



# Lenham Primary School

*Take Pride; Be Proud*

Ham Lane  
Lenham  
Kent  
ME17 2LL


Phone: 01622 858260

[www.lenham.kent.sch.uk](http://www.lenham.kent.sch.uk)

Headteacher: Mrs Andrea McCluskey

## First Aid Policy

January 2025

<b>Document history:</b> Written by Reviewed by Andrea McCluskey	
<b>Agreed by the governing body on:</b>	Jan 2025
<b>Review date:</b>	<b>March 2026</b>
<b>Signed:</b>    Chair of Governors	

## **Contents:**

1. Introduction
2. First Aid provisions school is legally obliged to provide.
3. Roles and Responsibilities of the Headteacher.
4. Roles and Responsibilities of Staff
5. Roles and responsibilities of a First aider
6. What is an appointed first aider?
7. Administering medicines in school
8. Qualifications and training
9. First aid materials and equipment
10. Hygiene and infection control
11. Reporting minor accidents
12. Serious accidents
13. Record Keeping
14. Schools central record
15. Monitoring and review

## 1 Introduction

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation Lenham Primary School ensures that there is adequate and appropriate equipment and facilities for providing first aid in the school.

## 2. Legal obligations.

First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits. There are no rules on exact numbers.

Lenham Governing body in consultation with the head teacher, considers the likely risks to pupils and visitors, as well as employees, when drawing up policies and deciding on the numbers of first-aid personnel.

The school must provide:-

- Adequate provision for lunchtimes and breaks. It is good practice to encourage lunchtime supervisors to have first-aid training;
- Adequate provision for leave and in case of absences;
- First-aid provision for off-site activities i.e. school trips. If a first-aider accompanies pupils off-site, there must be adequate first-aid provision in the school
- Adequate provision for practical lessons, such as science, technology, home economics, physical education;
- Adequate provision for out of hours activities e.g. sports activities, clubs;
- Any agreements with contractors (e.g. school meals) on joint provision for first aid for their employees;
- Adequate provisions for trainees working on site. They have the same status as staff for the purposes of health and safety legislation.

Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so, on a **voluntary basis**.

In order to select appropriate first aiders, Lenham Primary School considers the individuals:

- 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.

## 3. Roles and Responsibilities of the Headteacher.

Health and safety legislation places duties on the Headteacher for the health and safety of their staff; teachers, non-teaching staff, pupils and visitors (including contractors).

The Headteacher is responsible, under the Health and Safety at Work Act 1974 (HSWA), for making sure that the school has arrangements for first aid, based on a risk assessment of the school, and should cover:

- numbers of first aiders/appointed persons;
- numbers and locations of first-aid containers; arrangements for off-site activities/trips;
- out of school hours arrangements e.g. lettings, parents evenings.

Where first aid is provided for staff and pupils, schools should ensure that:

- provision for employees does not fall below the required standard;
- provision for pupils and others complies with other relevant legislation and guidance

For more information see Health and Safety Policy

Lenham Primary School regularly reviews the school's first-aid needs (at least annually) and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

Lenham Primary School also ensures that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. Lenham Primary School ensures that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed.

#### **4. Roles and Responsibilities of Staff**

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

#### **5. Roles and Responsibilities of a First aider**

First aiders must complete a training course approved by the Health and Safety Executive (HSE).

At school, the main duties of a first aider are to:

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

What is an appointed person?

An appointed person is someone who:

- takes charge when someone is injured or becomes ill;
- looks after the first-aid equipment eg restocking the first-aid container;
- ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons are **not** first aiders. They should **not** give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate. These courses do not require HSE approval. They normally last four hours and cover the following topics:

- what to do in an emergency;
- cardiopulmonary resuscitation;
- first aid for the unconscious casualty;
- first aid for the wounded or bleeding.

Emergency first-aid training should help an appointed person cope with an emergency and improve their competence and confidence.

## 6. **Administering medicines in school**

Please see separate policy on Administering Medicines.

Pupils at Lenham Primary school with medical conditions will be properly supported so that they full access to education, including school trips and physical education.

## 7. **Qualifications and training**

At Lenham Primary School a first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE.

Training courses cover a range of first aid competences. However, standard first aid at work training courses do not include resuscitation procedures for children. It is the responsibility of the Headteacher to arrange appropriate training for their first-aid personnel.

First aid at work certificates are only valid for **three years**. Employers should arrange refresher training and retesting of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. First aiders can attend a refresher course up to three

months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. Lenham Primary School holds a record of first aiders and certification dates.

## 8. **First aid materials and equipment**

In the Lenham Primary School Health and Safety Policy it states it is necessary that the proper materials, equipment and facilities are provided at all times. First-aid equipment must be clearly labelled and easily accessible.

Lenham Primary School provides at least one fully stocked first-aid container for each site. The assessment of a school's first-aid needs should include the number of first-aid containers. All first-aid containers must be marked with a white cross on a green background.

The siting of first-aid boxes is a crucial element in the school's Health and safety policy and should be given careful consideration. If possible, first-aid containers should be kept near to hand washing facilities.

### **Contents of a first-aid container**

There is no mandatory list of items for a first-aid container. However, the HSE recommend that, where there is no special risk identified, a **minimum** provision of first-aid items would be:

- a leaflet giving general advice on first aid
- two sterile eye pads;
- four individually wrapped triangular bandages
- (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm)
- individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.
- Equivalent or additional items are acceptable.

The Lenham Primary School Health and Safety Policy identifies the person responsible for examining the contents of first-aid room. Teaching Assistants and Teachers are responsible for examining the contents of the first-aid containers. These should be checked frequently and restocked as soon as possible after use. There should be extra stock in the school.

Items should be discarded safely after the expiry date has passed.

### **Travelling first-aid containers**

Before undertaking any off-site activities, the lead organiser in consultation with the Headteacher should assess what level of first-aid provision is needed. The HSE

recommend that, where there is no special risk identified, a **minimum** stock of first-aid items for travelling first-aid containers is:

- a leaflet giving general advice on first aid.
- one large sterile unmedicated wound dressing - approximately 18cm x 18cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves.
- Equivalent or additional items are acceptable.

Additional items may be necessary for specialised activities.

## 9. Hygiene and infection control

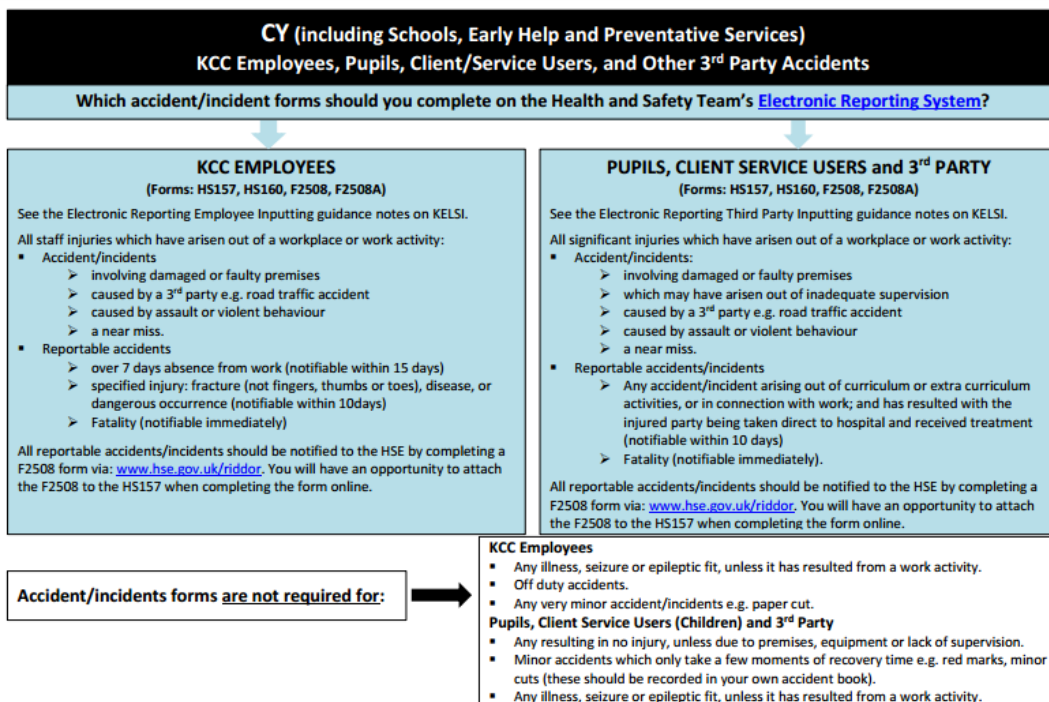
All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

## 10. Reporting minor accidents

The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; 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 .

Every first aider has an accident recording book. A copy of the accident is held in the office and reviewed by Headteacher.

## 11. Serious accidents



## CY Accident/Incident Reporting and Investigation Flowchart (including Schools, Early Help and Preventative Services)

(Please note: for Short Break Units accidents/incidents please follow AH flowchart)



Flavio Walker  
Head of Health and Safety



**In the event of a fatality you must contact a Health and Safety Manager at the earliest opportunity (see contact details at the end of the flowchart).  
For all other accidents please follow the flowchart below:**

### Stage 1

Has an accident or incident occurred to an employee or third party (pupil/student, visitor, client/service user, volunteer, contractor, or agency) on the premises?

**For all accidents/incidents you must complete a HS157 form on the [Electronic Reporting System](#).**

For fatal and specified injuries, **and** for over 7 day injuries, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) make **an immediate** report to the HSE on the online [F2508](#) or [F2508A](#) forms.

**Copies of completed F2508 forms must be attached when completing the online HS157 form without delay and a copy retained at your establishment.** Detailed guidance on RIDDOR accidents is available on KELSI ([www.kelsi.org.uk](http://www.kelsi.org.uk)).

**NB:** Minor injuries, such as playground grazes, should be recorded at a local level only).

### Stage 2

**If Yes**

Does the accident or incident need to be investigated using Accident/Incident Investigation form HS160.  
**This form can be completed when inputting onto the HS157 form via the Electronic Reporting System.**

**If No**

- Fully complete a HS157 and HS160 form **via the Electronic Reporting System**.
- Implement findings of investigation.
- Should you require support to carry out your investigation for a serious accident/incident, please contact the Health and Safety Advice Line on 03000 418456.

- File the electronic master copy of the HS157 in your accident book at the establishment as per the retention schedule.

**Please note:** you are required to complete the HS157 form using the new [Electronic Reporting System](#)

**Lost Time - A Notification of Sickness Absence Form must be completed for all periods of absence caused by injury at work.**

## 12. Bumped Heads

When a child bumps their head 1<sup>st</sup> aid will be provided. A white form is completed which is given to the class teacher for sending home with the child. An orange form is sent to the office. The orange form will result in a text message being sent to the parent.

However if there is a significant bump, egg or feel unwell a telephone call will be made to parents (as well as a text) to inform them (orange form is still completed). Parents will be asked if they would like to come and assess their child. It is the parents' choice whether they do.

## 13. Record Keeping

Schools should keep a record of any first aid treatment given by first aiders and appointed persons. This should include:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first aider or person dealing with the incident.

The information in the record book can:

- help the school identify accident trends and possible areas for improvement in the control of health and safety risks;



- be used for reference in future first-aid needs assessments;  
be helpful for insurance and investigative purposes.

In an emergency, the Headteacher should have procedures for contacting the child's parent/guardian/named contact as soon as possible. It is also good practice to report all serious or significant incidents to the parents eg by sending a letter home with the child, or telephoning the parents.

All first aiders have carbon copy books. Top copy goes to child's classroom to be sent home. Second copy goes to office for head bump text (if needed) and to be kept for record purposes. Final copy remains in bag.

If child is sent to hospital an online form must be completed. Let HT know.

### **13. Monitoring and review**

This Policy was reviewed March 2024.

This policy will be reviewed every year and will also be subject to revision through usage.

The list of first aiders can be found in the staff room, first aid room and office. This is reviewed annually.