

*Planting the Seeds for a Successful Future*

# Cedars Manor School



## First Aid Policy

*Article 24: Every child has the right to the best possible health. Governments must work to provide good quality health care, clean water, nutritious food and a clean environment so that children can stay healthy. Richer countries must help poorer countries achieve this.*

<b>Approved by:</b>	Governing Body	<b>Date:</b> January 2025
<b>Last reviewed on:</b>	September 2024	
<b>Next review due by:</b>	September 2026	

*The Cedars Manor community believes that together, we will prepare each and every child for a bright future in an ever-changing world. We believe that by planting the seeds for a successful future our children, staff, parents and community can achieve educational excellence and shape the future through our 'B' values:*

**Be Ready - Be Respectful - Be Safe - Be Responsible - Be Resilient - Be Courageous**

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# 1. Aims

Cedars Manor School is committed to providing adequate first-aid personnel, equipment and facilities to ensure that immediate aid is administered to anyone injured and/or suffers sudden ill-health whilst on school site.

Cedars Manor School also recognises the duty of care and legal requirement for First Aid provision in our School to provide care after an injury or accident until professional medical assistance is available.

While the head teacher and Board of Governors are aware of their responsibilities with regards to health and safety; all members of staff are also expected to conform to the implemented first aid policy and procedures which, in turn, will permit effective management of first aid throughout the school.

## 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](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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 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 and the first aid team. 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 via office (Welfare officer to make the decision) where necessary and in most cases informing a member of the senior team of this decision when this is 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 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**

Harrow 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)

### **3.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed person in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- 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 the 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 team will contact parents immediately
- The first aider or appointed person will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

## 4.2 Off-site procedures

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

- A mobile phone
- A portable first aid kit including, at minimum:
  - A leaflet giving general advice on first aid
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing
  - 2 triangular bandages – individually wrapped and preferably sterile
  - 2 safety pins
  - individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the teaching staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## 5. First aid equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The premises office
- Reception (at the desk)
- The school hall
- The school kitchens
- One located on each floor

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form (Medical Tracker) will be completed by the first aider or a relevant member of the admin team 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 at appendix 2
- Records held on medical tracker 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 in the correct timeframe

### 6.2 Reporting to the HSE

The relevant named person 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 relevant member of staff will report these through the Harrow SHEAssure portal as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below.

Fatal and major injuries and dangerous occurrences will be reported without delay (i.e., by telephone) and followed up in writing within 10 days.

Harrow Council will notify the HSE of all RIDDOR reportable on behalf of the school and a record saved on SHEAssure. Use the link below:

[Assure \(sheassure.net\)](https://sheassure.net)

### **School staff: reportable injuries, diseases or dangerous occurrences**

These 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) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, a senior member of staff will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g., from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- 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

### **Pupils and other people who are not at work (e.g., visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment

\*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g., inadequate supervision of a field trip)
- The way equipment or substances were used (e.g., lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g., poorly maintained or slippery floors)

Harrow Council will notify the HSE of all RIDDOR reportable on behalf of the school and a record saved on SHEAssure. Use the link below:

[Assure \(sheassure.net\)](https://sheassure.net)

### **6.3 Notifying parents**

The relevant staff member 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. Parents will also be informed if emergency services are called.

### **6.4 Reporting to Ofsted and child protection agencies (early years only)**

A senior member of staff 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.

A member of the safeguarding team will also notify Harrow Safeguarding 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. At Cedars Manor all staff receive first aid awareness training and all teaching assistants are required to hold a first aid qualification unless circumstances permit them from retraining in agreement with the Head Teacher.

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 3).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

## **8. Monitoring arrangements**

This policy will be reviewed by the Head Teacher annually. At every review, the policy will be approved by the head teacher and Full Governing Board.

## **9. Links with other policies**

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions



***Planting the Seeds for a Successful Future***

Appendix 1: list of trained first aiders

Appendix 3: first aid training log



**Cedars Manor School  
Trained First Aiders**



<b>Name</b>	<b>First Aider/ Training</b>	<b>Main Location</b>	<b>Training Log Expiry Date</b>
<b>Mrs H Chaudhry - Welfare Lead</b>	First aid at work/ Paediatric / Diabetes	Reception Office	03 December 2025
<b>Ms G Flanagan</b>	Emergency Paediatric	After School Club	06 January 2028
<b>Mr R Manners</b>	Emergency Paediatric	Premises	06 January 2028
<b>Mrs M Bellis</b>	Emergency Paediatric/ Diabetes	All floors/ outside	06 January 2028
<b>Ms G Litesh</b>	Emergency Paediatric	Lunchtime	06 January 2028
<b>Ms H Sriram</b>	Emergency Paediatric	Sky Zone / Outside	06 January 2028
<b>Ms M Parmar</b>	Emergency Paediatric	Lunchtime	06 January 2028
<b>Mrs B N Emambocus</b>	Emergency Paediatric	Forest zone/ outside	06 January 2028
<b>Ms S Earle</b>	Emergency Paediatric	Earth Zone / Outside	06 January 2028
<b>Mr P Shwalbe</b>	Emergency Paediatric	Lead SMSA - Lunchtime	06 January 2028
<b>Ms C Verrall</b>	Emergency Paediatric	Reception Office	06 January 2028

<b>Mrs I Dar</b>	Emergency Paediatric/ Diabetes	Sky zone/ outside	06 January 2028
<b>Ms J Wilce</b>	Emergency Paediatric	SMSA Lunchtime	06 January 2028
<b>Ms C Bradley</b>	Emergency Paediatric/ Diabetes	Earth zone/ Breakfast club/ outside	06 January 2028
<b>Mrs W Owen</b>	Emergency Paediatric	Earth zone/ outside	06 January 2028
<b>Mrs L Hustler</b>	Emergency Paediatric/ Diabetes	Sky zone/ outside	19 September 2027
<b>Miss Y Ismail</b>	Emergency Paediatric	Forest zone/ outside	04 January 2025
<b>Miss J May</b>	First aid at work/ Paediatric	Lunchtime/ After School Club	03 December 2025
<b>Mrs E Juzwiuk</b>	First aid at work/ Paediatric	Forest zone/ outside	29 June 2026
<b>Mrs Rifas</b>	First aid at work/ Paediatric / Diabetes	Sky zone/ outside	29 June 2026
CMS 23.01.2025			

**Appendix 2: accident report form**

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
<p>Describe in detail what happened, how it happened and what injuries the person incurred.</p>			
ACTION TAKEN			
<p>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</p>			
FOLLOW-UP ACTION REQUIRED			
<p>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.</p>			

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

**Body Map Guidance**

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

**\*At no time should an individual teacher/member of staff or school take photographic evidence of any injuries or marks to a child's person, the body map below should be used. Any concerns should be reported and recorded without delay to the appropriate safeguarding services, e.g., Social Care direct or child's social worker if already an open case to social care.**

**When you notice an injury to a child, try to record the following information in respect of each mark identified e.g., red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:**

- Exact site of injury on the body, e.g., upper outer arm/left cheek.
- Size of injury - in appropriate centimeters or inches.
- Approximate shape of injury, e.g., round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

**Ensure First Aid is provided where required and record**

A copy of the body map should be kept on the child's concern/confidential file or adult accident log folder.

**BODYMAP**

**(This must be completed at time of observation)**

Name of Pupil:

Date of  
Birth:

.....

.....

Name of Staff:

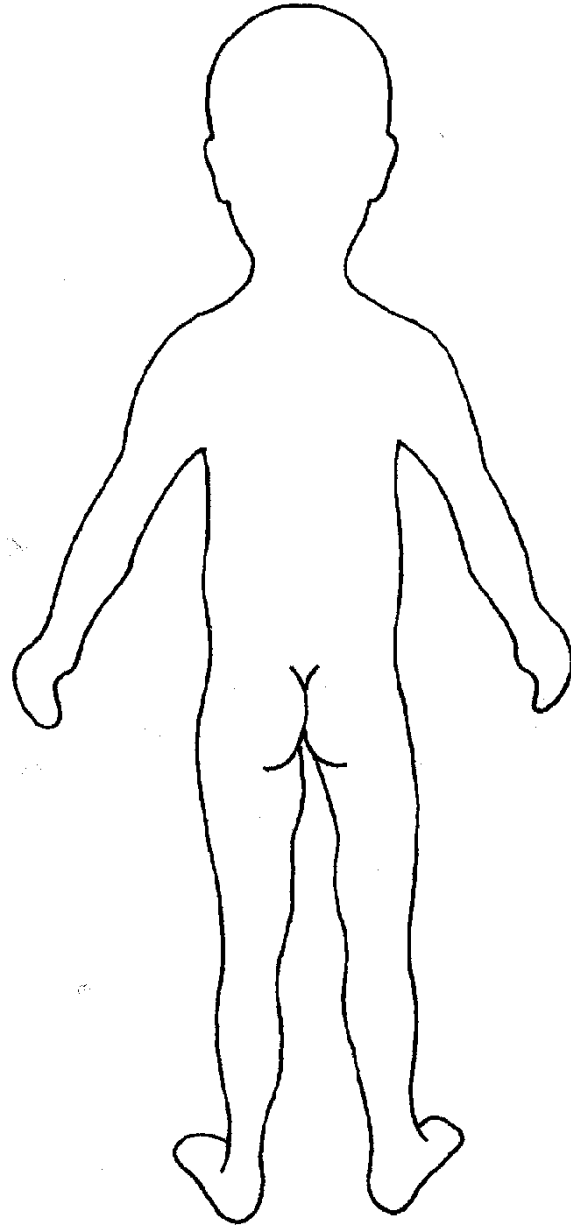
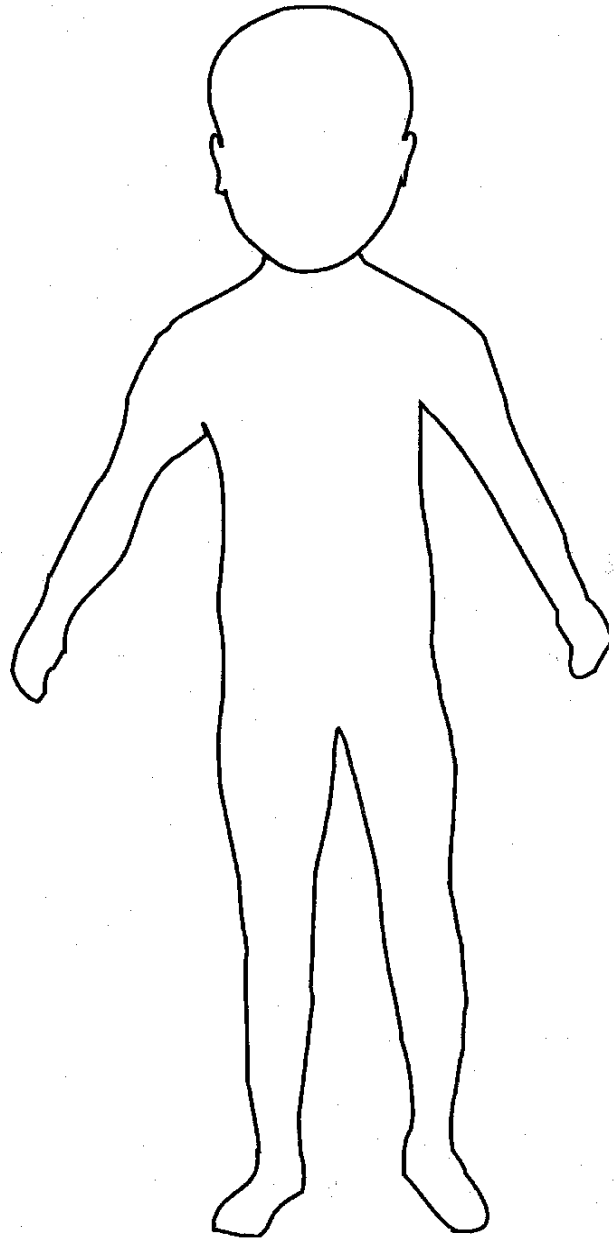
Job  
title:

.....

.....

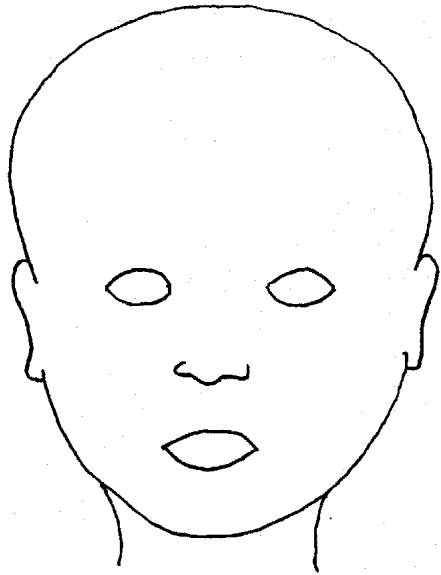
Date and time of observation:

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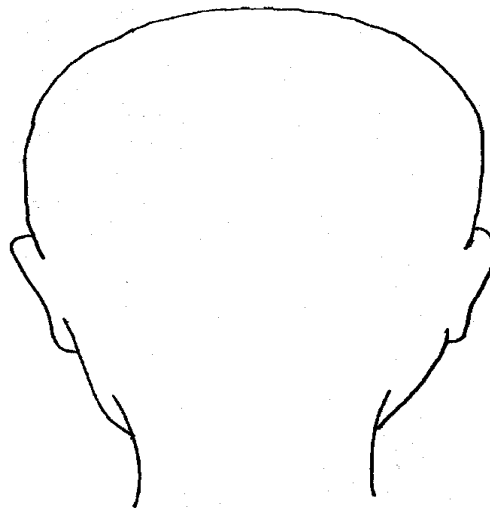


Name of pupil:

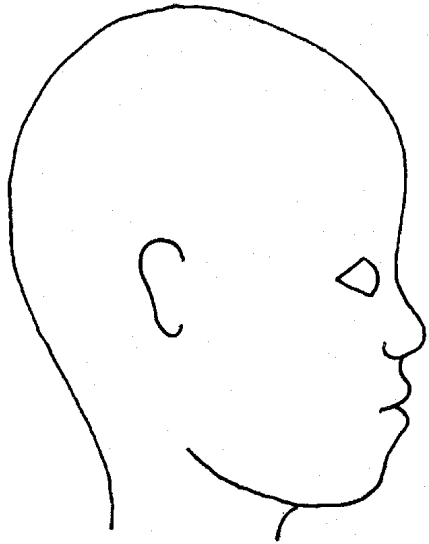
Date and time of  
observation:



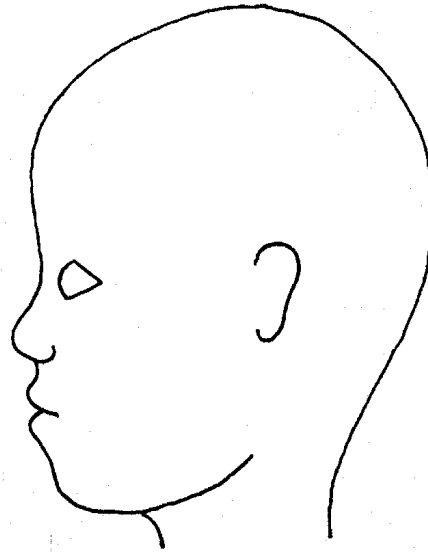
**FRONT**



**BACK**



**RIGHT**



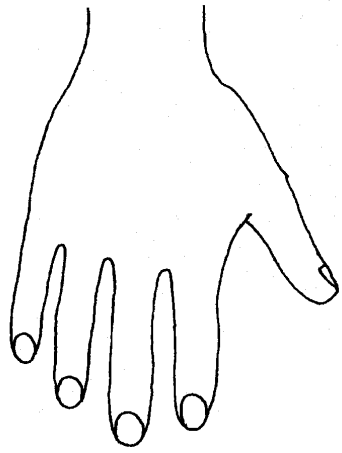
**LEFT**

Name of pupil:

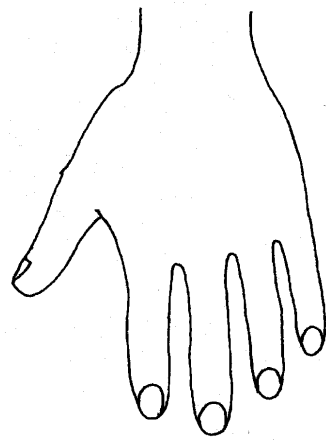
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Date and time of  
observation:

.....

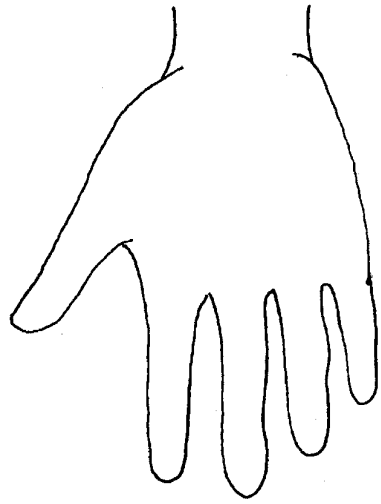


R



L

BACK

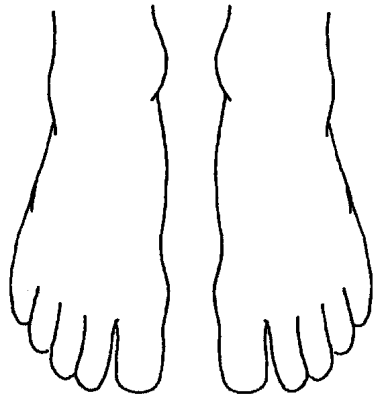


Name of pupil:

.....

Date and time of  
observation:

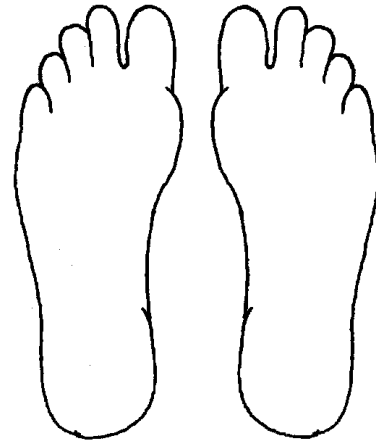
.....



R

TOP

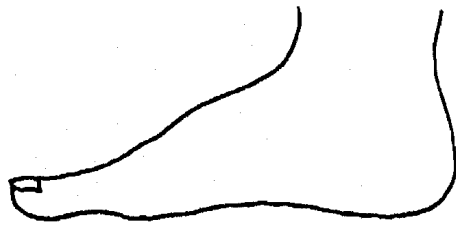
L



R

BOTTOM

L



R



L

INNER



R



L

OUTER

Printed Name, Signature  
and Job title of staff:

.....