Year Group	Class/Form
Incident Details	Date	Time	Location	
Description of Incident	What happened?		Injury	Part of body injured
Details of Treatment	Pupil treated by (name)			Position
Treatment given				Parents informed? Yes/No
Person Reporting Incident	Name	Position		Date

Where a detailed accident investigation is required an Accident Investigation Form must be completed *in addition* to this record.

Injured Person Details	Name	Age	Year Group	Class/Form
Incident Details	Date	Time	Location	
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