

Rivendell Flying High Academy



First Aid Policy 2025/26

Review Date: September 2026

Policy Statement

At Rivendell Flying High Academy, we are committed to nurturing well-rounded future citizens of the world who excel academically and embody strong character and values. Our First Aid Policy is an integral part of promoting these values and our educational philosophy, aiming to instill in our children the core virtues of Kindness, Courage, Citizenship, Community, Respect, and Perseverance.

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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, health and safety 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 2013**, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the

time frame 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

3. Roles and responsibilities

At Rivendell Flying High Academy a sufficient number of suitably trained first aiders are in place to care for anyone who may need first aid. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

In addition and in line with the new EYFS framework there is now a requirement for Mandatory PFA-Qualified Staff Presence when food is consumed:

A staff member holding a valid Paediatric First Aid (PFA) certificate must be in the room during all eating times, including snacks, lunch, and tea

3.1 Appointed person(s) and first aiders

At Rivendell Flying High Academy there are trained staff with both PFA and First aid at work certificates appointed. 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 slip using the carbon books on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

At Rivendell Flying High Academy identified staff are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The local authority and governing board

The Flying High Partnership has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and

staff members.

The school also report matters to the Flying High trust.

3.3 The Governing Board

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 report slips using the carbon books 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 relevant staff members will contact parents immediately
- The accident report slip will be completed on the same day or as soon as is reasonably practical after an incident resulting in an injury
- In the event of a head bump or injury, an accident slip will be completed, first aid administered, and an ice pack applied where appropriate. All children will be assessed by a qualified first aider, and depending on the severity of the injury, parents/carers will be contacted to decide whether they wish to come and check on or collect their child. Parents/carers will also be advised to keep an eye on their child at home for any signs or symptoms following the 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 class teachers 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:

- Regular and large bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Cold compresses
- Burns dressings

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

- In the Reception Main Office

- Extended Services
- 1st aid bum bag to be taken out during play and lunch breaks

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident slip will be completed by the relevant staff member 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 slip
- A copy of the accident report form will also be sent home with the child
- 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 school will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined on YMD Boom.

The relevant staff member 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.

Reportable injuries, diseases or dangerous occurrences 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)
 - Any scalding 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
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- 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

6.3 Notifying parents

The relevant staff member/office will inform parents of any accident or injury sustained to the head/face of a pupil, and any first aid treatment given, as soon as reasonably practicable.

For all minor injuries a bump note must be sent home with the child and the adult collecting informed of the accident at collection time.

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 the local child protection agencies of any serious accident or injury to, or the death of a pupil while in the school's care.

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 valid until (see appendix 1).

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 Lead Paediatric First aider, alongside the Headteacher every year. At every review, the policy will be approved by the Headteacher and the Chair of Governors.

Appendix 1: list of appointed persons(s) for first aid and/or trained first aiders

STAFF MEMBER'S NAME	ROLE	Date Valid until
Holly Dunford	Paediatric First Aider (PFA)	22 nd November 2027
Laura Allsopp	Emergency First aid at work	28 th February 2027
Kat Byrom	First Aid at Work	11 th November 2027
	Paediatric First Aider (PFA)	21 st November 2028

Lisa Hand	Paediatric First Aider (PFA)	21 st March 2027
Anita Fay	Paediatric First Aider (PFA)	31 st August 2028
Lucy Mellor	Paediatric First Aider (PFA)	31 st August 2028
Holly Wright	Paediatric First Aider (PFA)	11 th June 2028
Adam Leivers Dunn	Paediatric First Aider (PFA)	30 th November 2026