



Bedford
Nursery Schools
Federation

First Aid Policy

Approved by: Finance Committee Governors

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**Next review due
by:** October 2025

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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](#) and [health and safety in schools](#), and the following legislation:

This policy is based on

- [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 \(RIDDOR\) 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
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [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

3.1 Appointed person(s) and first aiders

The school's appointed person(s) are listed in Appendix 1 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 on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the school (staffroom/front office and on first aid cabinets).

3.2 The local authority and governing board

Bedford Borough Council 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.

3.3 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of 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)
- Ensuring A fire aid risk assessment has been completed for the site.

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 reports
- 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 Admin Assistant or member of SLT will contact parents immediately.
- The first aider or relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- The Business Manager will where necessary input the accident on Assessnet.

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 Business Manager prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will also be a person who had completed the Administration of Medicines training if needed on the trip.

5. First Aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

Peter Pan Nursery School

- the shower room (3/4s)
- the changing room (2s)
- the staff room
- front office

Cherry Trees Nursery School

- front office
- changing room (2s)
- first aid cabinet in small toilets (3/4s)

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the relevant member of staff 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 form
- A copy of the accident report form will be given to the parents when they collect their child from school if the parent requests it
- Bedford Nursery Schools Federation use the Borough Assessnet system to record accidents (N.B.: Minor injuries to pupils which do not arise from a work activity (i.e. the way in which an activity was carried out, organised or supervised) or the condition of the premises / equipment used do not need reporting on AssessNET but may instead be recorded on a local log. Many schools keep 'bumps and bruises logs' for this purpose.)
- 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.
- Children's accident records will be kept for a minimum of: date of birth of child and 25 years

6.2 Reporting to the HSE

The Business Manager 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 Business Manager or Head Teacher 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 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
- 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

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)
<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The Admin Assistants, or Business Manager or Head Teacher or Key Worker 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.

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 is 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 3 staff member at each nursery school will have a current paediatric first aid (PFA) certificate (as per our first aid risk assessment) which cover any sickness absence which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Across the federation a minimum my 3 people will have emergency first aid a work.

8. Monitoring arrangements

This policy will be reviewed by the **Business Manager** every 2 years.

At every review, the policy will be approved by the **Governing Body**.

Appendix 1: list of First Aid personnel and Training

Name	Course	Expiry Date
HANNAH THORPE	Paediatric First Aid	25/07/2026
SVETLANA MARKOVIC	Paediatric First Aid	25/07/2026
GRAZIELLA SILVESTRI	Paediatric First Aid	25/07/2026
TRACY CHERRY	Paediatric First Aid	25/07/2026
GERDA GALINYTE	Paediatric First Aid	13/04/2024
SENITA KALYAN	Paediatric First Aid	13/04/2024
SHIRLEY FITZPATRICK	Paediatric First Aid	13/04/2024
ANETA BRONAKOWSKA	Paediatric First Aid	13/04/2024
RAJ JOOTEL	Paediatric First Aid	13/04/2024
SUNITA CHIMBER	Paediatric First Aid	25/07/2026
SUSAN GHARU	Paediatric First Aid	25/07/2026
DEBBIE JOHNSON	Paediatric First Aid	25/07/2026
BEV RINVENUTO	Paediatric First Aid	25/07/2026
ANNA MOSTRAG	Paediatric First Aid	25/07/2026
JO SILVESTER	Paediatric First Aid	25/07/2026
EMILY GIBBONS	Paediatric First Aid	25/07/2026
ZOE KANDOLA	Paediatric First Aid	25/07/2026
HAYLEY LAWRENCE	Paediatric First Aid	25/07/2026
LIDIA LABECKA	Paediatric First Aid	13/04/2024
LIZZIE ROWLING	Paediatric First Aid	13/04/2024
KULWINDER MASIH	Paediatric First Aid	13/04/2024
HEATHER MARTIN	Paediatric First Aid	13/04/2024
TONI CRUICKSHANK	Paediatric First Aid	13/04/2024
CLARE OLIVER	Paediatric First Aid	13/04/2024
CLARE OLIVER	Emergency First Aid at Work	11/09/2025
ALICE WARREN	Emergency First Aid at Work	23/02/2026
PENNY STUBBS	Emergency First Aid at Work	29/06/2025
LISA PHILLIPS	Emergency First Aid at Work	03/07/2025
MRS TRACY FARDELL	First Aid at Work	17/02/2026
PENNY STUBBS	Administration of Medication in Schools	28/08/2025
LISA PHILLIPS	Administration of Medication in Schools	31/08/2025
ALICE WARREN	Administration of Medication in Schools	21/03/2026
CLARE OLIVER	Administration of Medication in Schools	09/02/2026
JO SILVESTER	Administration of Medication in Schools	17/04/2026
ANNA BROWNING	Administration of Medication in Schools	17/05/2026
RAJ JOOTEL	Administration of Medication in Schools	31/08/2026
NAZMA BEGUM	Administration of Medication in Schools	07/07/2026
HANNAH THORPE	Administration of Medication in Schools	23/04/2026

Colour coding (green- Peter Pan and red- Cherry Trees)

Appendix 2

Accident Report

Child's Name					Group	Green	Red	Blue
Date of Accident	d	mm	yyy		Time			
Details of how accident occurred								
Injuries sustained circle								
No visible injury	Bump	Cut/Graze	Crush	Bruise	Break/fracture	Red Mark	Other	
Location of injury – tick below and mark on body map								
Head: Side Front Back	Eye L R		Ear L R		Mouth/teeth/tongue			
Stomach	Back		Side L R		Bottom			
Hand L R	Finger	Leg L R		Foot L R		Arm L R		
First aid administered								
None required	Bandage		Ice Pack		Cold compress		Plaster	
Eye wash	Other							
Staff signature								
Parent - please sign to acknowledge you have been advised of this accident.								
I would like a copy of this report by	Paper copy		Email		I do not require a copy of this report			
Scanned <input type="checkbox"/>	Given to parent <input type="checkbox"/>		Emailed to parent <input type="checkbox"/>					
Head bump phone call made: Time Initial:								



