First Aid Policy

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.

Date agreed by Governors	February 2026
Signed on behalf of Governors	J Wilkinson J Wilkinson (Mar 27, 2026 07:14:07 GMT)
Date for next review:	February 2027

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In this policy you will find the following acronyms:

Acronym	Meaning
HSE	Health and Safety Executive
SENDCo	Special educational needs and disability coordinator

1. Aims

1.1 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

2.1 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 assessment, 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

3. Appointed persons and responsibilities

3.1 The school's appointed person is the first aid lead. The first aid lead is 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, if assistance is requested from another first aider
- In the absence of the appointed first aid lead, the leadership team will direct injured or ill children to another qualified first aider
- Filling in a CS2 (Appendix 4) for adults on the same day or as soon as reasonably possible, after an incident
- Ensuring a list of first-aid trained staff members is displayed around the school.

3.2 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; assessing the situation where there is an injured or ill person and providing immediate and appropriate treatment
- Filling in a first aid slip (Appendix 2) for pupils on the same day of the incident
- Ensuring there is an adequate supply of medical materials in their own first aid kits, and replenishing the contents of these kits
- Our school's current First Aiders (Appendix 1) are listed around the school. Their names will be displayed prominently around the school (staff room and medical room & EYFS building).
- In our 2 year old provision, each member of staff will have the required pediatric first aid training.
- In our Nursery/Reception classes at least 1 member of staff in each of the settings will have the PFA (pediatric first aid training).

3.3 Office staff are responsible for:

- Keeping children's contact details up to date
- Organising first aid training for staff
- Keeping records and certificates of first aid trained staff

3.4 Premises manager is responsible for ensuring the school facilities are safe and that any causes of injuries when injuries occur on site are investigated

3.5 The local authority (Lewisham) holds responsibility for health and safety matters in the school but delegates responsibility for the strategic management of such matter to the school's governing body

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

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

- Ensuring that an appropriate number of first aid trained staff 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)

3.8 School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the Headteacher/First Aid lead or their line manager of any specific health conditions or first aid needs

4. First Aid Procedures

4.1 In-school procedures:
In the event of an accident 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. In our 2 year old provision, the child's assigned key worker will be expected to assess the injury and administer first aid accordingly. In the event of staff absence, another member of staff in the provision will assess the injury and administer first aid.
- 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 via the school office. Upon their arrival, the first aider will recommend next steps to the parents
- If the first aider judges that an adult is too unwell to remain in school, next of kin will be contacted.
- If emergency services are called, the office staff will contact parents/next of kin immediately
- The first aider will complete a first aid slip or CS2 on the same day or as soon as is reasonably possible after an incident resulting in an injury

4.2 Off-site procedures

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

- Access to a mobile phone
- Information about the specific medical needs of pupils
- Access to parents/carer contact details – electronically via Arbor or via the school office
- Any medication as mentioned in pupil records on Arbor
- First aid kit
- Risk assessments will be completed by the identified class teacher prior to any educational visit that necessitates taking pupils off school premises.

4.4 In relation to EYFS trips: there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5. Pre Existing Injuries

5.1 Parents are required to inform a member of staff (child's key person if the child is aged 2-4 years old) on arriving at the setting if their child has sustained an injury since their last session with us. The staff member will then complete a pre-existing injury form (shown in Appendix 6) with the parent/carer. If staff see evidence of injury on a child that has not occurred in the setting and has not been reported to any member of staff, parents will be asked for information on the incident and instructed to fill out the appropriate paperwork. If the injury appears serious, then parents will be contacted over the telephone for information. If there is a safeguarding concern, the DSL will be informed.

6. First aid equipment

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

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

- Burns dressings
- Hand Sanitiser/mask

6.2 No medication is kept in first aid kits.

6.3 First aid kits are stored in:

- The medical room
- The school kitchens
- Every classroom
- The premises office

7. Record-keeping and reporting

7.1 First aid and accident reporting for pupils

- An injury on a pupil where first aid has been administered or any injury to the head and face is reportable. This is reported on a first aid slip (Appendix 2). If the injury is of a more serious nature, a CS2 is also completed or the injury reported on Lewisham's H&S portal, B-Safe, see 6.1.16
- A first aid slip and/or CS2 will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury and first aid has been administered
- As much detail as possible should be supplied when reporting an accident. See Appendix 3 for guidance.
- The pink copy of the first aid slip should be given to the parents/carers via their child and the yellow copy should be given to the first aid lead for record keeping

7.2 First aid and accident reporting for adults

- A CS2 must be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury. The first aid lead will report any injuries resulting is hospital visit on Lewisham's H&S portal (B-Safe)
- As much detail as possible should be supplied when reporting an accident
- Copy of the CS2 form will be kept in the staff member's file
- An injury on an adult of a serious nature, is reported on Lewisham's H&S portal, B-Safe, see 6.1.16
- The first aid lead will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation, refer to 6.1.3 (regulations 4, 5, 6 and 7).

7.3 The first aid lead will report injuries resulting in hospital visits/ambulance calls on Lewisham's H&S platform B-Safe. The London Borough of Lewisham is legally required to report the incident to the Health and Safety executive (HSE) within 10 days.

7.4 The first aid lead will report these to the Health and Safety Executive as soon as is reasonably possible and in any event within 10 days of the incident.

7.5 Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
- Fractures, other than to fingers, thumbs and toes
- Dislocation of any major joint including the shoulder, hip, knee, elbow or spine
- 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 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

7.6 Notifying parents
The school will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, This will be via the pink first aid slip and in the event of any head injury or serious injury a phone call and/or message via Arbor will be made

7.7 In our 2-3 year old Nursery provision, parents will be asked to counter-sign the accident/incident slip when collecting their child before the pink slip is handed to them. This is to ensure that the parent has acknowledged that they have been told about the accident or incident.

7.8 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

practical, and no later than 14 days after the incident.

7.9 The Headteacher will also notify Lewisham Council of any serious accident or injury to, or the death of, a pupil while in the school's care.

8. Training

8.1 All school staff are able to undertake first aid training – this ensures John Ball School has an adequate number of first aid trained staff.

8.2 All first aiders must have completed a training course, and must hold a valid certificate of competence to show this.

8.3 The school will keep a register of all trained first aiders, what training they have received and when this is valid until. This is kept centrally by the office manager.

8.4 The office manager will renew employees' first aid training when it is no longer valid.

8.5 In relation to the EYFS department: 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.

8.6 In relation to our EYFS:

In our 2 year provision: Each member of staff who works in the provision will have the required pediatric first aid qualification.

In our Nursery/Reception classes, at least 1 staff member in each setting 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.

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

Dear Parent/Carer, **FIRST AID SLIP** **Office Copy**

Your child _____, in class _____ had an accident in _____ (specify the area)

today at _____ (insert time) They suffered a:

Bump to the head or face		Scratch	
Bump		Graze		Other	

Details: _____

_____

_____

Treatment received

Cleaning of the wound		Plaster/ Bandage		Ice Pack		Other	

For bumped heads: Although no problems were detected at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Blurred Vision
- Drowsiness
- Nausea or vomiting
- Severe headache
- Confusion
- Slurred speech
- Unresponsiveness
- Clumsy, staggering or dizziness
- Bleeding from ears or nose

Contact your GP or the nearest Accident & Emergency department if you notice any of the above symptoms

Completed By: _____ Signature: _____ Date: ___/___/_____

Send Home		Courtesy Call	

Phone Call Home By: _____ Phone Call To: _____ Time: _____

Dear Parent/Carer, **FIRST AID SLIP** **Parent/Carer Copy**

Your child _____, in class _____ had an accident in _____ (specify the area)

today at _____ (insert time) They suffered a:

Bump to the head or face		Scratch	
Bump		Graze		Other	

Details: _____

_____

_____

Treatment received

Cleaning of the wound		Plaster/ Bandage		Ice Pack		Other	

For bumped heads: Although no problems were detected at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Blurred Vision
- Drowsiness
- Nausea or vomiting
- Severe headache
- Confusion
- Slurred speech
- Unresponsiveness
- Clumsy, staggering or dizziness
- Bleeding from ears or nose

Contact your GP or the nearest Accident & Emergency department if you notice any of the above symptoms

Completed By: _____ Signature: _____ Date: ___/___/_____

Send Home		Courtesy Call	

Phone Call Home By: _____ Phone Call To: _____ Time: _____

Appendix 2

HOW TO COMPLETE THE FIRST AID SLIP

The pad has two forms that are carbonated, this means when you write on the top one, it comes through to the second page. The pad up is made up of the following forms:

Top copy (Pink page) – to be given to the parents/carers via their child, communicating what happened

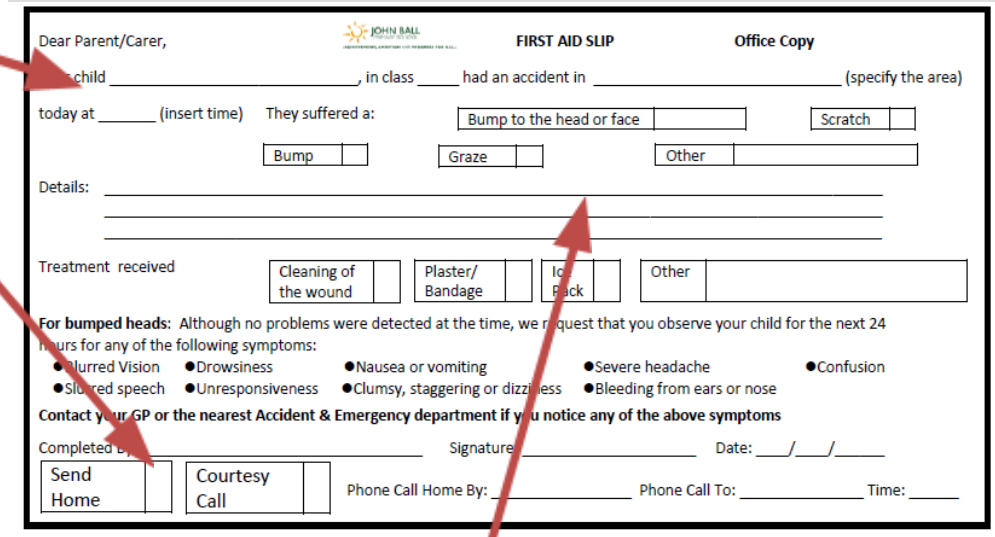
Bottom copy (Yellow page) – to be given to the office for filing

Please complete the form as much as possible, following the guidelines below:

Insert the child's full name and class

Indicate the location where the accident took place.

Insert the time of the accident


Dear Parent/Carer,

JOHN BALL

FIRST AID SLIP **Office Copy**

child _____, in class _____ had an accident in _____ (specify the area)

today at _____ (insert time) They suffered a:

Bump to the head or face | Scratch | Bump | Graze | Other

Details: _____

Treatment received

Cleaning of the wound | Plaster/ Bandage | Ice Pack | Other

For bumped heads: Although no problems were detected at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Blurred Vision
- Drowsiness
- Nausea or vomiting
- Severe headache
- Confusion
- Slurred speech
- Unresponsiveness
- Clumsy, staggering or dizziness
- Bleeding from ears or nose

Contact your GP or the nearest Accident & Emergency department if you notice any of the above symptoms

Completed By: _____ Signature: _____ Date: ___/___/_____

Send Home | Courtesy Call

Phone Call Home By: _____ Phone Call To: _____ Time: _____

As the top copy (pink form) is given to the parents to advise them of the accident, the office will only need to call parents/carers if it is a serious injury or a bumped head.

Pupils will only be sent home, if their injuries are serious and need constant monitoring or are affecting their ability to work.

When completing the 'Details' section, clearly state details of the injury and what first aid was given, not a whole long story of the lead up to the accident.

e.g. whilst playing child B tripped and grazed their knee, or, whilst running child B bumped into another child and bumped their head

If a behaviour issue caused the injury, then this should be recorded on an incident form, to be investigated.

CORPORATE HEALTH AND SAFETY TEAM (CS2)

Lewisham

About the Person involved

Full name of the person involved _____

Male ☐ Female ☐ Date of birth _____

Employee ☐ Contractor ☐ Client ☐ Pupil ☐ Member of the Public ☐

Directorate _____ Employee Number _____

Job Title _____ Service Area _____

Address of incident _____

Place of Work/School _____

Date of Occurrence __/__/__ Time of Occurence __:__

Please tick the box indicating the source of injury

☐ Exposure to or contact with a harmful substance	☐ Slip, trip or fall on same level	☐ Contact with moving machinery or material being machined	☐ Occupational disease or illness	☐ An accident involving a vehicle
☐ Exposure to fire/ explosion or hot material	☐ Fall from a height	☐ Struck by moving, including flying or falling object, person	☐ Fight/Assault ☐ injured by an animal	☐ Repetitive strain or muscular pain, ache ect
☐ Contact with electricity or an electrical discharge	☐ Trapped by something collapsing or	☐ Contact with something fixed stationary or sharp	☐ Injured whilst handling, lifting or carrying	☐ Near Miss
		☐ Asphyxiation	☐ No injuries	☐ Verbal Abuse

About the Person Reporting

Full name and phone number of the person reporting _____

Name of Line Manager _____

About the incident/accident
Briefly describe what happened including type of injury ie, broken bone and part of body injured. Please attach addishonal infomation if required

First day absence _____ **Last day absence** _____ **No lost time** ☐

First Aid ☐ **Medical Treatment** ☐ **Over 24 hrs in Hosp.** ☐ **Major Injury** ☐ **Fatality** ☐

Was it investigated? **Yes** ☐ **No** ☐ **Who investigation** _____

Contact Number _____

Classification This classifies if the injury is subject to **RIDDOR** legislation, and as such must be reported to the Health and Safety Executive. See guidance document http;//www.hse.gov.uk/riddor/index.htm

Action: To Prevent Reoccurence

Sign _____ **Date** __/__/__