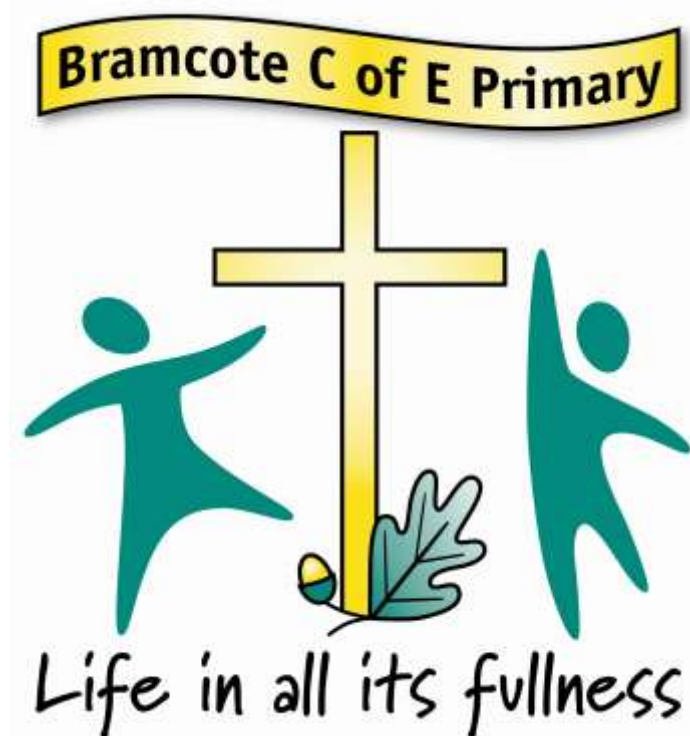


BRAMCOTE C OF E PRIMARY SCHOOL



FIRST AID & ACCIDENT REPORTING POLICY JULY 2026

FIRST AID & ACCIDENT REPORTING POLICY

Introduction

First aid can save lives and prevent minor injuries becoming major ones. At Bramcote C of E Primary school we have 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 Bramcote C of E 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.

Aims:

- To provide effective first aid support for all pupils, staff and visitors;
- To ensure that all pupils, staff and visitors are aware of their roles and responsibilities in relation to first aid and the procedures in place;
- To promote the awareness of health & safety in school and on trips in order to reduce the risk of illness or injury.

Responsibility

The Governing Body will:

- under the Health & Safety at Work Act 1974 ensure that a Health & Safety Policy is in place and regularly monitored;
- ensure that adequate first aid provision is available;
- monitor and respond to all matters relating to the health & safety of all persons on the school premises;
- ensure adequate insurance arrangements are in place;
- ensure that new staff are made aware of the first aid policy and arrangements;
- ensure that the first aid policy and any associated risk assessments are regularly reviewed.

The Headteacher (Appointed Person) will:

- ensure that the First Aid Policy is part of the induction process for new staff.
- ensure that the First Aid Policy is communicated to parents via the school website.
- ensure that the school has trained first aiders who can fulfil their role
- ensure first aiders know how to restock their first aid kits
- At least one person with a current Paediatric First Aid qualification will be available at all times when EYFS children are present and on EYFS educational visits.

ensure there are systems in place to monitor first aid kits and keep them refilled.

First Aiders

- will provide first aid assistance in any situation where this is deemed necessary;
- maintain their level of first aid training certification;

report accidents/injuries, where required, to appropriate bodies.

monitor their first aid boxes and ensure they are suitably restocked.

All Staff will:

ensure they understand the contents of this policy and put it into practice.

Parents will:

be responsible for their child's overall health and ensure the school is informed of any medical conditions.

Training

First Aiders must complete a training course approved by the Health & Safety Executive (HSE). At Bramcote C of E Primary School teaching staff & Teaching Assistants and 4 Midday supervisors are first aiders are appropriately trained and attend a refresher course every three years. Training was undertaken in October 2025 and January 2026.

One Midday Supervisor and one HLT currently holds Paediatric First Aid undertaken in January 2024 and will be refreshed January 2027.

Main Duties

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called or sought;

Ensure that Headteacher / Deputy Headteacher is contacted in an emergency, where required.

Named Person

Class R – Rowan Walker, Katie Chambers Karoline White (Paediatric First Aider),

Class 1 – Jenni Briggs, Julie Goddard, Aimee Bevan, Mel Wilcox

Class 2 – Sam Wing, Danielle Pickard Sara Jones,

Class 3 – Abi Bodily, Lizzie Norris, Tina Maitland

Class 4 – Chrissie Fergusson, Sarah Shaw

Class 5 – Amanda Cox, Danielle Pickard

Class 6 – Silje Berthelsen, Steph Marson, Laura Goode

Midday Supervisors – Fiona McDonald (Paediatric First Aider), Clare Batchford, Kimberly Waby.

Main Duties

- Take charge when someone is injured or unwell;

Ensures that an ambulance or professional medical help has been summoned when required.

Location of First Aid Equipment

There are first aid kits located around school, one in the infant corridor outside class 2, one outside class 3 and one outside class 6.

The midday supervisors have first aid kits that are taken outside at lunchtime.

First Aid rooms are located in the Disabled Toilets (Infants)

The school undertakes a regular First Aid Needs Assessment to determine the appropriate number of trained staff, first aid equipment and facilities.

The school maintains an Automated External Defibrillator (AED) located in the entrance hall by the door of the school office. Staff receive awareness training on its location and use.

In line with Benedict's Law and current DfE guidance, Bramcote C of E Primary School maintains robust arrangements to safeguard pupils at risk of anaphylaxis. The school holds spare Adrenaline Auto-Injectors in the entrance outside of the school office, ensures that prescribed EpiPens accompany pupils at all times, including on educational visits, and provides regular staff training to enable a swift and effective response in an emergency.

First Aid Resources

There is no mandatory list of items for a first aid container. At Bramcote C of E Primary School we hold the following items:

Thermometers

Individually wrapped sterile adhesive dressings – assorted sizes

Individually wrapped triangular bandages

Medium sized individually wrapped sterile wound dressings

Disposable gloves

Cool Packs

Plasters

Anti-bac wipes

Pip Belcher-Love (School Admin assistant) is responsible for examining the contents of first aid containers and ensuring they are kept stocked and items disposed of after their expiry date has passed.

Off-site visits

Before undertaking any off-site activities, the class teacher submits a Risk Assessment using Evolve, the HT checks to ensure any risk identified are mitigated. It is essential that first aid provision is available. If no specific risk is identified, then the trip leader will ensure that sufficient travel first aid kits are taken. A qualified first aider will be taken on school trips. It is the responsibility of the trip leader/class teacher to ensure that any individual child specific medication, such as inhalers and EpiPens are taken on the trip.

Hygiene/Infection Control

All staff must take precautions to avoid infection and must follow basic hygiene procedures. All staff have access to single-use disposable gloves and hand washing facilities and must take care when dealing with blood or other body fluids and disposing of dressings.

All incidents involving bodily fluids are to be dealt with using gloves available from the first aid kits.

Specific incidents of sickness or toilet accidents will need the appliance of the appropriate 'ascorbit' powder (available from the Caretakers room)

Reporting Accidents and Record Keeping

All incidents dealt with must be recorded in the school Accident Books held in each class. These must contain the date and time of the incident, name and class, description of

injury/issue and first aid actions taken and what happened immediately afterwards i.e. went back to class/resumed duties, went home, went to hospital etc.

More serious concerns/injuries must be referred to another first aider for a second opinion and a message will be sent home to parents as to whether they are ok to remain in school or need to be picked up.

Accidents of a more serious nature must also be recorded on a Local Authority Accident Report form and dealt with in accordance with Local Authority H&S procedures. The online reporting is managed and monitored by the school admin assistant. All reportable accidents are then reported to the termly Location Committee meeting of the Governing Body.

All accidents/incidents that are reported to the LA are investigated by the Headteacher or deputy Headteacher as appropriate and, where necessary, risk assessments will be reviewed.

Where appropriate, incidents will be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Notification to Parents – school procedures

Children reporting to First Aid will receive first aid treatment as deemed appropriate by the member of school staff. A First Aid slip will be completed. The form must state the date, time and place of incident, the name and class of the injured or ill person, details of the injury/illness and what treatment was given. The form will be sent home, via the class teacher, to the parent/carer that day.

In the event of a bump to the head, this should be reported immediately to the school office and a text message will be sent if the child is considered to be well enough to stay in school. This may be followed up by a phone call home if their condition deteriorates.

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. Where an injury or illness has caused concern, the staff involved will initiate the use of our additional internal form 'Injury Response Form' to ensure all details are logged with times and staff involved. These forms are available in the First Aid Rooms and school office.

In the event of a school evacuation it will be necessary for a member of the office staff to take out a basic First Aid Kit.

In the event of an evacuation, the Office Admin Assistant is responsible for coordinating communication between staff and SLT (using mobile phones).

Monitoring

This policy will be reviewed annually or sooner if circumstances change. This policy should be read in conjunction with all other relevant policies and guidelines

Linked Policies

Supporting Pupils with Medical Conditions Policy
Health and Safety Policy
Educational Visits Policy
Safeguarding and Child Protection Policy

Legislation and Guidance

The policy relates to:

Health and Safety at Work etc. Act 1974
Health and Safety (First Aid) Regulations 1981
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
DfE Guidance: First Aid in Schools, Early Years and Further Education
DfE Guidance: Supporting Pupils at School with Medical Conditions
EYFS Statutory Framework

This review: July 2026

Next review: July 2027