Lynsted and Norton Primary School

First Aid Policy 2026 - 2027

Author	Georgie Ingram
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Policy Statement

The Local Monitoring Council 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 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.

Introduction

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing First Aid in the workplace. This policy has been written based on an assessment of local need.

Statement of First Aid Provision

The School's arrangements for providing First Aid will:

- Place a duty on the Headteacher to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant form to the KCC procedure;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Review yearly the provision of First Aid to determine the number and level of trained staff and also any additional requirements (eg specialised training for children with particular medical needs);
- Notify parent/guardian that First Aid treatment was given to the child. (Appendix A)

Arrangements for First Aid

The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid kits in the School are:

- In each class room
- In the office

A standard First Aid Kit will contain the following items:

- A leaflet with general First Aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in First Aid kits.

The contents of the kits will be checked on a regular basis by the First Aiders.

A list of the current First Aiders is held in the office.

Before undertaking any off-site activities, the level of First Aid provision will be assessed by the activity organiser and agreed by the Educational Visits Coordinator and at least one First Aid kit will be taken along.

Information on First Aid Arrangements

The Headteacher will inform all employees at the school of the following:

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition the Headteacher will ensure that;

- The names of employees with First Aid qualifications are displayed on the staff room notice board.
- The First aid boxes will have a list of employees with First Aid qualifications
- An accident procedure will be displayed in all class rooms and any areas used for teaching. (Appendix B)
- All staff will carry a red HELP card to summon immediate assistance from a Qualified First Aider and additional adult.

All members of staff will be made aware of the School's First Aid Policy.

Accidents involving bumps to a Pupil's head

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required an accident letter will be sent home to the parent/carer and if possible the class teacher/ TA/ First aider will speak to the person picking the child up at the end of the day.

Transport to hospital or home

The Headteacher or a member of the Senior Leadership Team will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called first and then a pupil's parent or carer will be notified. If hospital treatment is required the ambulance will be called first, then the pupil's parent/carer will be called for them to take over responsibility. If no contact can be made with parent/carer or other designated emergency contacts then the Headteacher may decide to transport the pupil to the hospital.

Where the Headteacher makes arrangements for transporting a child then the following points will be adhered to:

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

Reporting to parents/carers Protocol guidance.

Very minor injuries that do not require First Aid are dealt with in school, ie treated with a wet paper towel to the satisfaction of the injured party. The school will not contact parents or carers.

Minor injuries (Including bumps to the head) requiring First Aid (eg cold compress, antiseptic wipes, dressings etc) The First Aider will complete an 'accident form' and will accompany the child to class to advise the class teacher of the incident. The First Aider will not rely on a

pupil to inform their teacher of their injury. The First Aider will give the class teacher a copy of the accident slip to be handed to the parent/carer at the end of the school day or given to the child to take home in their school bag. The school will retain a copy in the accident file. When a child returns to class after receiving First Aid they will be monitored by their class teacher. They will be told to report to the teacher if they feel unwell or are in any pain be the First Aider. If necessary the child will be referred back to the First Aider for reassessment.

Significant injuries (including bumps to the head) requiring further medical assistance. A First Aider will assess the child's condition and parents/carers will be informed. They will be asked to collect their children to seek further medical assistance.

Very serious injuries requiring immediate urgent medical assistance. Emergency services will be requested and then parents and/carers contacted to inform them of the incident and directing them to come into school or go straight to the hospital.

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 Kent Safeguarding Team of any serious accident or injury to, or the death of, a pupil while in the school's care.

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 1). Staff are encouraged to renew their First Aid training when it is no longer valid. 9 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.

Appendix B

Accident Procedure

NB The qualified First aider is the person in charge of an accident scene and their instructions are to be implemented.

1. In the event of an accident

- Make the area safe and free from danger
- Assess the situation calmly and quickly
- Send for additional help if required. Use the red HELP (Appendix C) card to summon a qualified First Aider and additional adult.
- Reassure the injured party
- Emergency First Aid given by a qualified First Aider.
- If the injury is very minor or minor take the injured party to the hall/ Orchard Learning Space
- If the injury is significant or very serious go to item 2.
- If necessary contact parents or carers
- Complete any accident forms and copy for records for minor injuries. It is not necessary to send home the form if the injury is very minor (Appendix A)

2. In the event of a significant or very serious accident

The above steps should be followed however;

- If an ambulance is required, use the red HELP card adding the 'very serious injury' instruction.
- Once the ambulance is summoned the phone should be handed to the qualified First Aider who is dealing with the injury.
- Parents and carers should be contacted as soon as possible.
- Contact can be made using the school landline, school mobile phone. In the event that neither of these are possible a personal mobile number may be used.
- Headteacher or member of the Senior Leader team must be informed as soon as practicable.
- Complete any accident forms and copy for records. (Appendix A)
- Headteacher or Senior Leadership Team member to liaise with qualified First Aider and any witnesses to complete an investigation and follow KCC accident procedures which are found on www.kelsi.org.uk

Appendix A

Accident / Incident Report

Name	Class
Date	Time
Completed by	CT/TA/MDS/Other

Where the accident/incident happened and details of injury

Type of injury

Very minor injury ✈ Only req. wet compress(no A/I form home) Minor injury ✈ Req. cold compress/ dressing
Non medical incident ✈ Toileting accident etc
Complete A/I form and give to class teacher for the child.
Discuss with parent if necessary.

Significant injury ✈ Further medical assistance required
Very serious injury ✈ Emergency services required

1st call Emergency services
2nd call Parents/carer

Complete A/I form and give to parent.

Treatment/action

✈ I t was necessary to change your child's clothing due to a toileting incident. Your child was reassured at the time but if there is any underlying problem please contact the school office. Please return clothing to the school office.

Recommendations to parents from the First aider

✈ Your child has had a bump on the head, please watch for drowsiness, impaired vision or sickness seek further medical advice if you notice any of these symptoms.

Other

First aider in attendance

Name……...

Class teacher informed

Name
……

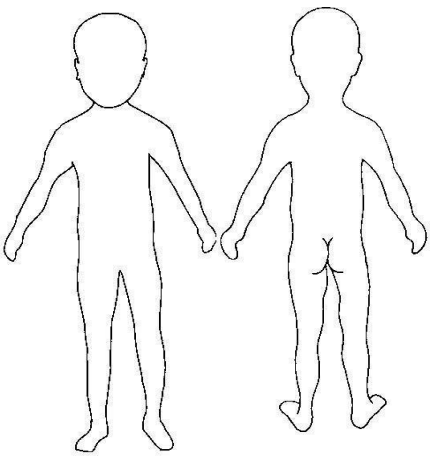
Copy given to child's parent/carer? Yes / No

Copy in accident/incident folder? Yes / No

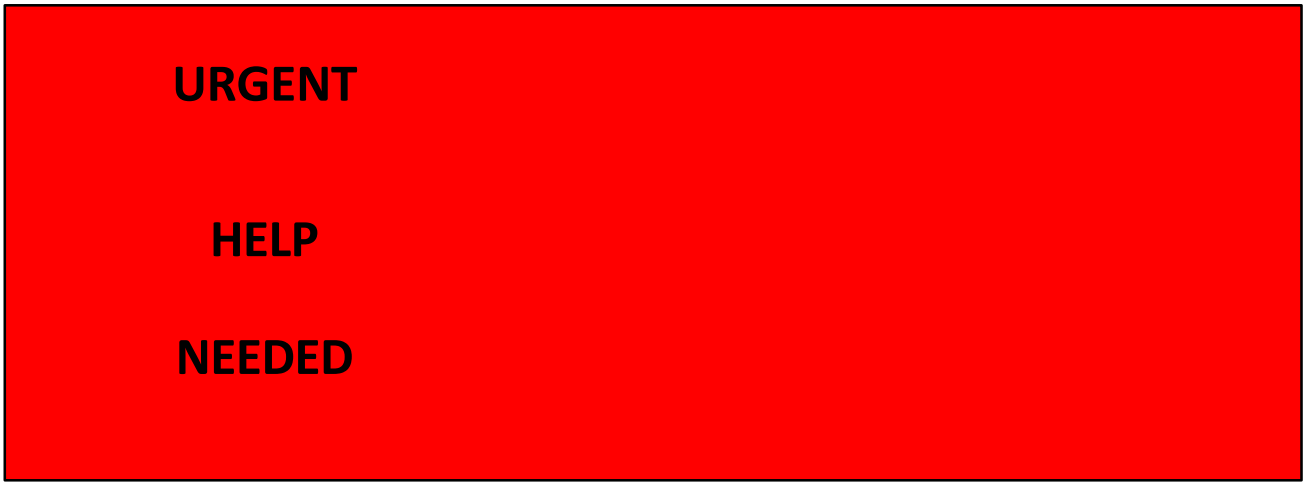
Was it necessary to inform parents during the school day?

Yes / No Time……

By Whom ……..



Appendix C



All staff will carry an urgent help required which is carried inside their identity badge

If urgent help is required the card should be given to a child with the instruction.

"Go and find the first adult, show the card and bring them back to me."

If you are shown the card by a pupil, you should go with the child or send an adult immediately.

In the case of a very serious injury

The card should be given the card with the instruction,

"Go and find the first adult, show the card, say 'we need an ambulance' and bring them back to me."

On this instruction the adult should **take** a landline or office mobile phone together with the grab file (Appendix4) for emergency information found on the office notice board and go back to the scene with the child, whilst instigating the call to the emergency services on the way, giving preliminary details as stated in the grab bag.

Appendix D

EMERGENCY DETAILS

Lynsted & Norton Primary

School Lynsted Lane
Lynsted,
Sittingbourne
Kent
ME9 0RL

Telephone number
01795 521362