



Bradford Diocesan
Academies Trust

EAST MORTON CE PRIMARY SCHOOL

First Aid Policy

**This policy applies unless overridden by any other
emergency response guidance in place.**

School Vision

All are inspired to achieve their full potential in our loving community of life-long learners, where:

- Everyone is valued;
- Every chance is provided for all to flourish in the security of God's love; and
- Every day brings the enjoyment of life in all its fullness.

Core Values

At East Morton, 'Love' is our core value and it is from love which all of our six key values flow:

- Hope
- Peace
- Generosity
- Community
- Wisdom
- Justice

Introduction

The Governors and Head teacher of East Morton Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 alongside the Guidance on First Aid for Schools DfEE and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the academy's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations.

Statement of First Aid organisation

Guidelines for support staff carrying out toileting procedures/nappy changing at school. NNEB (Nursery Nursing Examinations Board), Levels 1, 2 and 3 teaching and support assistant contracts cover 'promoting personal care' and this includes support with continence needs.

The school's arrangements for carrying out the policy include nine key principles.

1. Places a duty on the Governing body to approve, implement and review the policy.
2. Place individual duties on all employees.
3. To report, record and where appropriate investigate all accidents.
4. Records all occasions when first aid is administered to employees, pupils and visitors.
5. Provide equipment and materials to carry out first aid treatment.
6. Make arrangements to provide training to employees, maintain a record of that training and review annually.
7. Establish a procedure for managing accidents in school, which require first aid treatment.
8. Provide information to employees on the arrangements for first aid.
9. Undertake a risk assessment of the first aid requirements of the school.

Appointed First Aiders

Governing bodies/head teachers should consider the likely risks to pupils and visitors, as well as employees, when deciding on the numbers of first-aid personnel. The Governing body and school will ensure that all first aiders hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE.

First Aider posters are displayed around school.

Name	Type of Certificate
Mrs Proctor	First Aid Appointed Person
Mrs Petts	First Aid Appointed Person
Mr Holland	At Work and Paediatric
Mr Vincent	At Work and Paediatric
Mrs Blake	Paediatric
Mrs Armitage	Paediatric
Mrs Prance	Paediatric
Mrs Bentley	Paediatric
Mrs Feather	Paediatric
Miss Horsfall	Paediatric
Mrs Poucher-Newall	Paediatric
Mrs Gostling	Paediatric
Mrs Booth	Paediatric
Mrs Padgett	Paediatric

Our first aiders are:



Mrs Armitage



Mrs Bentley



Mrs Blake



Mrs Booth



Mrs Feather



Mrs Gostling



Mr Holland



Miss Horsfall



Mrs Padgett



Mrs Poucher-Newall



Mrs Prance



Mr Vincent

+

If you are injured, they will come and help you.

First Aid Boxes are located in the following places:

Year 1 Corridor under sink

Year 5 Cupboard Under Sink

Disabled Toilet (Y2/3/4 corridor)

Office

Bungalow Hall Cupboard

+

FIRST AID

 Paediatric First Aid
  First Aid at Work

FIRST AID

Our Mental Health Team:



Mrs Proctor



Mrs Petts



Mrs Blake



Mrs Wahed

+

They are here if you need to talk

Senior Mental Health Lead:

Mental Health First Aiders:

Children's Mental Health Champion:

+

Children



Adults



Arrangements for First Aid

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools'.

The location of First Aid Kits in school are:

Early Years Classroom

Year 1 Corridor Box on the wall Office

Year 5 Cupboard Under Sink Bungalow Kitchen

First Aid Room/Disabled Toilet (Y2/3/4 corridor)

The contents of the kits will be checked on an annual basis by the First Aid Lead.

Whole staff training on Epipen administration and asthma will be undertaken and all teaching and support staff will be invited to attend when necessary.

All children with allergies will be made known to staff in school via registers, CPOMS and where necessary on display in allocated areas.

Off-site activities

At least one first aid kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers, Epipens etc.

A person who has been trained in first aid will accompany all off-site visits, on rare occasions if may be necessary to risk assess without a qualified first aider present e.g. once on site there are first aiders present and only the journey will be without.

Information on First Aid arrangements

The Head teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents
- The arrangements for First Aid
- Those employees with qualifications in first aid.

In addition, the Head teacher will ensure that signs are displayed throughout the school providing the names of employees with first aid qualifications.

All members of staff will be made aware of the school's first aid policy.

Accident Reporting

The Governing body will ensure there are procedures for reporting:

- all accidents to employees
- all incidents of violence and aggression.

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;

- It is an accident in school which requires immediate emergency treatment at Hospital

For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the Trust will be sought.

Where a pupil has an accident, it will be reported to the Trust under Trust guidelines.

All accidents to non-employees (e.g.) visitors which result in injury will be reported (RIF form).

Pupil accidents involving head or genital area

The Governing body recognise that accidents involving the pupil's head or private area can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a text will be sent to the child's parents or guardians to advise of the incident.
- A duplicate completed accident form will be sent home.

Transport to hospital or home

- The Head teacher will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Head teacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Head teacher may decide to arrange to transport the pupil to hospital.

Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

Asthma please refer to the policy below

Administration of Medication in School – Including Asthma

Review

This policy is reviewed **annually (Next Review January 2027)**

Headteacher: A. Proctor

Governor Approval: A. McGonigle

Date: 13th January 2026