



Hindon CE VA Primary School

First Aid Policy and Responsibilities Policy

This document provides a guide for staff and parents of pupils at Hindon Primary School. It should be read in conjunction with our Supporting Pupils with Medical Needs Policy and Allergy and Anaphylaxis Policy.

Schedule for review of this policy:

This policy was approved by the Governing Body on:	September 2026
This policy was published on:	September 2026
The implementation of this policy will be monitored by:	Headteacher
Nominated Safeguarding Governor	Rachel Ryan
Next review date:	July 2027

Interim Head Teacher: Mr S Watkins Chair of Governors: Mr R Bryson



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1. Introduction

Schools are required to provide first aid for all employees and, in keeping with the in loco parentis doctrine, to all pupils also. The HSE Approved Code of Practice gives discretion to individual establishments to assess their own needs rather than rely on a fixed numerical ratio between numbers of people and first aiders.

The findings of the school first aid need assessment will help the school decide how many first aiders are required; a model risk assessment is available on Right Choice. There are no hard and fast rules on exact numbers, and the school will need to consider all the relevant circumstances of the school.

However, the local authority has produced recommended minimum levels of first aid cover that should be in place.

Type of School	Number of people on site (Staff & Pupils)	Number of first aiders
Nursery/Primary	0 - 100	1 first aid at work qualified and 1 relief to provide cover for absences. Thereafter 1 additional first aid at work qualified for every 100 persons on site. Plus 1 qualified paediatric first aider and 1 relief to provide cover for absences where children under five years of age are present.
NB. Appropriate numbers of additional first aider at work qualified should be established based on each school's specific needs and staffing arrangements to cover absences.		

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2. Local Authority responsibilities

Monitor the arrangements for the management of first aid as part of its regular monitoring visits to Wiltshire Council maintained schools.

Investigate any incidents reported, by Wiltshire Council maintained schools, through the incident reporting system in line with Council guidelines. Liaising with the HSE as appropriate. OD (Wiltshire training) provides a range of first aid courses; details can be found on Right Choice.

3. School responsibilities

Carry out and regularly review a first aid needs assessment. This should be at least annually or when there is a relevant change. A review may also be needed after an incident requiring the provision of first aid so that lessons can be learned.

Factors to be considered in assessing the First Aid needs of the school:

- history of incidents – accident stats can indicate the most common types of injuries, times and locations
- the nature, age and number of pupils
- the size of the school and if it is split over a large area or different sites
- the remoteness of the site from emergency medical services
- other groups of people on a shared site
- school trips
- annual leave and other absences of first aiders
- the consequences of teaching staff having to leave classes to administer first aid
- the risks involved in a specific activity, e.g. PE, Forest School, science, D&T, food technology
- out of hours activities i.e. sports activities, clubs, breakfast and after school club

4. Key information and definitions

A Paediatric first aider is someone who holds a current certificate obtained by successfully completing a two day (12 hours) 'Paediatric First Aid' course from an accredited provider. Early years settings must provide training for those appointed as paediatric first aiders including requalification training after three years. For a 'Paediatric First Aider' to be recognised in the role, their qualification must be in date and not expired.

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5. Paediatric First Aid Obligations

The DfE Statutory Framework for the Early Years Foundation Stage requires that in addition to first aid at work qualified staff you must have at least one person who has a current paediatric first aid (PFA) certificate on the premises and available at all times when children under five years of age are present (Early Years Foundation Stage) and must accompany children on outings. In practice this means you school must have at least two people trained to always ensure cover. Providers should display (or make available to parents and/or carers) staff PFA certificates or a list of staff who have a current PFA certificate

The DfE also require all newly qualified entrants to the early years workforce who have completed a level two and/or level three qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff to child ratios at level two or level three in an early years setting.

6. Hindon Primary School First Aid Needs/Risk Assessment findings

- Hindon Primary School is a small village primary school located rurally, the nearest Hospital is in Salisbury, which is 15 miles away, a 30–40-minute drive.
- Pupils range in age from 4-11 years old
- There are less than 60 pupils
- The school is contained on one site, within one building
- Children travel weekly to off site swimming and sports activities
- Children travel to off site curriculum enhancement trips
- Children take part in weekly Forest School activities on site which are risk assessed and led by a qualified Forest School leader.
- Accident records involving pupils over the last 12 months indicate a moderate level of minor injuries such as grazes, minor bumps and bruises, and only two injuries which required hospital treatment (finger sprains with no hospital admission)
- There have been no reportable accidents or injuries over the last 12 months and no major injuries or incidents
- Staff to not participate in high risk/dangerous activities whilst carrying out their role.
- There are no children with serious medical conditions
- There are no adults with serious medical conditions
- There is a Paediatric Automated External Defibrillator (AED) on the school site
- There are two adult Automated External Defibrillator (AED's) in the village, one within 50 metres of the school site
- There are two Automatic Adrenalin Injector's (AAI's) on site, and all staff have been trained to use them

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High Risk Activities

The practical subjects are identified as higher risk – Forest School, Art, Design & Technology, Physical Education, Swimming, Food Technology and Science present special risks and ideally each of these areas should have adequate first aid facilities and first aider cover (plus relief first aider to cover absences). Suitable eye irrigation arrangements should be in place in Art, Design & Technology and Science (see CLEAPSS guidance).

7. Roles & Responsibilities

Governing Body

The school Governing Body is responsible for ensuring that the Head Teacher is fulfilling their safeguarding responsibilities about First Aid provision and must ensure that the requirement of this policy is fully embedded and operating effectively. First Aid provision falls under Safeguarding and the Governor with specific responsibility for Safeguarding is Mrs Rachel Ryan.

Head Teacher

The Head Teacher is responsible for ensuring that the school always has adequate Paediatric First Aid cover when pupils are on site and when pupils are off site on trips or travelling to off site venues.

Qualified Paediatric First Aiders:

The school employs **five** trained Paediatric First Aiders; all of whom are specifically trained to carry out First Aid with children and their qualifications are compliant with the requirements of the Early Years Framework. Two are employed full time and three work part-time. The Lead First Aider has extensive adult and paediatric first aid experience and training having previously worked in a medical setting.

Lead First Aider - Mrs Sharon Johnson – Teaching Assistant/DDSL/Mental Health & Wellbeing Lead

Miss Abigail Lockett – Teaching Assistant

Miss Melanie Lush - MDSA

Miss Jorja Lush - MDSA

Mrs Cass Wilson – Forest School Leader

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The Lead First Aider is responsible for:

- Ensuring that there is an adequate supply of medical materials in the First Aid Kits each half-term
- Carrying out an annual First Aid audit to check supplies and that everything is still in date
- Checking the expiry dates of Auto Adrenalin Injectors (AAI's) and reporting any that are close to their expiry date to the School Business Manager.
- Checking the battery charge on the Automated External Defibrillator (AED) and reporting any concerns to the School Business Manager.
- Ordering additional First Aid supplies via the School Business Manager
- Checking that the qualifications of all First Aiders are still valid and reporting expiring qualifications to the School Business Manager.
- Updating and having full knowledge of the Medical Needs Register so that they have awareness of any medical conditions or needs and allergies

All First Aiders are responsible for:

- Acting as First Responders and taking charge of a situation where a child is injured or becomes unwell
- Assessing injuries/illnesses and acting accordingly to provide First Aid treatment to the child
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Making decisions about sending pupils home when appropriate due to illness or injury in consultation with the Head Teacher
- Recording accidents appropriately on the day that they take place
- Having knowledge of the Medical Needs Register so that they have awareness of any medical conditions or needs and allergies

Unqualified staff

Any member of staff can provide First Aid to minor injuries that only need cleaning with water and a plaster or cold pack applied. They should always seek the advice of a trained First Aider if they are unsure, and a First Aider must always be called in the event of a more serious injury or suspected illness.

All bumps to the head must be assessed by a qualified First Aider so that they can decide whether a parent needs to be called or whether the child can be monitored in school.

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8. First Aid Equipment & signage

Travelling First Aid Kits

Travelling first aid kits are kept in the school rucksack and are taken on all off-site journeys including curriculum enhancement trips and weekly swimming and sports journeys. The First aider/s in attendance on such journeys are responsible for ensuring that they collect the kit prior to departure.

If any child who has asthma inhalers is travelling, the First Aider/s are responsible for ensuring that they take the relevant inhalers with them.

First Aiders in attendance are responsible for collecting the AAI (Auto-adrenalin injectors) and taking those on off-site trips.

On-site First Aid kit

Hindon School has a lockable First Aid kit box located outside of the school office adjacent to the First Aid area. It should be kept fully stocked with appropriate First Aid supplies. The Lead First Aider is responsible for checking supplies each half-term and ordering additional supplies via the school office.

The school keeps cold packs in the staff room fridge for application to minor bumps and bruises.

The school has two Auto Adrenalin Injectors (AAI's) which are stored in a marked bag in the school office. They are never locked away and are always accessible by any member of staff.

The school has a paediatric Automated External Defibrillator (AED) which is stored in the school office in a marked case, it is never locked away and is accessible to any member of staff at any time.

First Aid area

There is no legal requirement to have a first aid room in low-risk environments, but it is recommended that where possible schools have a first aid room for the treatment of injuries and for keeping casualties warm and comfortable during treatment and if necessary whilst waiting for the emergency services.

Hindon Primary School does not have sufficient space to allocate a First Aid Room but has a designated area where pupils come to receive First Aid Treatment. Should additional privacy be required the staff room should be used.

Signage & certificates

Notices and signs giving the name, contact details, location and directions to the nearest first aider **must** be prominently displayed and kept up to date throughout the school. There is a poster in the First Aid area, the school hall, the art area and each of the three classrooms.

The qualification certificates of all First Aiders must be on display in the First Aid area.

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9. Recording Accidents and First Aid Treatment

Minor injuries

A record should be kept of all first aid administered, even if it is for a minor injury. We record minor injuries such as grazes, scratches, minor bumps in the First Aid book and we give children a First Aid sticker so that their parents are aware that they have a minor injury.

More serious injuries/incidents

More serious injuries such as burns, suspected sprains or fractures, allergic reactions, head bumps where there is a risk of concussion must always be reported to parents as quickly as possible via a phone call. Serious head bumps can cause delayed concussion so it is crucial that parents are made aware so that they can monitor the child at home for signs and symptoms of concussion. See separate section below which outlines the process for dealing with head bumps.

In the event of a more serious injury, an accident report form must be completed as soon as possible after the event and passed to the Head Teacher who will assess whether the accident needs to be reported to OFSTED.

Any serious injury must be followed up by the Head Teacher or First Aid Lead with a welfare phone call later the same day to check on the wellbeing of the child.

If a pupil must go home and needs to be supervised, a First Aider or member of office staff must stay with the child until the parent arrives, pupils must not be left unattended. A First Aider must always be called if their condition appears to worsen while they wait for their parent.

In the event of a serious injury, or an incident requiring an ambulance, emergency First Aid is always the priority, alongside calling 999. Another member of staff should phone parents so that the First Aiders can focus on the child.

10. Treating, recording & reporting head injuries

A minor head injury can be a frequent occurrence in a school. Fortunately, the majority of head injuries are mild and do not lead to complications or require hospital admission. However, a small number of children may suffer from a severe bump which might lead to concussion. Complications such as swelling, bruising or bleeding can happen inside the skull or inside the brain up to 24 hours after the bump to the head. The presence or absence of a lump at the site of the bump is not an indication of the severity of the head injury, however if you feel the bump or impact to the head isn't classed as a concern then the following procedures apply.

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Minor bump to head

A minor bump to the head is common in children, particularly those of infant school age. If a child is asymptomatic: No bruising, swelling, abrasion, mark of any kind, dizziness, headache, nausea or vomiting. The child appears well, then the incident will be treated as a "bump" rather than a "head injury"

Action to be taken:

- Child to be assessed by a First Aider.
- Apply cold compress.
- Complete accident book.
- Give child an accident sticker.
- Report to Teacher/Teaching partner in class to ensure they are aware of the incident

Minor head injury – no loss of consciousness

A minor head injury often causes bumps, swellings or bruises on the exterior of the head.

Other symptoms:

- Nausea.
- Mild headache.
- Tender bruising or mild swelling of the scalp.
- Mild dizziness.

Action to be taken:

- Child to be assessed by a First Aider.
- Apply cold compress.
- First Aider to speak with First Aid Lead.
- Complete accident book.
- Observation
- No physical activities
- Report to Teacher/ Teaching partner in class to ensure they are aware of the incident.
- Front Office / First aider is to phone the parents to ensure they have been made aware of the incident and inform them to pick up child.

Severe head injury

A severe head injury will usually be indicated by one or more of the following symptoms:

- Unconsciousness briefly or longer.
- Difficulty in staying awake.
- Seizure.

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- Slurred speech.
- Visual problems.
- Difficulty in understanding what people are saying.
- Balance problem.
- Loss of power in arms/legs/feet.
- Pins and needles.
- Amnesia.
- Leakage of blood or clear fluid from nose or ears.
- Bruising around eyes/behind ears.

Action to be taken:

- Child to be assessed by a First Aider.
- If there is a neck injury and child is unconscious DO NOT move child.
- Call 999 and ask for AMBULANCE.
- First Aider to speak with First Aid Lead.
- Inform the School Office to contact Parents immediately.
- Inform Head teacher
- First Aider to be with child at all times.
- Complete the accident book and physical injury form.

The head injury procedures also applies to all adults and visitors to our school site.

Responsibility to record and report serious injuries/incidents

Any serious injury must be recorded as soon as possible and before the end of the day on an accident/incident report form, these forms are kept in a yellow folder in the First Aid area, completed forms must be given to the Head Teacher who will assess whether the accident/incident needs to be reported to OFSTED/HSE.

Injuries/illnesses that must be reported to OFSTED within 14 days

- A serious accident, injury or illness requiring hospital admission for more than 24 hours
- Any kind of resuscitation
- Dislocation of any major joint such as shoulder, hip, knee or elbow
- Severe breathing difficulties such as asphyxia
- Any incident leading to hypothermia or heat-induced illness
- Loss of consciousness
- Broken bones or fractures
- The death of a child
- Loss of sight, temporary or permanent
- Any penetrating injury to the eye
- Any chemical or hot metal burn to the eye

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- Injury from absorption of any substance via skin, ingestion or inhalation
- Electric shock or electrical burn
- Exposure to harmful substances, biological agents, toxins or infected material

11. Post incident reflection

If a serious accident, injury or medical episode occurs in school, following the event the Head Teacher and First Aiders that were involved should always take time to reflect and learn any lessons from the incident, as well as ensuring that any supplies are replenished and recording/reporting completed within the required timeframes.

12. Welfare of First Aid trained Staff and other staff

First Aiders hold the responsibility of potentially dealing with serious injuries to children and sometimes must make very rapid decisions about the severity of injuries and illnesses in what can be very stressful or upsetting circumstances. They also hold the responsibility of deciding when to call for professional assistance.

Following any serious incident, the wellbeing of the First Aider/s and all staff involved must be considered and appropriate internal or external support offered if required.

13. Review History

Date policy issued	Revisions agreed
February 2022	Model policy adopted from Wiltshire Council
September 2026	Amendments made based on specific school practice
Owner	Head Teacher

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