MERRIOTT & HASELBURY PLUCKNETT
PRIMARY SCHOOLS FEDERATION

Merriott & Haselbury Plucknett Primary Schools Federation
First Aid Policy

Date ratified by Local Governing Body	7th September 2026
Review Cycle	Every year, or when there is a change in statutory guidance or legislation.
Review Date	September 2027
Headteacher	Mrs. Lois Bowery
Chair Local Governance Committee	Mr. Craig Pearce

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A: List of Trained First Aiders

1. **Aims**: The aims of this first aid policy are to:

   a. Ensure the health and safety of all staff, pupils and visitors

   b. Ensure that staff and governors are aware of their responsibilities with regards to health and safety.

   c. 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:

   a. 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.

   b. The Management of Health and Safety at Work Regulations 1992, which require employers to assess the risks to the health and safety of their employees.

   c. 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.

   d. 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.

   e. Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records.

   f. The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils.

3. **Roles and responsibilities**:

   a. Appointed person(s) and first aiders. The school's appointed person(s) is / are responsible for:
      i) Taking charge when someone is injured or becomes ill, unless a first aider is present.
      ii) Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.
      iii) Ensuring that an ambulance or other professional medical help is summoned when appropriate.
   b. First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:
      i) 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.
      ii) Sending pupils home to recover, where necessary.
      iii) Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in Annex B).
      iv) Keeping their contact details up to date.

c. Our Federation's first aiders are listed in Annex A. Their names will also be displayed prominently around the school.

d. The Quantock Education Trust 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.

e. The Headteacher is responsible for the implementation of this policy, including:
   i) Ensuring that an appropriate number of trained first aid personnel are always present in the school.
   ii) Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
   iii) Ensuring all staff are aware of first aid procedures.
   iv) Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
   v) Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
   vi) Ensuring that adequate space is available for catering to the medical needs of pupils.
   vii) Reporting specified incidents to the HSE when necessary (see section 6)

f. School staff are responsible for:
   i) Ensuring they follow first aid procedures.
   ii) Ensuring they know who the first aiders in school are.
   iii) Completing accident reports (see Annex B) for all incidents they attend to where a first aider is not called.
   iv) Informing the Headteacher or their manager of any specific health conditions or first aid needs.

4. **First aid procedures**:

a. In-school procedures. In the event of an accident resulting in injury:
   i) 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.
   ii) 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. If the Emergency Services require; staff are able to use their personal mobile phone to talk to medical professionals.
   iii) The first aider will also decide whether the injured person should be moved or placed in a recovery position – only if the person is at risk of vomiting or choking.
   iv) 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.
   v) If emergency services are called, the administrative staff will contact parents immediately.
   vi) 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.
   vii) There will be at least 1 person who always has a current paediatric first aid (PFA) certificate on the premises.
   viii) Where a pupil, member of staff or visitor experiences a suspected allergic reaction or anaphylaxis, staff will follow the procedures contained within the Allergy and Anaphylaxis Policy and the individual's Healthcare Plan where applicable. Emergency services will be contacted where appropriate and all incidents will be recorded and reviewed.

b. Off-site procedures. When taking pupils off the school premises, staff will ensure they always have the following:
   i) A school mobile phone.
   ii) A portable first aid kit including, at minimum:
      1) A leaflet giving general advice on first aid.
      2) 6 individually wrapped sterile adhesive dressings.
      3) 1 large sterile unmedicated dressing
      4) 2 triangular bandages – individually wrapped and preferably sterile.
      5) 2 safety pins
      6) Individually wrapped moist cleansing wipes
      7) 2 pairs of disposable gloves
      8) blanket
      9) Information about the specific medical needs of pupils
      10) Parents' contact details

c. 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:
   i) 10 antiseptic wipes, foil packed
   ii) 1 conforming disposable bandage (not less than 7.5cm wide)
   iii) 2 triangular bandages.
   iv) 1 packet of 24 assorted adhesive dressings.
   v) 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm).
   vi) 2 sterile eye pads, with attachments.
   vii) 12 assorted safety pins.
   viii) 1 pair of rustproof blunt-ended scissors
   ix) Blanket

d. Risk assessments will be completed by the Class teacher prior to any educational visit that necessitates taking pupils off school premises.

e. 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.

f. There will always be at least 1 first aider on school trips and visits for years 1 – 6.

5. **First aid equipment**:

a. A typical first aid kit in our school will include the following:
   i) A leaflet giving general advice on first aid.
   ii) 20 individually wrapped sterile adhesive dressings (assorted sizes)
   iii) 2 sterile eye pads.
   iv) 2 individually wrapped triangular bandages (preferably sterile).
   v) 6 safety pins.
   vi) 6 medium-sized individually wrapped sterile unmedicated wound dressings.
   vii) 2 large sterile individually wrapped unmedicated wound dressings
   viii) 3 pairs of disposable gloves.
   ix) Blanket

b. No medication is kept in first aid kits.

c. First aid kits are stored in:
   i) Reception office at Haselbury Plucknett Primary School
   ii) The school hall at Merriott Primary School
   iii) Classrooms
   iv) The school kitchen at Merriott Primary School

6. **Record-keeping and reporting**:

a. First aid and accident record book.
   i) 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.
   ii) As much detail as possible should be supplied when reporting an accident.
   iii) 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.

b. Reporting to the HSE
   i) 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).
   ii) 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.

c. School staff: reportable injuries, diseases or dangerous occurrences. These include:
   i) Death.
   ii) Specified injuries, which are:
      1) Fractures, other than to fingers, thumbs and toes.
      2) Amputations.
      3) Any injury likely to lead to permanent loss of sight or reduction in sight.
      4) Any crush injury to the head or torso causing damage to the brain or internal organs.
      5) 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.
      6) Any scalping requiring hospital treatment.
      7) Any loss of consciousness caused by head injury or asphyxia.
      8) 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.
   iii) 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 Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
   iv) Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
      1) Carpal tunnel syndrome.
      2) Severe cramp of the hand or forearm
   v) Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach.
   vi) Hand-arm vibration syndrome.
   vii) Occupational asthma, e.g. from wood dust.
   viii) Tendonitis or tenosynovitis of the hand or forearm.
   ix) Any occupational cancer.

x) Any disease attributed to an occupational exposure to a biological agent.

d. 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:
   i) The collapse or failure of load-bearing parts of lifts and lifting equipment.
   ii) The accidental release of a biological agent likely to cause severe human illness.
   iii) The accidental release or escape of any substance that may cause a serious injury or damage to health.
   iv) An electrical short circuit or overload causing a fire or explosion.

e. Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases, or dangerous occurrences**.** These include:
   i) Death of a person that arose from, or was in connection with, a work activity*.
   ii) 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.
   iii) *An accident "arises out of" or is "connected with a work activity" if it was caused by:
      1) A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip).
      2) The way equipment or substances were used (e.g. lifts, machinery, experiments etc.); and / or
      3) The condition of the premises (e.g. poorly maintained or slippery floors)

f. 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

g. At Merriott and Haselbury Plucknett Primary Schools the class team will notify parents of any head bump or significant injury.

h. Reporting to Ofsted and child protection agencies (early years only)

i. 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.

j. Headteacher will also notify Somerset Direct of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. **Training**:

a. All school staff can undertake first aid training if they would like to.

b. 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 Annex C).

c. 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.

d. 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.

e. All staff will also receive allergy awareness and anaphylaxis training in accordance with the Allergy and Anaphylaxis Policy.

8. **This policy should be read alongside:**

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

Annex A

List of trained first aiders as of September 2026

Haselbury Plucknett Primary School

Name	Course	Date Attended	Expiry
Keeley Chapman	Blended Paediatric First Aid	Feb 2024	Feb 2027
Stacy Crawford	Paediatric First Aid	June 2026	June 2029
Helen Howey	Paediatric First Aid	June 2026	June 2029
Sandra Wade	Paediatric First Aid	Feb 2024	Feb 2027

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Name	Course	Date Attended	Expiry
Isabel Bending	Emergency First Aid at Work	Sept 2024	Sept 2027
Sarah Briggs	Paediatric First Aid	June 2026	June 2029
Heather Copping	Emergency First Aid at Work	Sept 2024	Sept 2027
Hilary Court	Paediatric First Aid	June 2026	June 2029
Melanie Dang	Paediatric First Aid	June 2026	June 2029
Julie Evans	Emergency First Aid at Work	Sept 2024	Sept 2027
Linda Mitchell	Emergency First Aid at Work	Sept 2024	Sept 2027
Caroline Rickard	Paediatric First Aid	June 2026	June 2029
Katy Spurway	Paediatric First Aid	June 2026	June 2029