Fairfields Primary School

First Aid Procedures

September 2026 – September 2027

Aims

- 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

Roles and responsibilities

Appointed person(s) and first aiders

The school's appointed person is Debbie Walker. 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 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
- Keeping their contact details up to date

Our school's appointed person and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

The Headteacher

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

- Ensuring that an appropriate number of appointed persons and trained first aiders 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)

First aid procedures

In-school procedures

In the event of an accident resulting in injury at Fairfields Primary school:

- 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, a member of the SLT (Senior Leadership Team) will contact parents immediately
- The first aider or relevant member of staff will complete an accident report 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 where children are present.
- Where a child has been injured but is able to stay in school, they will be given a coloured wrist band to indicate first aid has taken place
- If a significant mark can be seen on the child a phone call home takes place to inform parents/carers of what has happened and the treatment given.
- All bumped head incidents are treated with an ice pack and will result in a phone call home.
- All children who have a bumped head will also have a bumped head letter emailed to parent/carer.

Off-site procedures

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

- A mobile phone with contacts for school office, SLT and visit leader
- 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 (obtainable via Bromcom database remotely, via Plumsun or via school office)

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 trips and educational visits coordinator, Martin Gallop, prior to any educational visit that necessitates taking pupils off school premises. These risk assessments will be uploaded to Plumsun, and the approval process followed, before any trip takes place.

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.

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
- bluntended scissors

No Medication is kept in first aid kits

First aid kits are located in:

- Nursery Area
- The Foundation Stage shared area
- The Key Stage 1 shared area
- Lower Key Stage 2 shared area
- Upper Key Stage 2 shared area
- The school kitchen
- Small first aid kits in both medical rooms
- The school hall

Choke Kits are located in:

- The school hall
- The B&A / Silvanas area

Record-keeping and reporting

First aid and accident records

- Accidents and first aid will be recorded on Bromcom or on the First Aid Record sheet for minor injuries by midday supervisors (e.g. small cuts and bruises). Any other injuries will be entered directly onto Bromcom listing as much detail as necessary, and in these cases an electronic communication will be sent to parents.
- For more serious accidents, a full accident report should be filed on the portal with witness statements and enough detail to ensure that anyone picking up the form will understand the details. It is critical that, even if this is 10 years or more in the future and all staff have changed, the form is clear and a full picture if the incident is captured.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form or incident form
- The First Aid Record sheets will be stored securely in the classrooms and collected half-termly for filing.
- Records will be held until the child involved reaches 21 years of age, at which time records will be securely destroyed.

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 of Fairfields and Operations Manager (Jason Smith) for Inspiring Futures through Learning 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 including.

- 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 Headteacher/Head of School and operations manager for IFtL 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:

http://www.hse.gov.uk/riddor/report.htm

Notifying parents (Early Years only)

The class teacher or member of the office team 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. Parents will also be informed if emergency services are called.

Reporting to Ofsted and child protection agencies (Early Years only)

The Headteacher or Deputy 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 Designated Safeguarding Lead (DSL) will also notify the Milton Keynes MultiAgency Safeguarding Hub (MASH) of any serious accident or injury to, or the death of, a pupil while in the school's care, if relevant service is involved with the child/family.

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.

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.

Appendix 1 – List of Qualified First Aiders:

List of first aiders along with name of qualification (i.e. Paediatric First Aid, First Aid at Work etc) and expiry date.

Adams	Jasmine	Paediatric	MKPA	4/5.6.26	4.6.29
Andrews	Rachel	Paediatric	MKPA	17/18.06.24	17.06.2027
Bagatir	Selime	First Aid for schools		8.12.25	8.12.28
Baker	Liz	First Aid at Work		22.5.25	22/05/2028
Bango	Szabina	First Aid for schools		28.11.25	28.11.28
Baptiste	Anja	Basic 1st aid		May-25	May-28
Barnes	Ashleigh	First Aid for schools	MKPA	3/4.10.2022	04.11.2028
Bond	Mandy	Paediatric	MKPA	18/19.04.2024	18.04.2027
Bonsu	Angela	Paediatric	MKPA	17/18.06.24	16.06.2027
Bracey	Joy	Paediatric	MKPA	22/23.04.2024	22.04.2027
Catlow	Gemma	Paediatric	MKPA	6&7.03.25	06/03/2028
Chesters	Laura	Paediatric	MKPA	27/28.01.2022	18/03/2028
Davis	Caitlyn	Paediatric	MKPA	18/19.04.2024	18.04.2027
Flintoff	Marie	Paediatric	MKPA	29/30.1.26	29.1.29
Gallop	Martin	1st aid	MKPA	26.1.26	26.1.29
Gibbons	Amanda	Paediatric	MKPA	10/11 Nov 2025	10-Nov-28
Gibbs	Megan	First aid for schools		6.5.25	6.5.28
Giles	Andrew	First Aid at Work	Guardian	10-12.06.2024	11.06.2027
Hughes	Sophie	Paediatric		7/8.5.2025	7.5.2028
Hunter	Rebecca	Paediatric	MKPA	26/27.03.2024	26.04.27
Izzo	Angelina	Emergency	MKPA	10.3.26	10.3.29
Jeffs	Jo-Anne	Paediatric	MKPA	22/23.04.2024	21.04.2027
Jones	Marilyn	Paediatric	MKPA	17/18.06.24	17.06.2027
Kamara	Chantal	Paediatric	MKpa	21/22.01.25	20.01.28
Mahony	Pamela	Paediatric	MKPA	11/12.06.24	11.06.27
Marguerite	Rachel	Paediatric	Guardian	28/29.4.25	28.4.28
McAndrew	Daniel	Paediatric	MKPA	5-6/09/2024	05.09.2027
Moss	Cherish	1st aid for schools		22.5.25	22/05/2028
Ng	Laura	Emergency			26/06/2028
Patel	Gargi	Paediatric	St John	16&17/12/24	16.12.27
Paulley	Lisa	Paediatric	MKPA	8/9.1.26	8.1.29
Pearl	Carrie-Anne	Paediatric	MKPA	20/21.01.2025	20.01.2028
Purnell	Carla	Pediatric	Guardian	14/15.4.26	15.4.29
Rosser	Maria	Pediatric	MKPA	11/12.11.24	11.11.27

Rouse	Chloe	Pediatric	MKPA	8-9.02.24	08.02.2027
Shipp	Karen	Pediatric	MKPA	21-22/05/2024	21.05.2027
Shirzadeh Shaghaghi	Ozra	Pediatric	MKPA	3 &4/3/2024	03.04.2027
Spurr	Anna	Emergency	MKPA	5&6/06/24	05.06.27
Steel	Lesley	Pediatric	MKPA	21-22/05/2024	21.05.2027
Stimson	Marjie-Louisa	Pediatric	Tigerlily	23.8.24	23.8.27
Tagg	Jessica	Emergency	MKPA	4.11.25	4.11.28
Thomas	Carl	First aid for schools	MKPA	3.10.25	3.10.28
Walker	Debbie	Pediatric	Tigerlily	2.9.25	2.9.28
Woolridge	Laura	First aid for schools		8.5.26	8.5.29
Yee	Grace	Pediatric	MKPA	29/30.1.26	29.1.29

Approval: First Aid Procedures This procedure was ratified by the Governors Date: Sept 2026 Signed: Penelope Beesley-Evans	Next Review on or before: September 2027 *This procedure will be reviewed annually and approved by the Governors at on an annual basis*