



Newlands CofE School Federation

A partnership of Shere and Clandon Schools

First Aid Policy

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, 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
- The Management of Health and Safety at Work Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Social Security (Claims and Payments) Regulations 1979
- The School Premises (England) Regulations 2012

3. Roles and Responsibilities

Appointed Persons and First Aiders

The appointed persons for first aid at Shere and Clandon Schools are the Heads of School. 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 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.
- Completing an accident report on the same day, or as soon as reasonably practicable, after an incident.
- Keeping their contact details up to date.

Our schools' appointed persons and first aiders are listed in Appendix 1. Their names will also be displayed prominently around the schools. Lists of current first aiders must be updated regularly.

The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the Federation but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The Headteacher

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

- Ensuring that an appropriate number of appointed persons and first aiders are always present in both schools.
- 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.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary.

Staff

Staff in each school are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders and responsible persons in school are.
- Completing accident reports for all incidents they attend to where a first aider is not called.
- Informing the Head of School of any specific health conditions or first aid needs.

4. First Aid Procedures

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. A first aider will always be called where an injury has occurred to the head or face.
- The first aider will assess the injury and decide if further assistance is needed from a colleague or emergency services. They will remain on the scene until help arrives. • The first aider will 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/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers.
- Parents/carers will be notified by telephone as soon as possible of any head injury or other injury that may require further attention, monitoring, or may be distressing upon collection. If the parent/carer cannot be reached by phone, an email will be sent promptly. The accident form will also be shared with parents/carers upon collection or as soon as practicable. In the case of a head injury, a red wristband will be issued to the child and should remain in place until collection.
- If emergency services are called, the school office will contact parents/carers immediately.
- If a child must be taken to hospital and a parent/carer is not available, a member of staff will accompany the child.
- The first aider or relevant person will complete an accident report form on the same day or as soon as reasonably practicable after the incident.
- There will always be at least one person with a current paediatric first aid (PFA) certificate on the premises.

Off-Site Procedures

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

- 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 individually wrapped triangular bandages
 - 2 safety pins
 - o Individually wrapped moist cleansing wipes

- 2 pairs of disposable gloves
- Information about the specific medical needs of pupils.
- Parents'/Carers' contact details
- Individual medical plans and any required medications for pupils with known medical needs

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 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15 cm × 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 trip leader in consultation with the school visits leader prior to any educational visit.

There will always be at least one first aider with a current paediatric first aid (PFA) certificate on school trips and visits involving children in the early years (nursery and reception class), as required by the statutory framework for the Early Years Foundation Stage.

5. First Aid Equipment

A typical first aid kit in our schools 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:

Shere School

- Foundation Unit
- Year 1 classroom
- Year 2 classroom
- School kitchen
- The school office

- The playground

Clandon School

- Staff kitchen
- The playground
- Each classroom
- The Nurture room
- The school office

First aid kits must be checked at least once per term and restocked immediately after use. Responsibility for these checks has been assigned to the Assistant School Business Manager and Premises Manager (at Shere) and the School Administrator (at Clandon).

6. Record-Keeping and Reporting

First Aid and Accident File

An accident form will be completed by the first aider or relevant member of staff on the same day, or as soon as possible after an incident resulting in an injury. Records may be kept on paper or in electronic format, as appropriate.

As much detail as possible should be supplied when reporting an accident.

Records will be retained by the relevant school for a minimum of 3 years and then securely disposed of.

Near-miss events that do not result in an injury but could have done must also be recorded and reviewed by the Health and Safety lead to prevent future incidents.

Reporting to the HSE

The Executive 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.

The Executive Headteacher will report these to the HSE as soon as reasonably practicable and within required timeframes. Fatal and major injuries and dangerous occurrences will be reported without delay.

When the Executive Headteacher makes a report to the HSE, they will notify the Chair of Governors.

Notifying Parents/Carers (Early Years)

The Early Years Teacher will inform parents/carers 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/carers will also be informed if emergency services are called.

Reporting to Ofsted and Child Protection Agencies (Early Years)

The Executive Headteacher will notify Ofsted of any serious accident, illness, or injury to, or death of, a pupil while in the Federation's care, as soon as reasonably practicable, and no later than 14 days after the incident. Reporting to the Local Authority Designated Officer (LADO) may also be required where safeguarding is involved.

7. Training

All Federation staff can undertake first aid training if they wish.

All first aiders must have completed a training course and hold a valid certificate of competence. The Federation will keep a register of all trained first aiders, their qualifications, and expiry dates (see Appendix 3).

The Federation will arrange refresher training before certificates expire. Expired certificates require a full retraining course.

Basic first aid awareness refresher training will be provided to all staff annually, e.g., during an INSET day.

At all times, when Early Years children are on the premises, at least one staff member will hold a current paediatric first aid (PFA) certificate in accordance with the statutory framework.

8. Review

The Governing Body first adopted this policy in September 2021. It will be reviewed annually as necessary.

The Resources Committee is responsible for reviewing this policy.

Date of last review: Summer 2026

Date for next review: Summer 2027

Appendix 1: list of first aiders and appointed persons

CLANDON SCHOOL		
STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Gemma Cramp	Teaching Assistant Paediatric First Aider	gcramp@clandon.surrey.sch.uk
Fatma Sun	School Administrator Paediatric First Aider	fpuskulcu@clandon.surrey.sch.uk info@clandon.surrey.sch.uk
Jemma Godfrey	Teaching Assistant Paediatric First Aider	jgodfrey@clandon.surrey.sch.uk
Elise Lepki	Teaching Assistant Paediatric First Aider	elepki@clandon.surrey.sch.uk
Rosie Marsden-Farmer	Early Years/KS1 Teacher Paediatric First Aider	rmarsden-farmer@clandon.surrey.sch.uk
Fiona McGowan	School Administrator First Aider	Info@clandon.surrey.sch.uk
SHERE SCHOOL		
STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Caroline Smith	Head of School Appointed Person	csmith@shere.surrey.sch.uk
Clare Jones	School Administrator Finance Assistant Paediatric First Aider	cjones@shere.surrey.sch.uk
Bonnie Marh	Nursery Practitioner Paediatric First Aider	bmarsh@shere.surrey.sch.uk
Holly Jupp	Nursery Practitioner Paediatric First Aider	hjupp@shere.surrey.sch.uk
Lily Warner	Nursery Practitioner Paediatric First Aider	lwarnar@shere.surrey.sch.uk
Emma de Vos	High Level Teaching Assistant First Aider	edevos@shere.surrey.sch.uk
Lisa Brooks	Breakfast Club Leader Paediatric First Aider	lbrooks@clandon.surrey.sch.uk
Liza Cunningham	After School Club Leader First Aider	lcunningham@shere.surrey.sch.uk

The Wilderness Forest School		
STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Helen Weston	Forest School Leader Forest School and Outdoor First Aid	hweston@clandon.surrey.sch.uk
Rebecca Saunders	Forest School Assistant Paediatric First Aid and Outdoor First Aid	rsaunders@clandon.surrey.sch.uk

Appendix 2: accident report form



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Accident Form

Name of injured person		Role/Class	
Date of incident		Location of incident	
Time of incident			
INCIDENT DETAILS– describe in detail what happened, how it happened, any witnesses and what injuries the person incurred.			
ACTION TAKEN – describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW UP ACTION REQUIRED – 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.			
Name of person attending the incident			
Signature		Date	

Signature of parent of child involved or of adult involved		Date
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