



**SAXON WAY**  
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PRIMARY SCHOOL

## First Aid Policy

Last Reviewed: January 2026  
Next Review Due: January 2027

Reviewed Annually

## Introduction

The Governing Body and Head of Saxon Way Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governing Body are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

## Aims of the policy

The aims of this policy are:

- To place a duty on the Governing Body to approve, implement and review the policy.
- To place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- To record all occasions when first aid is administered to employees, pupils and visitors.
- To provide equipment and materials to carry out first aid treatment.
- To make arrangements to provide training to employees, maintain a record of that training and review annually.
- To establish a procedure for managing accidents in school which require First Aid treatment.
- To provide information to employees on the arrangements for First Aid.
- To undertake a risk assessment of the first aid requirements of the school.

## Arrangements for First Aid

Materials, equipment and facilities.

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools'.

The locations of First Aid Kits in school are:

- Medical Room
- School Hall
- Dining Hall
- Wellbeing Centre
- Kitchen
- All classrooms
- Carried by staff on lunch and play duties

A number of transportable First Aid kits are available for school trips etc. from the main office.

The contents of the kits will be checked on a regular basis by designated staff.

Medication for named individuals will be kept in the medical box in the classroom or in the office.

Appointed persons for First Aid are listed in the main office.

## Automated External Defibrillators (AEDs)

- **Provision:** In line with the 2023 Department for Education rollout, the school has at least one AED on-site to provide life-saving support in the event of a sudden cardiac arrest.
- **Location:** The AED is located in [Insert Location, e.g., the Main Office / Sports Hall]. It is clearly signposted and accessible to all staff and visitors.
- **Usage:** The AED is designed to be used by anyone, including those without formal training. The device provides voice and visual prompts to guide the user. However, the school will provide awareness training to all staff and include AED use in the First Aid curriculum for pupils.
- **Emergency Procedure:** In the event of a suspected cardiac arrest, 999 must be called immediately. The AED should be brought to the casualty as quickly as possible.
- **Registration:** The school's AED is registered on 'The Circuit' (the national defibrillator network) to ensure local emergency services are aware of its location and availability.

## Off-site activities

At least one first aid kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers, EpiPen's etc., and emergency contact details. A person who has been trained in first aid will accompany all off site visits.

## Information on First Aid arrangements

The Head Teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in first Aid.
- The location of First Aid kits.

In addition, the Head Teacher will ensure that up to date lists are kept in the office, providing the following information:

- Names of employees with first aid qualifications.
- Location of first aid boxes.

All members of staff will be made aware of the school's first aid policy.

## Accident Reporting

- Under RIDDOR 2013, the school will report the following to the HSE:
- **Specified Injuries to Employees:** These include fractures (other than to fingers, thumbs, and toes), amputations, any injury likely to lead to permanent loss of sight or reduction in sight, and any crush injury to the head or torso causing damage to the brain or internal organs.
- **Over-Seven-Day Injuries (Employees):** Accidents where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident). These must be reported within 15 days of the accident.
- **Internal Recording:** Accidents that result in an over-three-day injury to an employee must still be recorded in the school's accident book, even if they do not require a report to the HSE.

- Non-Employees (Pupils & Visitors): Injuries to pupils or visitors must be reported if they result from a work-related accident and the person is taken directly from the school to a hospital for treatment

The Governing Body will implement the Local Authority's procedures for reporting:

- all accidents to employees
- all incidents of violence and aggression.

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident that requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital

For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

Where a pupil has an accident it will be reported to the Local Authority.

All accidents to non-employees (e.g.) visitors, which result in injury, will be reported to the authority.

## Pupil accidents involving the head

The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a 'First Aid' letter will be sent home to the child's parents or guardians.
- Letters kept in the classrooms. The accident book is kept in the office.

## Transport to hospital or home

- The Head Teacher will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Head Teacher will arrange to contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Head Teacher may decide to transport the pupil to hospital escorted by staff.

Where the Head Teacher makes arrangements for transporting a child then the following points will be observed:

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- Only staff cars insured to cover such transportation would be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- A second member of staff will be present to provide supervision for the injured pupil if the parent is not available