



**Boxgrove Lane, Guildford, Surrey GU1 2TD**

Co-Headteachers:

Mrs A Fitch BA (Hons) QTS NPQH

Mrs R Stacey BA (Hons) QTS NPQH

## **FIRST AID POLICY**

At Boxgrove we want every child to:

- Love learning
- Find their strengths and talents
- Achieve more than they thought possible.

# 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 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 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 has 4 First Aid at Work first aiders, 10 Emergency Paediatric First Aiders., 3 Life Saving and 21 trained Paediatric First Aiders. 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
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date.

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

### **3.2 Learning Partners Academy Trust and the Local Governing Body**

Learning Partners Academy Trust have 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 body

The governing body 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 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 relevant accident reports for all incidents they attend to where a first aider is not called
- Reporting to the School Business Manager any 'near misses'
- Informing the Headteacher of any specific health conditions or first aid needs they have.

## **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
- 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 Headteacher or if not available the School Administration team will contact parents immediately
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical 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:

- 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 lead member of staff prior to any educational visit that necessitates taking pupils off school premises and placed on Evolve.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits in EYFS.

There will always be at least one first aider on school trips and visits in Key Stage 1 and 2.

## **5. 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

- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The main office
- All classrooms
- Mid-Day Supervisor Lunchtime Boxes

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- Parents are notified via Studybugs of any head bumps or injury that needs further attention by the parent/carer
- Parents are not notified if very minor first aid is administered i.e., grazes, bruises etc that need a wipe / or plaster
- A Surrey County Council Incident Reporting online form will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury need further medical assistance i.e., hospital
- As much detail as possible should be supplied when reporting an accident.
- A record is kept by the school administrative team centrally for all SCC Forms submitted
- Records held on Studybugs 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, an A1RS 1 form will be kept until the child is 21 years old. Incidents will be held by the school and archived termly.

### **6.2 Reporting to the HSE**

The Headteacher 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 Headteacher 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.

Reportable injuries, diseases or dangerous occurrences 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)
- 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.
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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>

### **6.3 Notifying parents**

The School Office, Classteacher or Teaching Assistant will inform parents 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 shared via Studybugs or be telephone.

### **6.4 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 local authority child protection agencies (CSPA team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

All school staff are able 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.

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

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. Monitoring arrangements**

This policy will be reviewed by the Headteacher in conjunction with the Local Governing Body annually.

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

## **9. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Sickness and Administration of Medicines policy
- Supporting pupils with Medical Needs policy.

## APPENDIX 1

		Renewal		
<b>FIRST AID AT WORK</b>				
Dickinson	Ian	30/11/2025	SBM	Ext 204
Fitch	Alison	30/11/2025	Headteacher	Ext 212
Rosson	Janet	05/01/2026	Admin/SEN	Ext 258/210
Willmott	Kelly	04/05/2026	Admin	Ext 202
<b>EMERGENCY PAEDIATRIC FIRST AID</b>				
Bailey	Chantelle	10/03/2025	ML	
Dean	Charlie	20/09/2026	Yr5	
Eagle	Mel	20/09/2026	Yr1	
Hanks	Gabby	20/09/2026	Yr3	
Hind	Natalie	10/03/2025	Yr3	
Kern	Claire	20/09/2026	Yr1	
Killick	Alistair	10/03/2025	Yr6	
Mackay	Sarah	20/09/2026	Yr5	
Watts	Sophie	10/03/2025	Yr4	
Wiggins	Paige	20/09/2026	Yr6	
<b>PAEDIATRIC FIRST AID</b>				
Ahsan	Najim	01/05/2024	Grovers/MDS	
Arsenieva	Irina	01/05/2024	Grovers/MDS	
Baldwin	Lorna	01/05/2024	HLTA Yr2/Grovers/MDS	
Banks	Katie	31/03/2026	Grovers	
Begum	Shabana	19/11/2025	Grovers Grovers/HLTA/Forest	
Chambers	Mary	07/07/2024	School	
Chuter	Laura	19/11/2025	YrR	
Cooper	Helen	01/05/2024	Year 3	
Drain	Christina	25/03/2025	Grovers	
Dvorska	Henrieta	01/05/2024	Grovers	
Etheridge	Mandy	31/03/2026	Grovers/MDS	
Jones	Chelsea	19/11/2025	Year 4	
Lees	Tess	09/01/2025	Yr5	
Leung	Mei	19/11/2025	Yr3	
Malhotra (Bhandari)	Parul	19/11/2025	HLTA Yr3/Grovers/MDS	
Martin-Brown	Claire	01/05/2024	Grovers	
Mhani	Rania	05/09/2025	Admin	Ext 201
Sharp	Olivia	01/05/2024	Year4 HLTA	
To	Fan	19/11/2025	Grovers	
Wilkes	Sophie	19/11/2025	Grovers/MDS/YrR	
Wright	Emma	01/05/2024	Grovers	
<b>LIFE SAVING</b>				
Gurney	Natalie	14/12/2024	Swim	Ext 206
Illingworth	Natalie	14/12/2024	Swim	Ext 206
Tait	Sarah	14/12/2024	Swim	Ext 206



