# Barnett Wood Infant School

# First Aid Policy 2026-27

Barnett Wood Infant School
213, Barnett Wood Lane,
Ashtead KT21 2DF

# Barnett Wood Infant School

# Policy Impact Statement and Updates

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| **Policy:** | First Aid Policy |
| **Date of review:** | May 2026 |
| **Reviewed by:** | Anne Gibbard |
| **Governor/s responsible:** | Paul Tylor / James Sutcliffe |
| **Status / date of next review:** | Annual - May 2027 |

**How well has the policy achieved its purpose and outcomes?**

The policy has ensured the safety and well-being of both children and staff by providing immediate and effective first aid response to any injuries or medical emergencies that may occur on school premises. It complies with statutory requirements and guidelines, such as those outlined in the Early Years Foundation Stage Framework (September 2025) and Health and Safety (First Aid) Regulations 1981.

It has ensured that the school meets the necessary standards for health and safety, thereby reducing the risk of legal liabilities. The policy enables us to foster a safe and secure environment for children, staff, and visitors by having clear procedures and trained personnel ready to handle medical emergencies.

It also reassures parents and guardians that their children are in a safe environment where their well-being is a priority.

**Updates and/ or changes to policy:**

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| May 2026 | EYFS September 2025 paediatric first aid and safer eating expectations added.<br>OSHENS reporting responsibilities clarified.<br>First-aider list and training expiry dates updated. |
| May 2025 | List of First Aiders updated |
| May 2024 | List of First Aiders updated<br>No other changes to policy |

*We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils and or staff with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.*

# First Aid Policy 2026-27

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# Barnett Wood Infant School

# First Aid Policy 2026-27

## 1. First Aid Policy Statement

The Governors and Headteacher of Barnett Wood Infant 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. We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, where incidents are reportable. The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

## 2. Statement of First Aid organisation

The school's arrangements for carrying out the policy include the following principles:

1. It is the duty of the Governing Body to approve, implement and review the policy.
2. It is the duty of all employees to take care of themselves and the children of the school.
3. We will record and where appropriate investigate all accidents.
4. We will record all occasions when first aid is administered to employees, pupils and visitors through our Accident Book. Any accident involving a person or child attending hospital support must be recorded through Surrey online reporting system and reviewed as appropriate. (OSHENS)
5. The Headteacher, or delegated senior leader, will ensure that relevant incidents are recorded on OSHENS and will determine whether the incident also meets RIDDOR reporting criteria.
6. The School will provide equipment and materials to carry out first aid treatment.
7. The School will make arrangements to provide training to employees, maintain a record of that training and review annually.
8. Establish a procedure for managing accidents in school which require First Aid treatment.
9. Provide information to employees on the arrangements for First Aid.

## 3. 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

## 4. 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, 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
- 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

## 5. Roles and responsibilities

### 5.1 Appointed person(s) and first aiders

The school's appointed first aid leaders 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 appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### 5.2 The local authority and governing board

Surrey 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 delegates operational matters and day-to-day tasks to the headteacher and staff members.

### 5.3 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)

### 5.4 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 (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## 6. First aid procedures

### 6.1 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 the 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 office staff will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- In line with the EYFS statutory framework, the school will ensure that paediatric first aid cover is available for EYFS children on site and on outings, and that any early years students, trainees or apprentices are only counted in ratios where they meet the relevant EYFS paediatric first aid requirements.
- Staff supervising snacks, lunches or other eating activities will be aware of children's allergies, choking risks and individual care plans. Where a child is choking or has a suspected allergic reaction, staff will seek immediate support from a first aider and emergency services will be contacted where required.

### 6.2 Off-site procedures

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

- A school 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
- Parents' contact details

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 educational visit leader 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.

## 7. First aid equipment

A typical first aid kit in our school 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, however the school has emergency medication such as asthma inhalers, adrenaline auto-injectors or prescribed medication is managed under the Supporting Pupils with Medical Conditions Policy.
- First aid kits are stored in:
    - School office
    - Classrooms
    - The servery
    - The swimming pool

- Portable first aid kit for playground/field

## 8. Record-keeping and reporting

### 8.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff 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, including all of the information included in the accident form at appendix 2
- The record should be readily accessible, and details recorded should include:
    - date, time and place of incident
    - name of injured or ill person
    - details of the injury or illness
    - details of what first aid was given
    - what happened immediately after the incident (for example, went home, went back to class, went to hospital)
    - name and signature of first aider or person dealing with the incident
- Records held in the first aid and accident book 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.

### 8.2 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 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 [job title of relevant member of staff] 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 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)

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

### 8.3 Notifying parents

The office staff will inform parents of any serious accident or head injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

### 8.4 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 Surrey Safeguarding Children Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 9. 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 (see appendix 3).

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 which 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 annually.

At every review, the policy will be approved by the Headteacher and Governing body.

## 9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Safeguarding Policy
- Attendance Policy
- Risk assessment policy
- Supporting pupils with medical conditions policy

## Appendix 1: list of trained first aiders

| STAFF MEMBER'S NAME | ROLE | FIRST AID TRAINING | DATE | VALID UNTIL |
|---|---|---|---|---|
| Ashlie Morris | LSA | Paediatric First Aid North East Surrey Training | 23.05.2025 | 22.05.2028 |
| Anne Gibbard | HT | Paediatric First Aid North East Surrey Training | 23.05.2025 | 22.05.2028 |
| Anita Outram | OFFICE | Paediatric First Aid North East Surrey Training | 23.05.2025 | 22.05.2028 |
| Nicki Manders | HLTA | Paediatric First Aid North East Surrey Training | 23.05.2025 | 22.05.2028 |
| Fiona Gregory | TEACHER | Paediatric First Aid North East Surrey Training | 04.12.2025 | 03.12.2028 |
| Tanya Stone | LSA | Paediatric First Aid North East Surrey Training | 04.12.2025 | 03.12.2028 |
| Andreea Bojila | LSA | Paediatric First Aid North East Surrey Training | 04.12.2025 | 03.12.2028 |
| Becky Clements | TEACHER | Paediatric First Aid North East Surrey Training | 04.12.2025 | 03.12.2028 |
| Lisa Murphy | OFFICE | Paediatric First Aid North East Surrey Training | 04.12.2025 | 03.12.2028 |
| Lucy Chamberlain | LSA | Paediatric First Aid North East Surrey Training | 04.12.2025 | 03.12.2028 |
| Julia Rowlinson | LSA | Paediatric First Aid North East Surrey Training | 04.12.2025 | 03.12.2028 |
| Rebecca Charlton | TEACHER | Paediatric First Aid North East Surrey Training | 22.05.2026 | 21.05.2029 |
| Gillian Reid | LUNCH/AFTER SCHOOL CLUB | Paediatric First Aid North East Surrey Training | 22.05.2026 | 21.05.2029 |
| Victoria Worvell | LUNCH/AFTER SCHOOL CLUB | Paediatric First Aid North East Surrey Training | 22.05.2026 | 21.05.2029 |
| Kaori Tybura | LUNCH/AFTER SCHOOL CLUB | Paediatric First Aid North East Surrey Training | 22.05.2026 | 21.05.2029 |
| Lynda Thorn | OFFICE | Paediatric First Aid North East Surrey Training | 22.05.2026 | 21.05.2029 |

## 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 | |