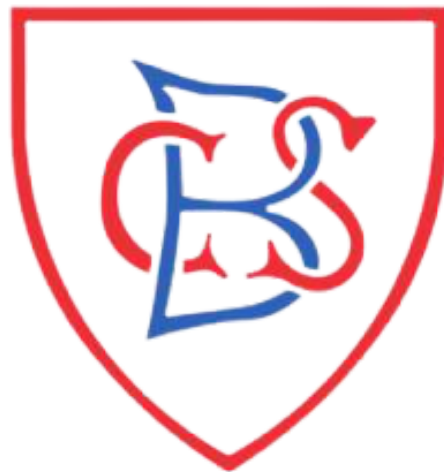


First aid policy

Bowdon Church School



Approved by:	The Governing Body	Date: February 2026
Last reviewed on:	January 2026	
Next review due by:	January 2027	

Contents

1. Aims.....	2
2. Legislation and guidance.....	2
3. Roles and responsibilities.....	3
4. First aid procedures.....	5
5. First aid equipment.....	7
6. Record-keeping and reporting.....	8
7. Training.....	9
8. Monitoring arrangements.....	10
9. Links with other policies.....	10
Appendix 1: list of appointed persons and trained first aiders.....	11
Appendix 2: accident report log via Arbor.....	13
Appendix 3: processes, logging and parental communication flowchart.....	14

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 (DfE) 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
- [The 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

[3. Roles and responsibilities](#)

[3.1 Appointed person\(s\) and first aiders](#)

The school has appointed Helen Norbury (Assistant Headteacher), Ben Reade (site manager) & Vicky Hardman (School Business Manager) as appointed persons. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Stocktake and replenishment checks of all First Aid, Burns and Eye Wash stations (B Reade)
- Updating and distribution of the first-aid policy (H Norbury and V Hardman)
- Purchasing of CPD or consumables (V Hardman)

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any serious 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 via Arbor, on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date
- Our school's appointed persons and first aiders are listed in Appendix 1. Their

names will also be displayed prominently around the school.

However, first aiders are employees trained to provide immediate emergency assistance and are not qualified medical professionals; they will respond to incidents and administer care using their best efforts and training until professional medical help arrives (if necessary).

3.2 The governing board

The governing board 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:

- Making sure that an appropriate number of trained first aid personnel are present in the school at all times
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure 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:

- Making sure they follow first aid procedures
- Making sure they know who the first aiders in school are
- Completing accident reports via Arbor for all incidents they attend to where a first aider 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

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

The school collects data on all children annually to ensure all medical conditions are known to the staff, the information is held on the school MIS (currently Arbor). Parents should inform the office if their child is allergic to plasters but staff should still ask the child if they are allergic before administering them.

Staff are informed of a pupil's specific medical needs (such as serious allergies) which may need special treatment by care plans. These are compiled by the SENDCo, a copy will be shared with the class teacher in a red medical file for the classroom and they are available via Arbor. Medicine such as inhalers and epi pens is kept in each classroom in a green drawstring bag labelled 'medicines'. To be taken out for PE and on school trips.

Staff follow basic hygiene procedures. Disposable gloves are available in every first aid kit for treatments involving blood or other body fluids. Any soiled dressings or gloves must be put in an appropriate bag and disposed of via the nappy bins in the Creative Space or Hygiene room for proper disposal.

Each classroom has a First Aid bag which contains the same items as first aid bumbags, to enable staff to treat minor injuries quickly, within class.

Any blood or vomit after an incident must be cleaned up as soon as possible. The school caretaker may be asked to assist if they are available. Medical granules are kept with the site manager along with disposal bags, scoops and disinfectant sprays.

Ice packs and cold water packs are available in the school staff room or outdoor classroom for bumps, strains and sprains. Ice packs must not be applied to an open wound without a sterile cover.

In the event of an accident resulting in injury:

1. 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. (All staff are able to give basic care for minor cuts, grazes and bumps. Minor injuries should be cleaned with a sterile cleansing wipe and covered with a plaster or dressing. Children should be asked if they have an allergy to plasters before application).
2. In the event of a serious injury or medical emergency, a member of staff must stay with the injured person and a first aider should immediately be sent for using the most appropriate method.

- 2nd member of staff
 - school telephone
 - 2 children sent to the office with verbal message
 - walkie talkie (for use in the school grounds)
3. The first aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives (In the event of a fall or serious injury the patient should not be moved or left alone).
 4. If the first aider or appointed person judges that a pupil is too unwell to remain in school, or they have general concerns over the health or welfare of a pupil, parents will be contacted and asked to collect their child. Upon their arrival, the first aider or member of staff known to the child will recommend next steps to the parents, including seeking further medical treatment/advice.
 5. The first aider/appointed person is to always request an ambulance on the following occasions:
 - Severe breathing difficulties / severe allergic reaction
 - In the event of a period of unconsciousness
 - In the event of a serious injury
 - Whenever the first aider is unsure of the severity of the injuries
 6. Parents will be contacted and informed of the incident and advised to go to the hospital unless they can get to school before the ambulance.
 7. In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/ a member of staff known to the child will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.
 8. All head injuries (cuts, bumps, bruises) or injuries above the neck will require a phonecall or text message to be sent directly to the parent carers, depending on the circumstances of the injury. Stickers are also available to identify the child in and around school so they can be monitored. Any deterioration in their well being should be immediately reported to a First Aider and parents contacted.
 9. The first aider will complete an accident log via Arbor on the same day or as soon as is reasonably practicable after an incident resulting in an injury.
 10. Staff are required to highlight if there is a potential risk that could be prevented and alert a senior member of staff (SLT)

CPR / Defibrillator

The Defibrillator is located in the front entrance lobby, next to the school office. In the event of a non-breathing casualty an ambulance must be called immediately and CPR should be started. The defibrillator should be brought to the casualty and used following training procedures. The appointed person responsible for checking the battery remains fully charged is the Site Manager (B Reade).

4.2 Off-site procedures

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

- A mobile phone with telephone numbers for school, transport, venue and mobile number for Head/Deputy
- A portable first aid kit
- A copy of the risk assessment
- Information about the specific medical needs of pupils
- Parents' contact details (if visit is outside normal school hours)
- The class' 'Medicines' drawstring bag.

Risk assessments will be completed by the teacher organising the educational visit prior to any educational visit that necessitates taking pupils off school premises. The risk assessment will be shared at least one week prior to the visit and authorised by the Deputy Headteacher / Educational Visits Coordinator.

Children or adults who have additional medical needs must be identified on the risk assessment and provision put in place to ensure their safety. This includes, but is not exclusive to the following conditions: asthma, severe allergic reaction, epilepsy, diabetes.

The member of staff organising the educational visit (including residential visits) must ensure a qualified first aider is available at all times.

For EYFS (Reception classes) 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
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages (preferably sterile)
- Safety pins
- Medium-sized individually wrapped sterile unmedicated wound dressings
- Large sterile individually wrapped unmedicated wound dressings
- Disposable gloves

No medication is kept in first aid kits.

First aid stations are located in the Outdoor classroom (for injuries outside) and in the main staffroom.

First aid kits are stored in:

- Site Manager's store shed
- Y1WR canopy
- school office
- top of main staircase (along with fire evac chair)
- School kitchen
- Creative Space
- EYFS canopy
- Each classroom

See section 4.2 for first aid equipment off the school site.

[6. Record-keeping and reporting](#)

6.1 First aid and accident record log via Arbor

All incidents requiring first aid treatment will be recorded on Arbor by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury.

Depending on the injury, parents may receive a text message, email or phonecall (see flowchart Appendix 3) to alert them to what has happened and next steps if applicable. All complete accident logs will be archived on Arbor keeping with DfE school retention guidelines at that time: currently records held in the first aid and accident logs 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, and then securely disposed of.

Serious accidents, requiring further investigation or treatment, are recorded via submission of the electronic HS1 form and submitted to the local authority for a review by the schools health & safety team. A copy of the report is made available to the user who uploads the incident on the HS1 form. Where deemed appropriate, a series of investigatory questions will be issued for the school to perform a full accident review. The School Health and Safety lead is responsible for this file and reporting to HSE Trafford LEA

and the Governing body. In the event of staff injury an accident form must be completed. RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) states that the HSE be informed in the event of serious infectious diseases or injuries. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult should seek medical advice without delay.

As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident log.

Staff will inform the Head teacher of any health and safety issues (equipment, buildings or pupil behaviour) following any incident to prevent or minimise reoccurrences.

6.2 Reporting to the HSE

The Headteacher/School Business Manager 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/School Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

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

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)

<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents/carers

Parents will be informed if their child has received First Aid from a trained member of staff. This will be through Arbor via text message or email, unless a serious head/physical injury has occurred, when they will be called to collect. (See appendix 3 for flow chart identifying parental contact).

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 (see appendix 3).

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 that 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 monitored and reviewed by SLT every year.

At every review, the policy will be approved by The Governing Board.

The first aid provision will be reviewed by the appointed person and first aiders at least annually.

9. Links with other policies

This first aid policy is linked to the:

[Health and safety policy](#)

Risk assessment policy

[Policy on supporting pupils with medical conditions](#)

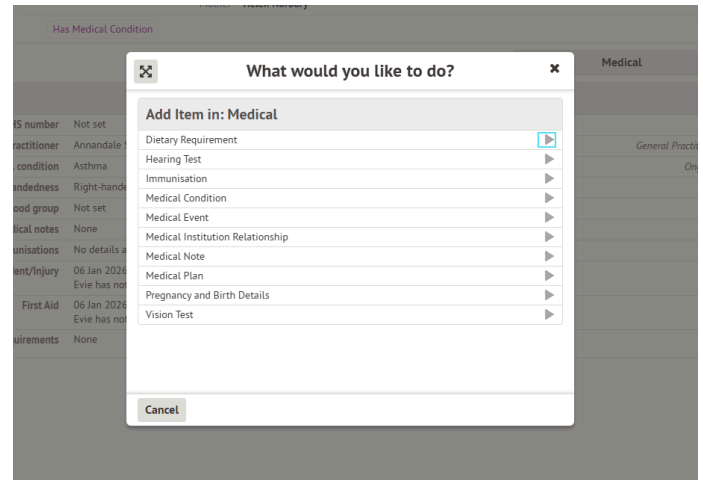
Appendix 1: list of appointed persons/ trained first aiders

Name	Role	First Aid Qualification	Date of expiration
Ms H Norbury	Appointed person (Policy/Process)	First Aid at Work	Nov '27
Mr B Reade	Appointed Person (Consumable Replenishment)	None Currently	
Mrs V Hardman	Appointed Person (Purchasing/Policy/Process)	None Currently	
Mr K Whitfield	First Aider/ site team	First Aid at work	June '27
Mrs S Thompson	First Aider / Assistant Headteacher	First Aid at work	21/1/26
Mr J Cunliffe	First Aider /KS2 teacher	First Aid at work	21/1/26
Mrs S Reyner	First Aider / KS2 TA	First Aid at work	Oct '28
Mrs N Storey	First Aider/ KS2 Teacher	First Aid at work	March '28
Mrs R Mogadasnia	First Aider /KS1 TA	First Aid at work	July '27
Mrs J Yeung	Appointed person / First Aider / Pastoral TA	Paediatric First Aid	Oct 28
Mrs L Cochrane	First Aider/ KS1 Teacher	Paediatric First Aid	Nov 25

Name	Role	First Aid Qualification	Date of expiration
Mr S Oakley	First Aider/ KS1 TA	Paediatric First Aid	10/7/27
Mrs Z Power	First Aider / Pastoral Lead	Outdoor and Forest School First Aid including Paediatric First Aid	Sept 2027
Mrs M Banks	First Aider / KS2 TA	Paediatric First Aid	10/7/27
Mrs C Bradley	First Aider /EYFS teacher	Paediatric First aid	10/7/27
Miss H Shaw	First Aider /EYFS teacher	Paediatric First Aid	24/11/26
Mrs S Carter	First aider /KS1 TA	Paediatric First Aid	Sept '27
Mrs H Buckingham	First Aider/ KS1 Teacher	Paediatric First Aid	Nov '27
Ms C Craven	First Aider/ EYFS TA	Paediatric First Aid	Nov '27
Mrs C Jones	First Aider/ EYFS TA	Paediatric First Aid	Nov '27
Miss K Bernstein	First Aider /EYFS teacher	Paediatric First Aid	Nov '28

Appendix 2: Accident report log via Arbor

In Arbor, select the child who has been hurt. Under the medical section of their profile, choose 'add' in the top right hand corner. Then select 'Medical Event'.



« Back **Create Medical Event**

Event

Type*


Description*

Date and Time

Start date/time 17:37 6th Jan 2026

End date/time 17:37 6th Jan 2026

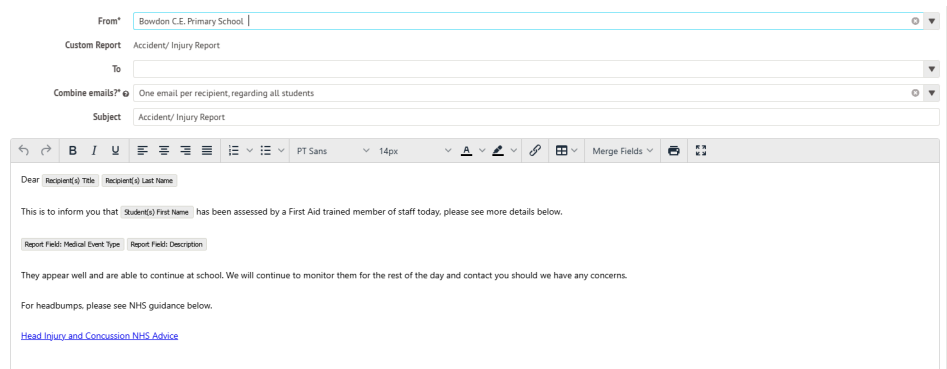
Attachments


Drag or click to upload

Cancel Save

Select either 'Accident/ injury' or 'first aid'. Add as much detail as appropriate and fill in date/ time. Parent's will be contacted for the events that are labeled as 'accident/injury'. If labeled as 'first aid' parents will **NOT** be contacted automatically. Add photos if necessary.

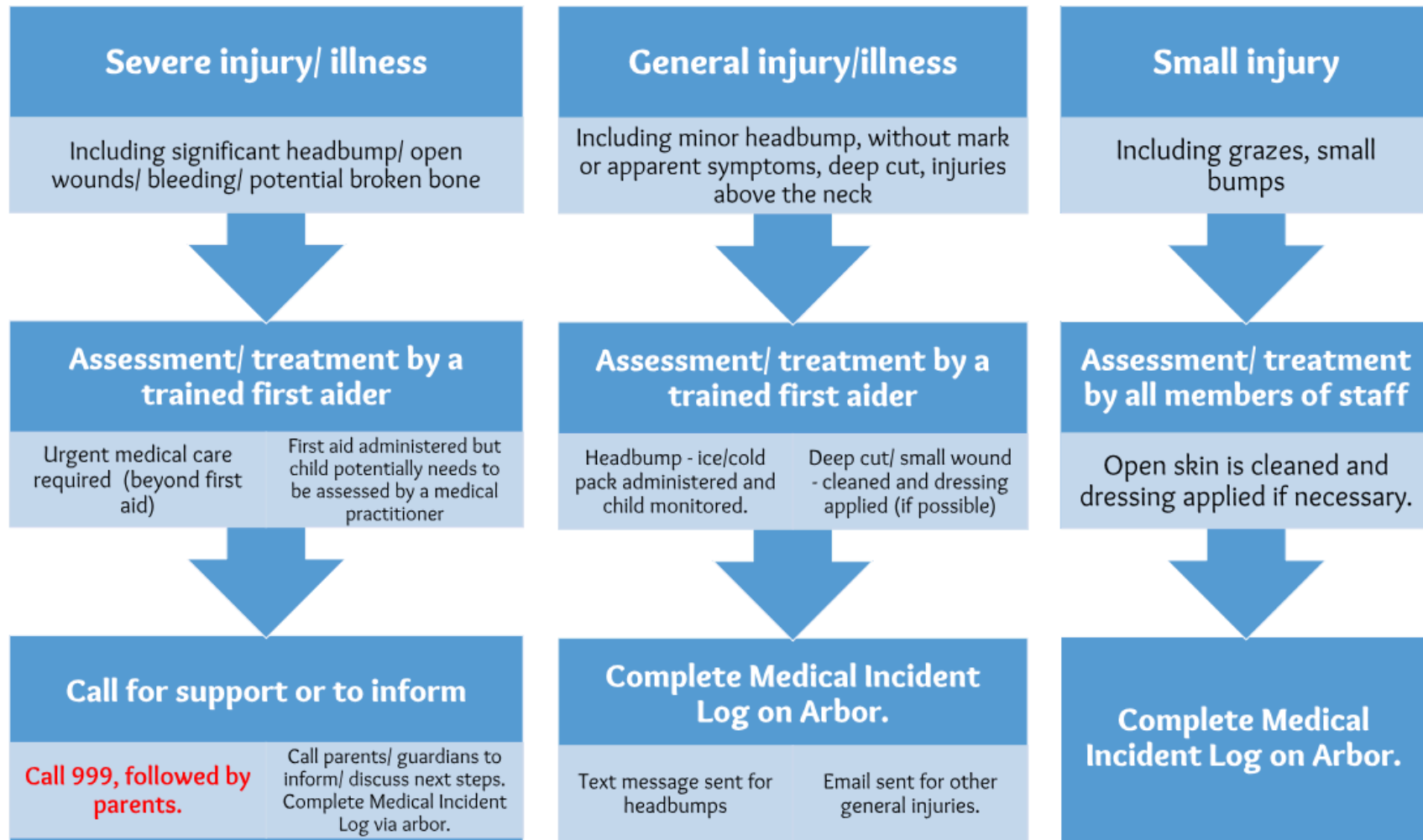
At the end of lunchtime, office staff will sent a text message to those children with headbumps/ injuries above the neck and an email to other events labeled as 'accident/injury'.



Appendix 3: Injuries and illness at school: Logging and Communication with parents flowchart




Injuries and illness at school:
Process, logging and communication with parents.



Appendix 4: Location of First Aid Stations and kits

First aid kits are stored in:

1. Site Manager's store shed
2. Y1WR canopy
3. school office
4. top of main staircase (along with fire evac chair)
5. School kitchen
6. Creative Space
7. EYFS canopy
8. Each classroom

 First aid kit (also in every classroom)

 First Aid Station

