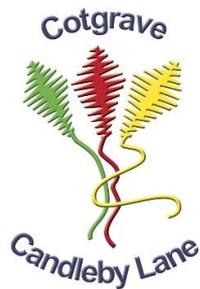


# Cotgrave Candleby Lane School



## First Aid Policy 2025 - 2026

Sept 2025

Revised - Sept 2026

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The aims of this first aid policy are to:

- Ensure the health, safety and wellbeing of all staff, pupils, and visitors
- Clarify the responsibilities of staff and governors with regards to health and safety
- Provide a clear framework for responding to incidents, recording and reporting outcomes

## 2. Legislation and guidance

This policy is based on statutory requirements and guidance including:

- **The Health and Safety (First Aid) Regulations 1981** – requiring adequate equipment, facilities and trained personnel
- **The Management of Health and Safety at Work Regulations 1992 & 1999** – requiring risk assessments and arrangements to manage health and safety
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013** – setting out when and how to report to the HSE
- **Social Security (Claims and Payments) Regulations 1979** – regarding retention of accident records
- **The Education (Independent School Standards) Regulations 2014** – requiring suitable medical/therapy space for pupils

It also takes account of:

- The statutory framework for the Early Years Foundation Stage (EYFS)
- DfE guidance on first aid in schools and health and safety requirements
- Local authority and Flying High Trust procedures

## 3. Roles and responsibilities

At Cotgrave Candleby Lane, a sufficient number of staff hold valid **Paediatric First Aid (PFA)** and/or **First Aid at Work** certificates.

They are responsible for:

- Taking charge when someone is injured or unwell
- Ensuring first aid kits are stocked and replenished
- Calling an ambulance or professional medical help where needed
- Providing immediate first aid and assessing whether further treatment is required
- Completing accident reports promptly (see Appendix 2)
- Ensuring their training and contact details remain up to date

The list of the number of current first aiders is available in **Appendix 1**.

### 3.2 Governing board and local authority

- **The governing board** has overall responsibility for health and safety but delegates day-to-day implementation to the headteacher and staff.
- **The local authority** and **Flying High Trust** provide oversight and must be informed of incidents as required.

### 3.3 The headteacher

The headteacher is responsible for:

- Ensuring an appropriate number of trained first aiders are available at all times
- Ensuring first aid training is current and staff remain competent
- Making sure staff are aware of first aid procedures
- Overseeing risk assessments relating to first aid and medical needs
- Providing adequate facilities for medical treatment
- Reporting incidents to the HSE, Ofsted or safeguarding agencies when necessary

### 3.4 All staff

All staff are expected to:

- Follow first aid procedures
- Know who the trained first aiders are
- Complete accident reports if they deal with incidents without a first aider
- Inform the headteacher of any specific health conditions or first aid needs

## 4. First Aid Procedures

### 4.1 In-School Procedures

In the event of an accident or medical incident:

- The nearest member of staff will assess the situation and, if necessary, call for a qualified first aider.
- The first aider will provide immediate treatment, decide if further medical help is required, and remain with the casualty until assistance arrives.
- If emergency services are needed, staff will contact parents/carers immediately.
- If a pupil is too unwell to remain at school, parents/carers will be contacted and advised to collect their child. The first aider will provide guidance on next steps.
- The injured person will only be moved if it is safe to do so, or if they need to be placed in the recovery position.
- All incidents will be recorded using the school accident form (see Appendix 2), and parents will be notified the same day (see section 6.3).

Additional procedures for **head injuries** and the use of the **school defibrillators (AEDs)** are set out in Section 5.

### 4.2 Off-Site Procedures

When taking pupils off the school premises, staff will ensure the following are taken:

- A portable first aid kit
- Information about pupils' specific medical needs
- Emergency contact details for parents/carers
- Mobile phone

Risk assessments will be completed for all educational visits.

At least one qualified first aider with a current **Paediatric First Aid (PFA)** certificate will accompany every school trip, in line with statutory EYFS requirements.

#### 4.3 Emergency Services Access

- If an ambulance is required, staff will provide clear instructions to ensure emergency services can access the site quickly.
- A member of staff will meet and direct paramedics to the casualty.

### 5. First Aid Equipment and Procedures

#### 5.1 Defibrillators (AEDs)

- The school has **three automated external defibrillators (AEDs)** located in the following areas:
  - The Heart of the School (Demo Station cupboard)
  - The Annex group room
  - Externally on the top playground (accessible to outside providers using the site out of school hours)
- All staff are permitted to use the AEDs; no specialist training is required, although familiarisation is included in first aid training.
- AEDs are checked regularly to ensure they are in full working order.
- A record of AED checks is maintained by the designated staff member, providing an audit trail of inspections and maintenance.

#### 5.2 Head Injuries

- Any pupil who sustains a head injury will be assessed by a qualified first aider.
- Parents/carers will be contacted by telephone as soon as possible, regardless of the severity of the injury.
- A written record of the incident will be completed using the school accident form, and a head injury red wrist band will also be sent home with the pupil.
- Where there are signs of concussion or a more serious injury (e.g. loss of consciousness, persistent headache, vomiting, confusion), the first aider will seek urgent medical advice and call emergency services if necessary.
- Staff will monitor the pupil closely for the remainder of the day and report any concerns immediately.

#### 5.3 Infection Control and PPE

- Staff must wear **appropriate personal protective equipment (PPE)**, such as disposable gloves and aprons, when administering first aid that involves contact with blood or other bodily fluids.
- All contaminated materials must be disposed of safely in accordance with school health and safety procedures.
- Handwashing or use of sanitiser is required before and after providing first aid.

#### 5.4 Out-of-Hours and External Providers

- When the school site is used outside of normal hours (e.g. for lettings, after-school clubs, or external provider activities), the hirer or provider is responsible for ensuring suitable first aid arrangements are in place.
- The external AED on the top playground is available for use by outside providers.
- The school will ensure that third parties hiring the site are made aware of their obligations regarding first aid provision.

#### 5.5 Major Incident Review

- Following any serious accident, injury, or medical emergency, the headteacher will review the first aid response with the staff involved.
- Lessons learned will be used to update procedures, training, or risk assessments as required.
- Significant findings will be reported to the governing board and, if appropriate, shared with the Trust.

#### 5.6 Storage of Medication

- No medication is stored in first aid kits.
- Emergency medication for individual pupils (e.g. inhalers, epi-pens, insulin) is stored securely but in an accessible location, in line with each pupil's individual healthcare plan (IHP).
- Staff are made aware of pupils who have emergency medication needs and how to access the relevant medication quickly.

### 6. Record-keeping and reporting

#### 6.1 Accident reporting

- All incidents will be recorded on the school's accident form (Appendix 2) the same day or as soon as possible
- A copy will be sent home with the child
- Records will be stored securely for at least **3 years** (in line with legislation)

#### 6.2 Reporting to the HSE

The school will comply with the Trust's reporting system. In the event of a reportable incident, the headteacher (or their nominated representative) will determine who is responsible for submitting the RIDDOR report in line with the 2013 regulations.

#### **Reportable incidents include:**

##### A. Fatalities and serious injuries

- Death of an employee, pupil, or visitor as a result of a work-related incident
- Fractures (other than to fingers, thumbs, and toes)
- Amputations
- Injuries likely to cause permanent loss of sight or reduction in sight
- Crush injuries to the head or torso causing internal organ damage

- Serious burns, including scalding, requiring hospital treatment
- Loss of consciousness caused by head injury or asphyxia
- Any injury resulting in hospital admission for more than 24 hours

#### B. Work-related absences

- An injury that prevents an employee from performing normal duties for more than **7 consecutive days** (not counting the day of the incident)

#### C. Dangerous occurrences (near misses)

- Collapse, overturning, or failure of load-bearing equipment (e.g. lifts, hoists)
- Electrical short circuit or overload causing fire or explosion
- Accidental release of a biological agent likely to cause severe illness
- Accidental release or escape of any substance that could cause serious injury or illness

#### D. Other reportable events

- Cases of certain occupational diseases (as defined by RIDDOR)
- Any injury requiring immediate hospital treatment arising from a school activity

### 6.3 Notifying parents

Parents will be informed of any accidents, injuries, or first aid treatment provided on the same day, or as soon as practicable. Notification may be given **in person at collection** or **via the school's accident form**, depending on the nature and seriousness of the incident.

For more serious incidents — such as head injuries, suspected fractures, or where medical attention is required, parents will be contacted **by telephone as soon as possible**.

### 6.4 Reporting to Ofsted and safeguarding agencies

The headteacher will notify **Ofsted** and local safeguarding partners of:

- Serious accidents, injuries or illnesses
- The death of a child while in school care

Notifications will be made as soon as reasonably practicable, and no later than **14 days** after the incident.

## 7. Training

- All staff may undertake first aid training if they wish
- First aiders must complete an approved training course and hold a valid certificate
- Staff are responsible for renewing their certificates before expiry
- At least one staff member with a valid **PFA certificate** will be present at all times (in line with EYFS statutory requirements)

## 8. Monitoring arrangements

This policy will be reviewed annually. Approval will be sought from the headteacher and the chair of governors at each review.

## 9. Links with other policies

This policy should be read alongside:

- Health and Safety Policy
- Risk Assessment Policy
- Supporting Pupils with Medical Conditions Policy

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

[Appendix 2: accident report form](#)

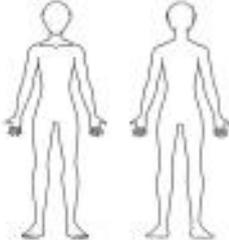
Paediatric first aid trained staff	A total of 9 staff
Emergency First Aid at Work	A total of 11 staff



**Cotgrave Candleby Lane School**  
Candleby Lane, Cotgrave, Nottingham, NG12 3JG  
Telephone: 01159 892284



**Pupil Accident/Injury in School - Report to Parents**

Name:	Class:
Date: / /	<input type="checkbox"/> First aid given on same day as accident: Time:
Injury type: <input type="checkbox"/> Bump/Blow <input type="checkbox"/> Bump to the head <input type="checkbox"/> Burn/Scald <input type="checkbox"/> Cut/Graz <input type="checkbox"/> Damage to teeth <input type="checkbox"/> Irritation to eye <input type="checkbox"/> Nosebleed <input type="checkbox"/> Splinter <input type="checkbox"/> Sprain/Strain <input type="checkbox"/> Other...	
	
Treatment given including materials used: <input type="checkbox"/> Sterile cleansing wipe <input type="checkbox"/> Plaster applied <input type="checkbox"/> Dressing applied <input type="checkbox"/> Cold Compress applied <input type="checkbox"/> Other - details below:	
Location:	
How did the injury happen:	
Head injury: Any injury to the head is treated in accordance with our school procedures. Your child has been checked and has shown signs of: <input type="checkbox"/> Dizziness <input type="checkbox"/> Drowsiness <input type="checkbox"/> Nausea <input type="checkbox"/> Sickness <input type="checkbox"/> Headache <input type="checkbox"/> Loss of vision <input type="checkbox"/> Unconsciousness <input type="checkbox"/> Raised Temperature <input type="checkbox"/> None of the above. But please continue to monitor for these at home. <input type="checkbox"/> Red wristband issued	
First aider / teacher to whom the accident was reported to:	
Pupil treated by:	
Other information (if necessary):	
Parents/Carers informed:    Accident Report <input type="checkbox"/> In Person <input type="checkbox"/> by Telephone <input type="checkbox"/>	

Please check your child's injury and seek professional medical advice if you are at all concerned. A copy of this report is retained in school.