



Pear Tree Community Junior School

First Aid Policy

Date of Issue: December 2025

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Policy Owner: Head of School

Approved By:

Governing Body / **Executive Head Teacher**

Date: December 2026

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

Legislation and guidance

- This policy is based on advice from the Department for Education on [first aid in schools](#), [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 1987](#), 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.

Roles and responsibilities

Appointed person and First Aiders

The school has appointed the School Operations Manager Michelle Derbyshire as the first aid lead.

She 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

- After consultation with a member of the SLT, send children home if they are unwell or following an accident
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role

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
- Filling in an accident / incident report on the schools MIS system (Arbor) on the same day, or as soon as is reasonably practicable, after an accident / incident
- Informing the Site Manager and / or Senior Leader if the incident / accident is a result of a health & safety concern / hazard

All staff are first aid trained through the online training system SSS Learning, this is updated annually. Five support staff have 1 full day training through an accredited training provider, this certificate is valid for 3 years.

The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates' operational matters and day-to-day tasks to the Head of School/Executive Head Teacher and staff members.

The Head of School and Executive Headteacher

The Head of School and Executive Head Teacher are 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 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)

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are

- Informing the Head of School or their manager of any specific health conditions or first aid needs

First aid procedures

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, who will then provide the required first aid treatment. This can be done from the place of injury if it is considered minor.
- The first aider, if called, will assess the injury and decide if further assistance is needed from the appointed first aid lead. They will remain with the child / adult until the requested help arrives.
- The first aider / first aid lead will decide whether the injured person should be moved or placed in a recovery position
- If the first aider / lead 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, a member of the admin team will contact parents immediately
- The first aider who dealt with the incident / accident will complete the accident reporting on Arbor on the same day or as soon as is reasonably practical after an incident resulting in an injury
- Parents should always be contacted if a bang or bump occurs to any part of the body over shoulder height. If we are unable to contact parent and the child stays in school then the following steps should be adhered to:
 - Teacher is informed of injury immediately after returning to class
 - Class staff to monitor child until home time
 - Parent/carers are informed at the end of day

Defibrillator

A defibrillator has been installed (wall mounted) in the first aid room which has direct access from the playground. The defib has visual and automated instructions to support staff in its use.

Batteries and pads will be changed on expiry which can be anything between 2-5 years. The first aid lead will be responsible for ensuring these checks and replacing when required. Regular checks are conducted to ensure the equipment is fully operational.

Signage has been placed around school to notify staff and visitors of the defib location.

Anaphylactic Kits

Anaphylactic kits have been installed (wall mounted) in the first aid room and the dining hall, both have direct access from the playground. The key to access the kit is hung at height above the kit box. The company 'Kitt' is responsible for the maintenance and the replacement of the epi pens.

Signage has been placed around school to notify staff and visitors of the Anaphylactic Kit locations

Off-site procedures

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

- A fully charged mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to the Co-Safe app

Risk assessments will be completed by the year group lead / class teacher under the direction of the EVC prior to any educational visit that necessitates taking pupils off school premises. If the Head of School is satisfied that it is safe to do so she will authorise the risk assessment, this must be completed prior to visit taking place.

There will always be at least 1 first aider on school trips or in the event of more than one coach used, 1 for each coach.

First aid equipment

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
- Face masks / covering
- Antiseptic wipes
- Sterile water
- Sick bags
- Plasters of assorted sizes

- Dressings
- Scissors
- Cold compresses
- Burns dressings

No medication is or should be kept in first aid kits. Prescribed medication with authorisation will be held in cold storage if required in the first aid room. Medication is administered in line with the Supporting Pupils with Medical Conditions Policy.

First aid kits are stored in:

- Every classroom
- The first aid room
- The school kitchen

Record-keeping and reporting

First aid and accident record book

- An accident report will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury on the schools MIS system, Arbor
- As much detail as possible should be supplied when reporting an accident within the child's record on Arbor. Every box requires a response and should be completed
- First aid reporting is recorded against the child's name on school MIS system and will follow the child through their education.
- The lead first aid may investigate / write up a report following any incident that requires hospital treatment but is not RIDDOR reportable. This report will be sent to H&S at Nottingham Council for reference

Reporting to the HSE

The Operations 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 Operations Manager / Head of School 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.

School staff: reportable injuries, diseases or dangerous occurrences

- 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 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment
- An accident “arises out of” or is “connected with a work activity” if it was caused by:
 - A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
 - The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
 - The condition of the premises (e.g. poorly maintained or slippery floors)

Notifying parents

The first aider / admin staff will **always** inform parents of any accident or injury sustained by a pupil above the shoulder. Parents will be informed of the treatment given, the circumstance behind the incident and the child’s physical and mental condition.

Reporting to Ofsted and child protection agencies

The Head of School / Executive Head Teacher 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 Head of School/Executive Head Teacher will also notify Transform Trust, Derby City Council child protection agencies and Nottingham City H & S dept of any serious accident or injury to, or the death of, a pupil while in the school’s care.

Training

All school staff undertake basic first aid training annually through the SSS Learning training site. <https://ssscpd.co.uk/education>

First aiders will hold a valid certificate of competence to show what training has been taken. The school will keep a register of all trained first aiders, what training they have received and when this is valid too. A list of first aiders with a 3-year certificate is displayed in the first aid room.

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

Monitoring arrangements

This policy will be reviewed by the Operations Manager every year.

At every review, the policy will be approved by the Executive Head Teacher and Chair of the Governing body

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