HOLY CROSS CATHOLIC PRIMARY SCHOOL
Company No: 07696905
Registered Office: Queen's Drive, Swindon, Wiltshire, SN3 1AR
Tel: 01793 527679
www.holycross.swindon.sch.uk
✉: admin@holycross.swindon.sch.uk

Learn, Grow, Love, Live

First Aid Policy 2025-2026

Version	Date	Description of changes and person/organisation responsible
1.0	January 2022	New policy to reflect most up to date procedures
2.0	February 2024	Reflects changes in procedures
2.1	February 2026	Reviewed – updated First Aid List

People Responsible:	Headteacher
Committee responsible:	Full Governing Body
Reviewed date:	February 2026
Next review date:	February 2027

Mission Statement

At Holy Cross Catholic Primary School,
we learn about ourselves and about the world.
We grow in faith,
we act with kindness, generosity and love
to ourselves and others.
We live life to the full and have a future full of hope.

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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, 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 Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our school funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person(s) is the Headteacher, Deputy Headteacher or Phase Leader. 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 3 and 4);
- Keeping their contact details up to date.

Our school's first aiders are listed in Appendix 2. Their names will also be displayed prominently around the school.

3.2 The Governing Body

The governing board 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.

3.4 The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or 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).

3.5 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 3 and 4) for all incidents they attend to where a first aider/appointed person is not called;
- Informing the headteacher or their manager of any specific health conditions or first aid needs.

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 Office manager 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.

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

4.2 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;
- Information about the specific medical needs of pupils;
- Parents' contact details.

Risk assessments will be completed by the Trip organiser and/or Facilities Manager 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.

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
- Vomit bags

No medication is kept in first aid kits. First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school hall
- The classrooms
- The school kitchen
- School Minibus

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider 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 3;
- 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.

6.2 Reporting to the HSE

The Facilities manager 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 Facilities Manager 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. – 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 Facilities Manager 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): rreportable 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 where 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

6.3 Notifying parents

The class teacher 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.

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 Swindon MASH of any serious accident or injury to, or the death of, a pupil while in the school's care.

6.5 Information to be recorded

The following information must be recorded in the event of an accident or injury sustained by a pupil or member of staff:

- Date
- Time
- Name (and class) of the injured or ill person
- place of the incident
- Details of the injury/illness and what first aid was given
- What happened to the person immediately after
- Head bump (additional details are required)
- Whether a letter or call home was given
- Whether the person was sent home
- Name and signature of the first aider or person dealing with the incident

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 (see appendix 3).

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

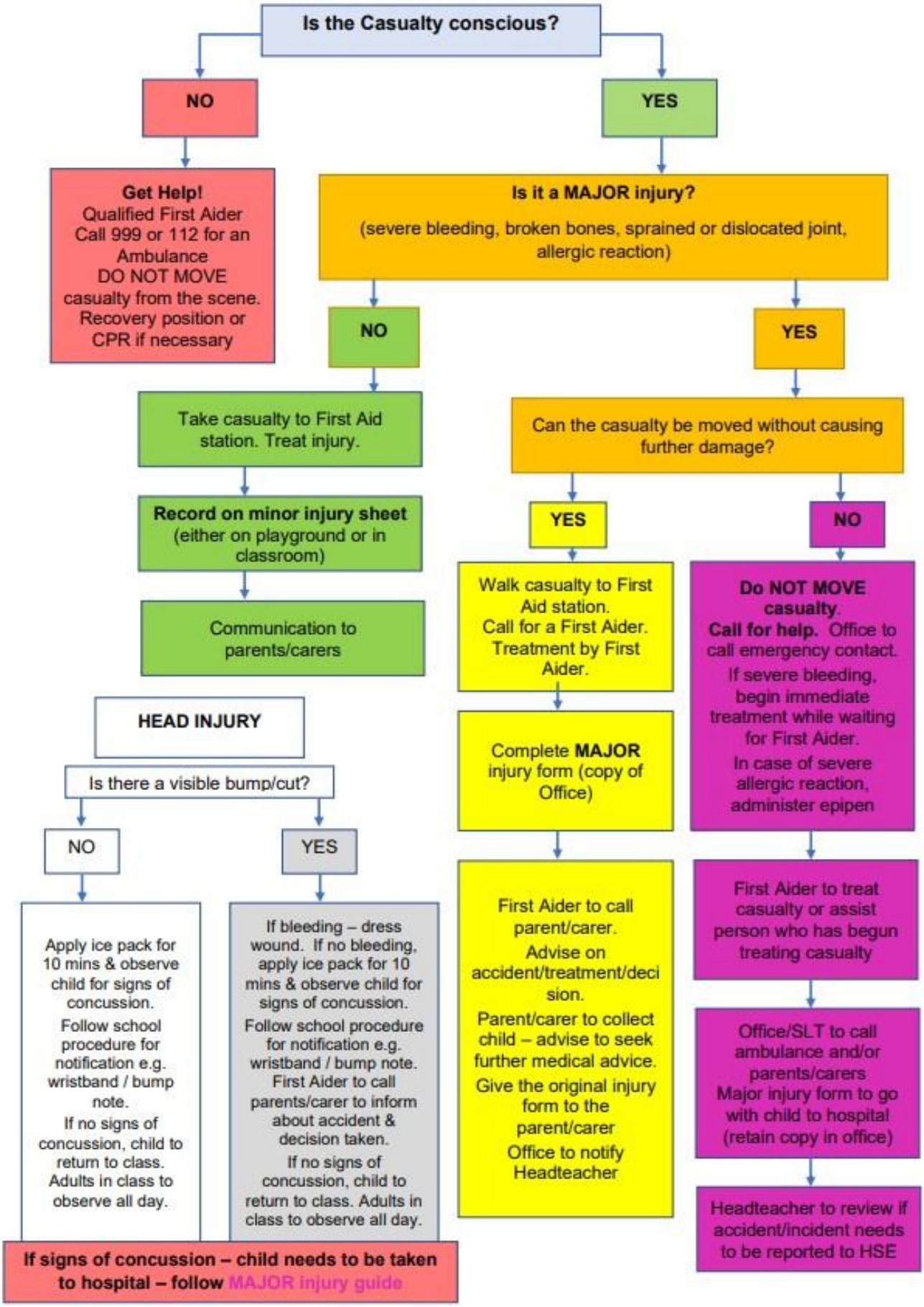
This policy will be reviewed by the headteacher every annually. At every review, the policy will be approved by the full governing body.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1: First Aid Flowchart



Appendix 2: List of trained first aiders 2025/26

Legal Forename	Legal Surname
Sophie	Ballinger
Clarina	Braganza
Victoria	Burton
Lizett	Carvalho
Corey	Connelly
Rachel	Cox
Maria	Das Chagas E Silva
Sheila	D'Costa
Emma	Elliott
Rhiannan	Evans
Melinda	Fernandes
Kayleigh-Marie	Gordon
Luciana	Greco
James	Green
Rachel	King
Agnieska	Kucinska
Jean Kyung	Lee
Bethany	Lock
Georgie	McDowall
Maria	McLawrence
Marta	Michalak
Kallie	Michienzi
Sarah	Nichols
Elaine	O'Neill
Jamie	Pidgeon
Krystyna	Ratajczak
Jonalda	Ruci
Danielle	Scott
Claudia	Serratore
Ma	Sioquim
Caroline	Stout
Maja	Szczerkowska
Matthew	Toogood
Helen	Townsend
Chloe	Turner
Eva	Vaz
Joanna	Vickers
Abigail	Walker
Agnes	Worzalla

Appendix 3: Accident report form

Dear Parents/Carers

This letter is to let you know that your child, ……., has been attended to by a First Aider today. The details of the incident are as follows:

When:

Break	☐	Lunch time	☐	Lesson / Class	☐	Lesson PE	☐	After School	☐

How:

Accident	☐	Fall	☐	Running	☐	Other	☐

Location of injury:

Head	☐	Right leg	☐	Left leg	☐	Other	☐
Right arm	☐	Left arm	☐				

Injury sustained:

Cut / Graze	☐	Bruise	☐	Nose bleed	☐	Other	☐
Headache	☐	Vomiting / Diarrhoea	☐				

Treatment given:

Plaster	☐	Ice pack	☐	Refused by child	☐	Other	☐

Head bump:

Additional Details	

Illness:

Your child felt ill during the day and complained of	

Name of First Aider: ……. Date: …….

A member of staff has dealt with the incident. Please contact the class teacher if you wish to discuss the matter further.

Although your child appears to be well now, it is of sufficient importance to inform you. Please observe your child and seek medical attention, if necessary.

Advice for Parents/Carers regarding Head Bumps

Treatment

You can usually recover from a minor head injury at home – but keep an eye out for any new symptoms that might develop.

If your child experiences a knock, bump or blow to the head, sit them down, comfort them, and make sure they rest.

You can hold a cold compress to their head – try a bag of ice or frozen peas wrapped in a tea towel.

Seek immediate medical advice if symptoms such as mild dizziness and a headache get worse.

Advice for children

If your child has a minor head injury:

- give them paracetamol if they have a mild headache, but avoid NSAIDs such as ibuprofen and aspirin (aspirin should never be given to children under the age of 16)
- avoid getting them too excited
- don't have too many visitors
- don't let them play contact sports, such as football or rugby, for at least three weeks without talking to your doctor
- make sure they avoid rough play for a few days

When to seek medical attention

Take your child to A&E if their symptoms worsen or they develop any new symptoms. See your GP for advice if your child still has symptoms two weeks after the head injury, or you're unsure about them returning to school or sport.

Further information: https://www.nhs.uk/conditions/minor-head-injury/treatment/#advice-for-children

Appendix 4: Accident log

Student Accident Treatment Log

Date	Term	Child's FULL Name (name *and surname*)	Class	Lesson Eg. DT, PE, Science	Details of Accident (how hurt, what happened e.g. tripped and grazed knee, head bump and nose bleed)	Location e.g. field, hall, classroom, corridor, MUGA, KS2 area	Treatment given e.g. checked, cleaned, rested, nose pressed, temp taken, reassurance, water, icepack, plaster	Letter & Call home (Yes/No)	Sent home? (Yes/No)	First Aider Print Name e.g. J Bloggs