



*Inspiring All to Excellence*



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**Violet Way Academy**

# **First Aid**

## Introduction

Violet Way Academy is committed to promoting and safeguarding the welfare of children and young persons in accordance with Safeguarding Children in Education, under the provisions of the Education Act 2002. First Aid provision in school encompasses everyone present in the school: Children, staff, and visitors to the school site.

This guidance outlines our daily policy, practice, and procedures for first aid within our school. It should be read in conjunction with the following school-based policies:

- Child Protection & Safeguarding
- Medicines in School
- Asthma
- Health and Safety
- Educational Visits
- SEND
- Equality Policy
- Accessibility Plan

### 1. Aims

The aims of our first aid guidance 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 guidance 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:

- 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 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), 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.

### 3. Roles and Responsibilities

In order to ensure that the school has sufficient first aiders and first aid equipment in school, the Staffordshire HSF16 form was used (First Aid Assessment), a copy of which is included in this guidance in Appendix 2.

#### 3.1 Appointed person(s) and first aiders

The academy at present has above the recommended number of trained paediatric first aiders (plus OPOJ Nursery/Care Club have paediatric trained staff). We also have staff that are Emergency First Aider trained.

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 slip and form on the same day, or as soon as is reasonably practicable, after an incident;
- Keeping their contact details up to date.

Our school's paediatric first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The local authority and governing board**

The Trust Board has ultimate responsibility for health and safety matters in the Trust, 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 Executive Headteacher, Head of School and staff members.

### **3.3 The Headteacher**

The Headteacher is responsible for the implementation of this guidance (maintaining a culture of safety and wellbeing), 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).

### **3.4 Staff**

Academy staff are responsible for:

- Ensuring they follow first aid procedures;
- Ensuring they know who the first aiders in school are;
- Completing accident forms for all incidents they attend to;
- Completing the accident/incident book for staff in the front office where they themselves have had an accident/injury;
- Informing 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 resulting in injury:

- All staff have a 'duty of care' to pupils and must do 'what is reasonable in all the circumstances' to safeguard and promote the welfare of children at Violet Way Academy.
- 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 Headteacher or School Administrator will contact parents immediately.
- The 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.

Type of Accident	Example	Action	When
Minor	<ul style="list-style-type: none"> <li>• Grazes</li> <li>• Minor bumps to the head</li> </ul>	<ul style="list-style-type: none"> <li>• Details logged using our first aid paper system (copy for school and note home).</li> <li>• Treated in the playground / office.</li> <li>• <b>Always</b> send home a bumped head letter, even if a minor bump to the head – Parents can be notified of a bumped head on Marvellous Me</li> </ul>	Same day
Possibly requiring medical or dental treatment	<ul style="list-style-type: none"> <li>• Severe cuts / lacerations</li> <li>• Impact injury (bang or bump) to the head (the head is defined as whole head &amp; face)</li> </ul>	<ul style="list-style-type: none"> <li>• Details logged by first aider using our first aid paper system (copy for school and note home).</li> <li>• Call parents to inform that pupil has had a blow to the head and send home bumped head letter. A triage process will include escalation of contacting parents to collect the child and seek further professional guidance in relation to the injury e.g., symptoms of concussion/ a laceration that may require</li> </ul>	Same Day

		<p>further treatment other than a compress.</p> <ul style="list-style-type: none"> <li>• Office Manager reports on MyH&amp;S (Staffordshire Accident Reporting)</li> </ul>	
<b>Severe</b>	<ul style="list-style-type: none"> <li>• Major injuries e.g. Broken bones (not fingers)</li> <li>• Loss of limbs</li> <li>• Accident resulting in over 7-day injury</li> <li>• Where injured party leaves site in an ambulance (not reportable if taken to hospital as a precaution but the examination shows no injury)</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>• Details logged using our first aid paper system (copy for school and note home).</li> <li>• Reported to H &amp; S executive under RIDDOR.</li> <li>• Office Manager reports on MyH&amp;S (Staffordshire Accident Reporting)</li> </ul>	Within 24 hours

#### 4.2 Off-site procedures

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

- A mobile phone;
- A portable first aid kit;
- Information about the specific medical needs of pupils;
- Access to parents' contact details.

Risk assessments must be completed by the lead member of staff and approved by the Educational Visits Coordinator (EVC)/Headteacher 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 always be at least one first aider on school trips and visits in Key Stage 1.

### 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
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Cold compresses (kept in fridge in staff room)
- Burns dressings

No medication is kept in first aid kits.

Every lunchtime supervisor has a first aid kit. There is also a first aid kit box located in the following places around school:

- Dining Room
- Outside the cleaning store room
- Outside the YR toilets
- Kitchen
- Nursery office
- Y2 mobile
- Library mobile

## 6. Record Keeping and Reporting

### 6.1 First aid and accident records

- We have a system of first aid recording to ensure a record is maintained in school and parents are provided with information about injuries too.
- A minor accident form is completed if the injury needs only very minor first aid e.g. a wipe, cold compress, plaster, or ice pack for a short time. For children in Reception and Key Stage 1 a 'Bump' note is sent home to inform parents.
- A record, by the relevant member of staff, is made on the same day or as soon as possible after a major incident resulting in an injury or near miss.
- 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 for a major incident will also be added to the pupil's educational record by the school administrator.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years.

### 6.2 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 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 class teacher or teaching assistant will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day. Bumped head letters sent home as well where a child has bumped their head.

### **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 local authority child protection agencies (MASH team) 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 is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid. A matrix will be populated ongoing to ensure that all staff's training needs are renewed and compliant with current legislation.

At all times, at least 5 staff members 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 2 years.

## **8. Monitoring Arrangements**

This guidance will be reviewed by the Headteacher in conjunction with the Health & Safety Forum.

At every review, the policy will be approved by the full governing board.

## **9. Links with Other Policies**

This first aid guidance is linked to:

- Health and safety policy
- Educational Visits Guidance
- Supporting pupils with medical conditions

## 10. Use of Personal Protective Equipment (PPE)

In school, we have the following PPE available for staff:

- disposable gloves
- disposable plastic aprons

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.

### Appendix 1: List of Paediatric First Aiders (and Emergency First Aiders)

NB Office Manager has most up-to-date list and books training for staff.

Name	Position	Emergency First Aid	Paediatric First Aid
Carla Jinks	Teaching staff		Exp: 01.02.24
Emillie Wagg	Teaching staff		Exp: 22.03.24
Atiqa Imran	TA		Exp: 30.11.25
Deborah Robinson	TA		Exp: 27.04.25
Leanne Higson	TA		Exp: 14.3.26
Paula Wheatcroft	TA		Exp: 14.03.26
Sophie Tift	TA		Exp: 26.01.25
Vicky Dawson	TA	Exp: 31.03.25	Exp: 27.04.25
Bill Willingham	Site	Exp: 31.03.25	
Caroline Greensmith	Lunchtime supervisor		Exp: 22.02.24
Dawn Evison	Lunchtime supervisor		Exp: 06.07.24
Joanna Korycka	Lunchtime supervisor		Exp: 14.3.26
Katie Kirkham	Lunchtime supervisor		Exp: 14.3.26
Nicola Deakin	Lunchtime supervisor		Exp: 26.02.23



Thomas George	Lunchtime supervisor		Exp: 27.04.25
Laura Carr	Kitchen	Exp: 22.02.24	
Pamela Bowler	Kitchen	Exp: 11.10.24	

## Appendix 2: First Aid Assessment (HSF16)

### Assessment of First Aid Provision

#### Violet Way Academy

Name of Assessor(s): Michelle Kee (Headteacher), Carly Holford (Office Manager)

#### Assessment of First Aid Factors

In order to assess the first aid requirements you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases: -

**Table 1**

<i>Assessment Factor</i>		<i>Apply?</i>		<i>Impact on First Aid Provision</i>
		<i>Yes</i>	<i>No</i>	
1	Have your risk assessments identified significant risks of injury and/or ill health?		✓	
2	Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals?	✓		We have more than adequate numbers of First Aid trained staff including paediatric and first aiders at work.  Bill Willingham, who would be using the specialist machinery/equipment has had adequate training for their use.

				Forest School lead has risk assessments in place for Forest school and animals.
3	Are there parts of the establishment with different levels of risk?	✓		Forest School - Forest School lead has risk assessments in place for Forest school, including fire and animals.
4	Have you had any accidents or cases of ill-health in the past 12 months?	✓		No impact on current first aid provision.
5	Are there inexperienced workers on site, or employees with disabilities or special health problems?		✓	
6	Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	✓		There is suitable provision in each building where there are activities for which we are directly responsible – main building and mobile buildings. OPOJ Nursery and Care Club are based on our site but have their own first aid provision.
7	Is there shift work or out-of-hours working?		✓	
8	Is your workplace remote from emergency medical services?		✓	
9	Do you have employees who travel a lot or work alone?	✓		Lone working risk assessment in place
10	Do any of your employees work at sites occupied by other Employers or is your site used by other occupiers?	✓		OPOJ Nursery and Care Club are based on our site but have their own qualified first aiders. OPOJ have access to our first aid box/materials which is situated in the room they use.
11	Do you have any work experience or other trainees?	✓		Our first aid provision covers them.
12	Do members of the public visit your premises?	✓		The first aid provision is sufficient for visitors to the school. We would call emergency services if needed.
13	How many people are employed on site: - less than 5? - 5 to 49? - 50 to 100? - more than 100?			50-100
14	Is a first aid room required?		✓	First aid is administered in a designated area in the KS1 building during playtimes. At all other times first aid is administered at the place the accident took place. Alternatively, the injured child/person is moved to a safe and practical place so first aid can be carried out.

The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover for absences. The table does not take into consideration any non-employees who may be affected so an allowance will need to be made in such circumstances.

**Table 2**

	Type of Workplace	Numbers of First Aid Personnel Required
<b>Lower Risk</b>	Shops, offices, libraries, schools and similar workplaces	<p><b>Fewer than 50 employed at any location:</b> at least one appointed person. (It may be appropriate to provide an Emergency First Aider (EFAW) if large numbers of the public visit the workplace.)</p> <p><b>50-100: at least one first aider</b></p> <p><b>More than 100:</b> one additional first aider for every 100 employed.</p>
<b>Higher Risk</b>	Light engineering and assembly work, food processing, warehousing extensive work with dangerous machinery or sharp instruments construction, chemical manufacture, work involving special hazards* such as hydrofluoric acid or confined spaces..	<p><b>Fewer than 5:</b> at least one appointed person.</p> <p><b>5-100:</b> At least one first aider (FAW) per 50 employees or part thereof.</p> <p>*Additional training may be needed to deal with injuries resulting from special hazards.</p>

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements, at all times whilst people are at work

#### Assessment of First Aid Requirements

Having regard to the factors identified in table 1 and advice contained in table 2 above, the following first aid equipment/facilities/personnel are required to be provided (includes sufficient personnel necessary to cover for absences). **50-100: at least one first aider – we have more than enough first aiders in school.**

#### Informing Employees

Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aid personnel or appointed persons are and where the first aid box is? **Yes – guidance including first aid arrangements is also shared and available on the One Drive.**

			No.				No.	
Qualified First Aiders			19 total (PFA/EFA)		Qualified Emergency First Aiders			4
Qualified Paediatric First Aiders					Qualified Paediatric First Aiders			15
Name	EFA	PFA	First Aid Boxes					
			Locations:					
Carla Jinks		Exp: 01.02.24	Dining Room					1
Emillie Wagg		Exp: 22.03.24	Outside the cleaning store room					1
Atiqa Imran		Exp: 30.11.25	Outside the YR toilets					1
Deborah Robinson		Exp: 27.04.25	Kitchen					2
			Nursery office					
			Y2 mobile					
			Library mobile					
Leanne Higson		Exp: 14.3 26						

Paula Wheatcroft		Exp: 14.03.26	
Sophie Tift		Exp: 26.01.25	
Vicky Dawson	Exp: 31.03.25	Exp: 27.04.25	
Bill Willingham	Exp: 31.03.25		
Caroline Greensmith		Exp: 22.02.24	
Dawn Evison		Exp: 06.07.24	
Joanna Korycka		Exp: 14.3.26	
Katie Kirkham		Exp: 14.3.26	
Nicola Deakin		Exp: 26.02.23	
Thomas George		Exp: 27.04.25	
Laura Carr	Exp: 22.02.24		
Pamela Bowler	Exp: 11.10.24		
First Aid Room			0
Travelling First Aid Kits (bum bags)			12

<p><b>Appointed Persons</b> (to check first aid boxes and bum bags – top up from main stock in filing cabinet in staff room under shelving. Inform Lucy if any equipment/products are low)</p> <p><b>Names of Appointed persons and areas:</b></p> <p>Y2 mobiles – Jayne  Dining Room – Rebecca  Kitchen – Laura  Cleaning cupboard – Leanne  YR toilets – Paula/ Atiqa  Library Mobile – Sophie  Nursery – Sue</p> <p>14</p> <p>First Aid bum bags per class (+Nursery)  Lunchtime supervisors (x2)</p> <p><b>Appointed persons for classes and lunchtime</b></p> <p>Paula and Atiqa – YR bum bags  Kerri and Leanne – Y1 bum bags  Jayne, Vicki and Debs – Y2 bum bags  Lunchtime staff to check own  Nursery staff to check own (Sue to monitor)</p>	
Eye Wash Bottles (one in each kit/bum bag)	18
Paediatric First Aiders	30