

St. John's Church of England Infant and Nursery School



First Aid Policy

Statement of Intent

As a church school everything we do is rooted in our Christian values. At St. John's we teach the children about these core values:

Love, respect, honesty, forgiveness, friendship, courage, cooperation, peace, perseverance, trust, patience and understanding.

This is reflected in all our relationships between staff, children, parents, governors and the local community. It is reflected in how we teach, what and how our pupils learn within and beyond the classroom.

These values are fundamental in the implementation of this policy to ensure that we maintain our distinctive Christian character of which we are proud.

First Aid Policy	
Written by:	Lana Gillam
Date:	01.04 2026
Approved by:	LGB
Date:	30.04.26
Review frequency:	Annual
Target Audience:	All Stakeholders

The governing body shall conduct the school with a view to promoting high standards of educational achievement. St John's CE Nursery and Infant School is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

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 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

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

Roles and Responsibilities

St John's Infant and Nursery School has an Early Years Foundation Stage provision, we ensure that all of our Support Staff hold a Paediatric First Aid Certificate. For the purpose of this policy when referring to the 'first aider' this means a person who holds a Paediatric First Aid Certificate. Appointed person(s) and first aiders responsible for administering first aid in school currently are :

Name:	Surname:	Exp Date:
Lynn	Bennellick	24/02/2027
Angela	Woods	08/01/2029
Laura	Ryle	30/09/2028
Teresa	Lloyd	30/09/2028
Victoria	Golzey	30/09/2028

Joanna	Coots	04/06/2027
Jackie	Reed	04/06/2027
Charlotte	Presley	04/06/2027
Heather	Thompson	08/01/2029
Helen	Cordiner	08/01/2029
Michelle	Holland	13/11/2028
Su	Lynas	08/01/2029
Emma	Grant	25/06/2028
Beth	Whitaker	04/06/2027
Taylor	Ellis	30/06/2028
Nichola	Spurr	17/05/2027

The person responsible for:

- Taking charge when someone is injured or becomes ill is the Headteacher with support of a first aider.
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits is Mrs Cordiner.
- Making sure that an ambulance or other professional medical help is summoned when appropriate is Mrs Gillam.
- Sending pupils home to recover, where necessary is Mrs Gillam
- Keeping their contact details up to date Mrs Kauffer.

First aiders are trained and qualified to carry out the role 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 report on the same day as, or as soon as is reasonably practicable, after an incident (see the Appendices 1 and 2).

Our school's first aiders are listed above. Their names are displayed prominently around the school site.

The Local Authority and Governing Board

Hertfordshire County Council 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 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.

The Headteacher

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

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times and when relevant accompany a school visit.
- 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.
- Ensure all staff, including catering staff are aware of those children and staff who need special provision eg: Nut allergies, asthma.

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Completing accident reports for all incidents they attend to.
- Informing the Headteacher 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 (if this member of staff is not a qualified first aider) seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- 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 appointed person (Headteacher) involved will contact parents immediately after / direct the office to call.
- The first aider will complete an accident report form on the day of the incident or as soon as possible on the next working day if it is not practical to complete on the day of the incident.

Off-site procedures

When taking pupils off the school premises, staff will make sure that they always have the following:

- Personal mobile phone to use to communicate with the school or the emergency services.
- A green grab bag 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
- Parents/carers' 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 1 first aider on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

First Aid Stations

First Aid Stations are located in the following areas:

- On the main playground outside Maple Class.
- In the Dining room

First aid kits must not be removed from these First Aid Stations

In addition to this, each class contains a first aid green grab bag, tissues, sick bowls, gloves, which are kept in the dining room first aid cupboards. Ice packs are kept in the dining room freezer and bodily fluid powder in the dining room First Aid Station.

First aid green grab bags from the classroom can be taken outside for outdoor activity or on educational visits.

Mrs Cordiner is responsible for ensuring that First Aid cupboards, Red Emergency kit bags, Critical Emergency bags (see Appendix 3) as well as stations are stocked with appropriate items.

First aid equipment – appendix 4

A typical first aid kit in our school, recommended by HSE 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 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits, all medication is stored in the First Aid cupboard in the dining room or if refrigerated in the office fridge.

First aid grab bags are stored in:

- Reception (at the desk)

- The school hall
- Dining Room
- Outside Maple classroom
- All classrooms by the teacher cupboard.

Emergency Inhalers/Defibrillator/A&I/Emergency Medicine

An emergency inhaler, epi-pen and a defibrillator are located in the dining room. Staff are asked not to remove these items for educational visits.

The Red Emergency kit bag and Critical Emergency bag are located in the cupboard outside the school office.

A school epi –pen is must only be administered if staff are advised to do so by the emergency services.

Auto-Adrenaline Injectors are also to be taken on educational visits.

Record-keeping and Reporting

Appendix 5 – Reporting to parents poster and Appendix 6 – calling 999 will be visible in all first aid areas and the office.

First Aid and Accident Record Log

- For minor accident the first aider will record this in the logbook folder (Appendix 1), following the injury. The folder is kept in the First Aid station outside Maple classroom. For all other accidents the first aider will complete an accident form (Appendix 2).
- As much detail as possible will be supplied when reporting an accident, including all of the information included in the accident form on Appendix 2
- For accidents involving appendix 2 to be completed, a copy of the accident report form will also be kept in the school office in the 'Accident Folder'.
- Records held in the First Aid logbook folder and accident folder 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.

Reporting to parents

Should the incident be serious parents will be contacted immediately. If a child has to attend hospital, a health and safety accident form must be completed by the member of staff who witnessed the accident.

The class teacher will inform parents/carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. This will be via email or conversation at the end of the day. Parents/carers will also be informed if emergency services are called.

Information sent to Parents:

Bump to Head – Minor Incident

If a child has a minor bump to the head and is asymptomatic (no bruising, swelling, dizziness, headache, nausea, or vomiting), the following steps will be taken:

- A First Aider will assess the child.
- A cold compress will be applied.
- A first aid slip will be completed.

- Following the incident, the office will email the parent to notify you. **You do not need to call the office as this is a minor bump.**
- The child will receive a **red wristband** as a reminder for staff and parents to monitor them.
- The incident will be reported to their teacher/adult in class.
- First aid slip will be given to parent/ carer at the end of the day.

Minor Head Injury – No Loss of Consciousness

If your child shows mild symptoms such as nausea, a mild headache, dizziness, or a small - large bump, graze, bleeding we will:

- A First Aider will assess the child.
- A cold compress will be applied, and 1st aid administered.
- A first aid slip will be completed.
- The child will receive a **red wristband**.
- Staff will observe the child and restrict physical activities (e.g., no PE).
- Parent/ carers called immediately to informing them of the incident and offered the option to assess the children.
- Parents/ carers will be provided a first aid slip.

Severe Head Injury – Loss of Consciousness or Concerning Symptoms

If a child experiences serious symptoms, such as unconsciousness, seizures, slurred speech, or vision problems, we will:

- Call 999 for emergency medical help.
- Contact the parents/ carers immediately.
- Keep the child under constant supervision by a First Aider and senior staff.
- Report the incident following school procedures.

As with all head bumps if you or the school are concerned, we will contact 999. <https://www.nhs.uk/conditions/head-injury-and-concussion/>

Any minor other incident where a child has received basic first aid, the class teacher for support staff will inform the parents at the end of the school day verbally or over the phone.

Reporting to the HSE

The Office 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 Office Manager will report these to the HSE 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 Headteacher 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)
- The condition of the premises (e.g. poorly maintained or slippery floors).

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>

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

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

Training

All support staff at St John's Infant and Nursery are required to undertake paediatric first aid training.

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.

Staff are required to renew their first aid training before it is no longer valid. Paediatric First Aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework is updated at least every 3 years.

Links

This first aid policy is linked to:

- Health and Safety Policy
- Policy on supporting pupils with medical conditions
- Safeguarding Policy



Appendix 2: Accident Report Form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred.			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

Appendix 3

Red Emergency Kit bags – to be taken on all trips off site. Stored in in the First Aid Cupboard in the dining room



Contents

- eyewash solution
- cold pack
- first aid guidance leaflet
- 4 first aid dressings 12 x 12 cm
- 3 first aid dressing 18 x 18 cm
- 3 triangular bandage
- 3 first aid eye dressing
- 60 washproof plasters
- 30 cleansing wet wipes
- micro-porous tape 2.5 cm
- 9 pairs of examination gloves
- 3 first aid finger dressings
- 1 face-shield
- 2 foil emergency blankets
- 2 Cooltherm dressing 10 x 10cm
- 1 clothing shears
- 2 conforming bandage


Critical Incident bag - stored in the cupboard off the office.

Contents

- 1 Carry holdall / armband incident controller
- 1 wind up AM/FM radio
- 1 LED torch
- 1 Megaphone with batteries
- 20 Foil first aid blankets
- 2 High visibility vests
- 10 Emergency glow sticks
- 1 hazard tape
- 2 disposable respirator masks
- 1 Clipboard with labels
- 2 Permanent markers
- 1 Pair work gloves / 1 protective goggles
- 8 hand sanitising wipes
- 1 Multi-Function pocket tool
- 1 emergency food ration 500g
- 1 emergency drinking water ration 500ml
- 2 Safety whistles
- 1 Notebook with pencil
- 1 First Aid Kit conforming to British Standard
- first aid guidance leaflet

	<ul style="list-style-type: none"> ○ 6 sterile first aid dressings 12 x 12 cm ○ 4 sterile first aid dressing 18 x 18 cm ○ 2 burn dressing 10 x 10 cm ○ 4 eye pad dressings ○ 2 conforming bandage 7.5 cm x 4 m ○ 4 triangular bandages ○ 100 washproof plasters ○ 40 sterile wipes ○ 1 microporous tape 2.5 cm ○ 12 pairs of nitrile gloves ○ 4 finger dressings ○ 2 face shield for mouth to mouth ○ 3 foil blankets ○ 1 universal shears
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Appendix 4 : First Aid Experiment – check to make sure in date.

 Aprons	 Gloves	 Tape Scissors and Tweezers	 Wipes	 Ice Pack	<table border="1" data-bbox="1182 898 1342 965"> <thead> <tr> <th>Accident Form Serial Number (if any)</th> <th>Date of Treatment</th> <th>Employee Name</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> Accident Papers	Accident Form Serial Number (if any)	Date of Treatment	Employee Name												
Accident Form Serial Number (if any)	Date of Treatment	Employee Name																		
 Eye Pads	 Eye Wash/Drops	 Triangular Bandages	 Trauma Fix	 Foil Blankets	 Reinforced Skin Strips															
 Small Bandages	 Stero Pad	 Finger Bobs	 Face Shield	 Burn Dressing	 Spillage Compound															
 Hypoallergenic Tape	 Small Plasters	 Medium Plasters	 Large Plasters	 Sick Bowl																

Calling Parents – Top Tips!

- **BUMPED HEAD LARGE VISIBLE BUMP** – parents may want to see and assess
- **ANY BITE/STING** – parents need to tell us if they have been bitten/stung before. They may want to come in and administer some anti-histamine
- **VOMITING** – parents need to take child home
- **NOSE BLEED** – if longer than 30 mins parents need to come and assess
- **SUSPECTED BREAK/SPRAIN/STRAIN** – parents to assess any swelling
- **GENERAL DISTRESS AFTER A FALL/ACCIDENT** – parents may need to come and assess
- **RASHES** – parents need to provide more information to us or assess themselves
- **BURNS** – parents must be informed
- **ASTHMA** – parents informed if inhaler has been used more than three times in a day. If attack, see ‘Calling 999’
- **EYE INJURY** – inform parents if eye is bloodshot/swollen after injury

Calling 999

- **HEART ATTACK** – sit casualty comfortably against wall. Call 999
- **SHOCK** – casualty has loss of blood/fluid from injury. Pale, cold, clammy. Raise legs. Call 999
- **UNCONSCIOUS, BREATHING** – check ABCD. Call 999, recovery position
- **UNCONSCIOUS, NOT BREATHING** – check ABCD, start CPR, call for Defib, call 999
- **OBVIOUS BREAK/SPRAIN/STRAIN** – avoid moving casualty unless airway is compromised. Call 999
- **SEIZURE** – if first one or over 5 minutes. Call 999
- **RASHES** – if vital signs deteriorate rapidly call 999
- **BURNS** – if deep burn and/or casualty is going into shock. Call 999
- **ASTHMA** – if no improvement after inhaler treatment or first attack or casualty becomes exhausted. Call 999
- **HEAD INJURY** – if casualty vomits, call 999