

Gossops Green Primary School



First Aid Policy

Approved by: LGC (Local Governing Committee)
Last Review: November 2025
Next review due: November 2026
Staff Member Responsible: Deputy Principal

OUR VISION
'Delivering equity through education, nurture and ambition'

At Gossops Green Primary School, we believe that every child has the right to succeed, to meet their full potential and to understand that high aspiration and dreams are rightfully theirs to own and pursue, whatever their starting point in life might be.

EQUALITY | **EQUITY**



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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 the Local Governing Committee (LGC) 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
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and Responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed persons are **Mrs Freeman, Mrs Shad, Miss Clark** and in their absence, **Mrs Wilson**. 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 7) 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
- Ensuring that first aid accident reports are completed on Arbor the same day, or as soon as is reasonably practicable, after an incident
- Ensuring that First Aid incident reports recorded on Arbor are emailed out to parents/carers shortly before 3pm each day
- Keeping their contact details up to date

Our school's appointed persons and first aiders (along with expiry dates of training) are shared in posters displayed prominently around the school (appendix 1)

3.2 The Local Governing Committee (LGC)

The LGC has devolved responsibility for health and safety matters in the school, to the Principal and staff members.

3.3 The Principal

The Principal is responsible for the implementation of this policy, including:

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

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing first aid reports on Arbor for all incidents they attend to where one of the appointed people (listed above at 3.1) is not called
- Informing the Principal/Deputy Principal or their manager of any specific health conditions or first aid needs

4. First Aid Procedures

4.1 In-school procedures

In the event of an incident resulting in injury:

- 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
- **Minor injuries** - can be treated by any member of staff and should they occur in the classroom, the class teacher or teaching assistant will deal with the issue using the class first aid kit. Minor injuries are small, everyday bumps or scrapes that children may get while playing or learning. These include things like a small cut or graze, a paper cut, a light bump, or a minor bruise. They are simple injuries that can be easily cared for with basic first aid and usually heal quickly without causing lasting discomfort. Minor injuries will not be logged on Arbor – therefore parents/carers will not receive an email
- **Head Injury** – any injury to the head will be assessed by a qualified Two Day trained first aider.
 - The incident will be recorded on Arbor
 - A tamper proof red wrist band attached to the child's wrist to inform the parent/carers.
 - Parents/carers will only be telephoned to be informed of any head injury if it is considered significant and parents may need to take further action
- The first aider, if called, 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
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the office staff or any available adult will contact parents immediately
- The member of staff who dealt with the injury will complete a first aid report online (via Arbor) on the same day or as soon as is reasonably practical after an incident resulting in an injury
- First aid kits will be available on the playgrounds/fields at break and lunchtime for staff to deal with minor issues or for first aid trained to staff to deal with issues referred to them
- Designated iPads are available outside for recording first aid incidents on Arbor – and all class teachers have their own iPads.

4.2 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
- Information about the specific medical needs of pupils
- Access to Parents' contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current first aid certificate on school trips (not classified as local visits) and visits involving EYFS pupils (as required by the statutory framework for the Early Years Foundation Stage).

5. First Aid Equipment

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

- A leaflet with general first aid advice
- Regular and large bandages
- Triangular bandages
- Safety pins
- Disposable gloves
- Water spray bottles
- Plasters of assorted sizes

As well as any EpiPens/auto injector or asthma inhalers if applicable

The school has the following additional first aid equipment on site:

- Defibrillator (inside the main front door on the wall)
- Cold compresses
- Asthma inhalers and spacer
- Auto-Injector/EpiPen
- Child appropriate paracetamol
- Child appropriate antihistamine

First aid kits are stored in:

- The medical room
- Reception office
- Each classroom (in a named class backpack)
- The school kitchens
- School vehicles

6. Record-Keeping and Reporting

6.1 First Aid Reports

- A First Aid report will be completed on Arbor by the member of staff dealing with the incident on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an incident, including: time/location/cause/geographical location of injury/treatment provided, name of staff member who dealt with it and the name of the first aider if it was checked
- First Aid incident reports are emailed home daily by the office, shortly before 3pm
- Red tamper proof wrist bands are put on the wrists of children who have had a bumped head/head injury. Parents have been informed of this procedure in newsletters and the parent handbook.
- Minor injuries (see section 4.1) will not be logged on Arbor – therefore parents/carers will not receive an email
- First Aid records will be retained by the school on Arbor 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.

6.2 Reporting to the HSE

The **TCT Estates Manager** should be notified of any injury resulting in the below injuries, so that the correct reporting procedures (to the HSE) can be followed. Records of injuries of these types will be kept by the Director of Estates, as defined in RIDDOR 2013 legislation.

Injuries of this type must be reported to the HSE via the reporting portal within 10 days of the incident:

- 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 scalping 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 injury).
- Where an injury 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 lifting 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 severe 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:

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

6.3 Notifying parents

Parents will be informed of accidents or injuries sustained by a pupil, that required first aid treatment, (not considered a minor injury – see Section 4.1) on the same day, or as soon as reasonably practicable. This will occur via the incident being recorded on Arbor and being emailed to parents/carers each day. Where possible, staff should inform parents at collection. If there is a significant injury, or emergency services are phoned, parents/carers will be phoned straight away.

Use of asthma pumps will also be recorded on Arbor each time.

7. Training

All school staff may ask 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.

At all times, at least one staff member working in EYFS 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.

8. Monitoring Arrangements

This policy will be reviewed by the Deputy Principal every year. At every review, the policy will be approved by the LGC


9. Links with Other Policies

This first aid policy is linked to the


- Health and Safety Policy
- Visits policy
- Managing Medicines Policy
- TCT – First Aid Policy

Appendix 1: Poster of Trained First Aiders

This is updated as staff are trained/retrained




First Aiders







The Collegiate Trust
Exceptional Education for All

First Responder


















Mr G. Humphrey
05/2027

Advanced Two Day Paediatric First Aiders

				
Mrs V. Wilson 07/2026	Mrs K. Lang 07/2026	Mrs L. Younge 07/2026	Mrs C. Fiveash 07/2026	Mrs C. Boshier 09/2026

First Aiders

							
Miss H Lethbridge 09/2028	Miss J. Everitt 01/2027	Miss K. Knight 11/2027	Miss C Swaine 12/2028	Mrs S. Freeman 12/2028	Mrs S. Brazier 01/2028	Mrs F. Dixon 01/2029	Mrs S. Shad 01/2029

							
Mrs D. Bullen 04/2027	Mrs J. Flynn 11/2027	Ms L. Plumtree 11/2027	Miss A. Hawkins 11/2027	Mrs S. Clarke 11/2027	Miss Z. Clark 11/2027	Miss E. Dunt 11/2027	Mrs N. Winchester 03/2028

Dec. '25