





DINGLE COMMUNITY PRIMARY SCHOOL

FIRST AID AND ACCIDENT REPORTING POLICY

(Previously Accident Policy and First Aid Procedures)

Date adopted:	28 th September 2021
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	23 rd March 2023
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Reviewed by:	Governing Body
Signed:	 (Headteacher)
Signed:	 (Chair of Governing Board)
Date:	20 th January 2026

Safeguarding

Dingle Community Primary School fully recognises the contribution it can make to protect children and support pupils in school and beyond. We are fully committed to safeguarding our pupils through prevention, protection and support. We are also committed to actively promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs; the pupils are encouraged to develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain. It is our duty to protect children and young people against the messages of all violent extremism and to prevent terrorism. Any concerns should be referred to the Designated Safeguarding Lead who has local contact details for PREVENT and Channel referrals.

Introduction

First aid can save lives and prevent minor injuries becoming major ones. The school has a moral and legal duty to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

The Department for Education guidance to schools in respect of administering first aid is that:

‘Teachers 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 own children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.’

Schools must meet their statutory duties and ensure that good practice is followed at all times. This policy is designed to ensure that Dingle Community Primary School meets this duty and will ensure that first aid provision from a qualified first aider is available at all times whilst people are on the school premises and also off the premises whilst on school visits. Through this policy, the school has arrangements in place to ensure that they provide emergency first aid treatment for any child or adult on the premises, or off site on a school visit, in any circumstance where this is necessary.

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:

All schools add:

[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 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's trained first aiders 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
 - Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's trained first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

3.2 The local authority and governing board

Dudley Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board 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:

- Ensuring that an appropriate number of trained first aiders 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 (including new staff as part of their induction)
- 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)
- Ensure that the First Aid Policy is communicated to parents, via the school website;

3.4 Staff

School staff are responsible for:

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

- Completing accident reports for all incidents they attend to where a trained first aider is not called
- Ensure they are aware of the children with specific medical needs e.g. asthma, EpiPens, allergies (list provided by DSL)
- Informing the headteacher or their manager of any specific health conditions or first aid needs

3.5 Parents

Parents will:

- be responsible for their child's overall health and ensure the school is informed of any medical conditions.
- It remains parents responsibility to ensure inhalers & EpiPens provided to the school remain in date.

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

Procedures following an accident occurring within the school building

The member of staff in charge should remain at the scene of the accident.

The member of staff in charge should send for a trained first aider for assistance.

If able to, the accredited first aider will encourage the child to leave the classroom and move them to the designated first aid station (year 1 corridor) where treatment will be provided and a log of accident kept via MediTracker.

Procedures following an accident occurring outside the school building – e.g. playground

The member of staff in charge should remain at the scene of the accident.

The member of staff in charge should send for a trained first aider for assistance.

The accredited first aider will ask the child to accompany them (if they able to do so) to the designated outdoor first aid station where treatment will be provided and a log of accident kept via MediTracker.

Procedures for treatment for children with Asthma please refer to Asthma Policy.

If the first aider judges that a pupil is too unwell to remain in school, they will speak to a member of SLT and a decision will be made, and if necessary, parents/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers

If emergency services are called, the school business manager (or administrative assistant in their absence) will contact parents/carers immediately

The first aider will complete an accident report form, via MediTracker, on the same day or as soon as is reasonably practical after an incident resulting in an injury.

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

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 including, at minimum:
- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

Information about the specific medical needs of pupils (stored electronically on Evolve)

Parents/carers' contact details (stored electronically on Evolve)

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the teacher responsible for the offsite visit prior to any educational visit that necessitates taking pupils off school premises.

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 (EYFS). For sporting events, the lead person in charge will confirm with the venue that there will be a first aider present on site for the duration of the event and record this as part of their risk assessment prior to the event taking place. For events where coach transport is provided by school, the school will ensure that a first aider is present.

It is the responsibility of the visit leader/class teacher to ensure that any individual child specific medication, such as inhalers and EpiPens are taken on the trip.

Before leaving school the member of staff in charge of the party must nominate a person who can be contacted in the event of an accident, lateness of a return coach, or other circumstance as may arise.

In the event of an accident occurring the member of staff in charge should contact the Headteacher (or the person in charge in the absence of the Headteacher) and the 'nominated person' at the earliest possible opportunity, to provide information and/or instructions.

5. First aid equipment

A typical first aid kit in our school (at designated first aid stations) will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 Sterile eye wash
- 2 individually wrapped triangular bandages (preferably sterile)
- 1 Microporous tape
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 1 Round edged scissors
- 2 Foil blanket
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

There is also a mini first aid kit in each classroom which includes the following:

- Individually wrapped plasters (assorted sizes)
- PPE – disposable gloves
- Individually wrapped antiseptic wipes

Location of First Aid Equipment

All classrooms, including Nurture and Sensory Hub, have a small kit containing plasters to deal with minor injuries in teaching areas. The administrative assistant is responsible for ensuring that this is kept replenished on a half termly basis.

A designated first aid station is situated along Year 1 corridor. A full first aid kit, allergy and medical information folder will be stored in a locked cupboard under the sink.

Each phase group – Foundation Stage, Key Stage 1 and Key Stage 2 have First Aid kits which are used at playtimes.

There is also a first aid kit, defibrillator and bleed kit stored in the main office (to be used in an emergency evacuation)

Location of first aid stations

The indoor first aid station is located along year 1 corridor.

EYFS Outdoor first aid station is located on the EYFS playground

Key Stage 1 first aid station is located by the buddy bench outside year 1 classroom

Key Stage 2 first aid station is located by the buddy bench on KS2 playground.

A freezer is located in the Learning Hub. There will be a minimum of 6 ice packs available for use.

At playtimes, the designated first aiders will collect icepacks and store these in their portable bag for use at the outdoor first aid station if required.

A digital thermometer is stored in the main school office.

All staff are responsible for ensuring the boxes are kept well stocked, reporting any shortages to one of the designated first aiders.

First Aid boxes are monitored half termly by the designated first aiders.

Designated first aiders are assigned on a rota basis by the Headteacher.

6. Record-keeping and reporting

6.1 First aid and accident recording via MediTracker

An accident form will be completed on MediTracker by the first aider 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 accident

An email will be sent to parents, via MediTracker, detailing type of injury and treatment given.

For any accidents which result in hospital treatment, a separate accident form will be completed and sent to Dudley Local Authority by the school business manager.

Records held securely on MediTracker 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 deleted.

6.2 Reporting to the HSE

The school business manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The school business manager will report these to the HSE, via Dudley Local Authority, as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:

Covers more than 10% of the whole body's total surface area; or

Causes significant damage to the eyes, respiratory system or other vital organs

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

Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the school business manager (via Dudley Local Authority) will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

Carpal tunnel syndrome

Severe cramp of the hand or forearm

Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach

Hand-arm vibration syndrome

Occupational asthma, e.g. from wood dust

Tendonitis or tenosynovitis of the hand or forearm

Any occupational cancer

Any disease attributed to an occupational exposure to a biological agent

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)

All of the above will be reported to Dudley Local Authority.

6.3 Notifying parents/carers (all years)

All children who receive first aid will have an electronic first aid form completed, on MediTracker, which includes details of date and time of accident/incident, the first aid administered, and will be signed by the person who administered the first aid. The form will be emailed to the parent/carer by the end of the school day.

Concerns after an injury may result in a member of the office staff phoning the parent/carer and the parent/carer being given the opportunity to visit school to see the child. In certain circumstances, the parent will decide to take them home or be requested to do so by the school. It may be that the school will advise the parent/carer to seek medical advice.

Serious injuries/severe medical conditions will necessitate a 999 call for an ambulance and this telephone call will take first priority. In any such event, the priority will be in providing this to the child, with the parent being contacted as soon as a second adult is present to do so. In this case, office staff will print out the child's details including home address and doctor's details. The parent/carer will be phoned after the ambulance has been requested and, depending on their availability, will accompany the child in the ambulance if they can get to the school site/school visit location before the ambulance is ready to leave. Where the parent/carer is not able to get to the school site/school visit location before the ambulance needs to leave for the hospital, an Appointed Person will accompany the child in 'loco parentis' and stay with the child until such time as the parent/carer arrives at the hospital to be with them.

7. Training

All staff are provided with online training in basic first aid through <https://training.ssscpd.co.uk>.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school keeps a register of all trained first aiders, what training they have received and when this is valid until.

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 reviewed by the Headteacher every two years.

At every review, the policy will be approved by the full governing board.

9. Links with other policies

This first aid policy is linked to the:

Health and safety policy

Policy on supporting pupils with medical conditions

Asthma policy

Appendix 1: list of Paediatric First Aid at Work qualified staff

STAFF MEMBER'S NAME	ROLE	LOCATION IN SCHOOL
Daisy Caine	Learning Support Practitioner	Sensory Hub
Natasha Evans	Learning Support Practitioner	EYFS
Chloe Hadlington	Learning Support Practitioner	Main school
Lisa Hall	Business Manager	School office
Josette James	Learning Support Practitioner	EYFS
Stephannie Jones	Learning Support Practitioner	Main school
Michelle Jones-Pickett	Learning Support Practitioner	Main school
Della Perry	Learning Support Practitioner	Main school
Ann Shepherd	Learning Support Practitioner	Main school
Charlotte Yarnall	Learning Support Practitioner	Sensory Hub

List of Emergency First Aid at Work qualified staff

STAFF MEMBER'S NAME	ROLE	LOCATION IN SCHOOL
Stephen Wheeler	Site Manager	Main school

List of First Aid at Work qualified staff

STAFF MEMBER'S NAME	ROLE	LOCATION IN SCHOOL
Gail Wheeler	Learning Support Practitioner	Main school