



*First aid
procedures
2025/2026*

First aid procedures

Rationale:

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

The school has a separate procedure for the administration of medicines and the reporting of Incidents and Accidents.

Purpose of this procedure:

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits

Guidelines:

New staff are given a copy of this procedure when they are appointed. As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting and shown where first aid supplies are stored.

The administration and organisation of first aid provision is taken very seriously at Frome Vale Academy. There are annual procedures that check on the safety and systems that are in place in this procedure. The school takes part in all compliance checks, regular H&S Walks, H&S annual audits and report all accidents and near misses

First aid in the academy:

At Frome Vale Academy, we ensure that there is at least two emergency first-aid trained and two paediatric first aid trained members of staff in school at all times (during the school day). This is to ensure that all areas of the school have at least one competent person present; with sufficient

'spare' to cover off-site visits, part-time staff and as far as possible staff absences.

Frome Vale Academy trains a high number of its staff to be First aid trained. (see appendix a). Support is given as such:

- In EYFS all support staff have first aid training. There are 3 paediatric trained members of staff who can easily be contacted.
- For each break time and lunch time the school has nominated first aiders.
- When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups. Staff are expected to identify this member of staff when planning any visits. For EYFS visits, we ensure that a paediatric first aider accompanies the group.
- During activities outside of the school day (after school clubs), there is a designated first-aider onsite at all times.
- We also have 5 staff trained to Administer Medicine (see appendix A). Only staff who have received this training should administer any form of medicine which includes inhalers and Calpol. Please refer to the policy called Supporting Pupils with a Medical Condition [Click HERE](#) and the Supporting Pupils with a Medical condition Procedures [Click HERE](#)

Training:

All support staff are offered emergency first-aid training.

The school keeps a register of who is first-aid trained and when their training expires. The Operations Manager is responsible for organising first-aid training.

Roles and Responsibilities:

The main duties of a first aider in school are:

- To complete an approved first aid training course
- To give immediate help to casualties with common injuries and those arising from specific hazards at school

- When necessary, ensure that an ambulance or other professional medical help is called.
- To ensure all first aid paperwork is completed including the CLF Accident Reporting Form (see appendix B for instructions) and CPOMS as follows and see Appendix C for flowchart.

Accident/Incident must also be added to CPOMS when;

1. All Safeguarding Concerns
2. All Accidents for families already known to have a safeguarding concern however minor the injury
3. Any accident linked to behaviour

In addition – complete

1. all Head Bumps require an email home
2. Phone call home to be made for all head injuries or accidents where further medical help may be advised
3. First Aid band to be given to all children treated
4. Emergency services called immediately if needed and Principal/VP or Operations Manager informed.

Appointed Persons:

The Principal is the appointed person within the school to take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of the Principal, the senior leaders will carry out this role.

The lead first aider liaises with the Principal/SLT and Health and Safety committee to ensure that procedures are being adhered to.

They are responsible for ensuring that the first aid stock is maintained.

They are responsible for the defib checks and monitoring and reporting the checks to South Western Ambulance Services.

First Aid Facilities:

There is a dedicated first aid room in the school, which is lockable. It contains the appropriate first aid supplies approved by the HSE, and also where any medicine approved for administering is stored in a locked cupboard or locked fridge.

A defibrillator is located in the first aid room and the main foyer outside of the school office.

The school has two travelling first-aid bags used for off-site visits. These are kept in the First aid room, and contain supplies recommended by the HSE.

Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in each first aid room.

All classrooms also have their own emergency classroom box which contain paper towels, sick powder, gloves, instant ice pack, sick bag, sanitary towels (where appropriate), first aid card, first aider list and aprons.

In the first room there is file containing information on children who have medical conditions.

There is a file containing information about children receiving medication administered by the school on regular basis and one for temporary administration.

Accident and Injury reporting and procedures.

- Any child who requires first aid must be seen by one of the first aiders;
- All incidents/accidents involving pupils, staff and visitors or contractors are record on the CLF Accident Reporting Form [CLF Accident/Incident Reporting System - 2022 \(office.com\)](#)
- If a phone call is required to inform the parent/carer that we believe the child needs further medical attention, the CLF Accident Reporting Form must be completed as such. For Head Injuries, please ensure that

the head injuries letter is also provided to the parent/carer on collection of the child.

- In all accident cases a child will be given a band to wear on their wrist stating their injury and treatment. Red band for a head bump and green for all other first aid injuries.
- If a child has received a bump to the head but there are no cuts or bruising and the child feels normal, then the child will be given a red band and the office will email the head bump template email to the parent or carer.
- All head injuries must be closely monitored for a minimum of 15 minutes before a child can return to class or the playground. You must be vigilant for signs of concussion. Please ensure the child's teacher and TA are aware that the child has had a head bump.
- All injuries where an ice pack has been administered, the child/adult must sit down in a suitable area (playground/reception area/Principals office. These patients should be monitored. After 15 minutes if the injured child/adult is assessed to be able to return to the playground, classroom or workplace, the ice pack should be taken from the injured child/adult and cleaned. The ice pack should then be returned to the fridge/freezer to ensure the stock of ice packs is maintained. No child/adult should leave the vicinity of the first aid room with an ice pack unless the injury is serious enough for the ambulance service to have been called.
- All serious injuries should be reported to the Principal or senior teacher and should be recorded on the CLF accident reporting form as well as consulting with Operations Manager and filling a RIDDOR form;
- If a child needs to be sent home, as they are too unwell to stay in school, this must be checked with the Principal or Vice Principal. No conversation should be had with the child about them going home before approval and parent/carer contact has been made.
- All adult medical conditions are stored in their personnel file.

Calling the emergency services

In the case of major accidents, it is the decision of the Principal/senior teacher if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened

2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle.

If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately.

The Operations Manager should be made aware that an ambulance has been called, once the emergency situation has been dealt with.

All contact numbers for children and staff are clearly located in the school office or on Bromcom

Appendix A

First Aid Trained Staff

Paediatric Trained

Sophie Emms – expires 24/06/2028
Cath Grady - expires 25/11/2027
Esther Bullock – expires 10/05/2027
Kirsty Nightingale – expires 28/03/2026
Deborah Reed – expires 16/01/2027
Zubaida Shuja – expires 05/05/2028
Maria Cerepanova – expires 04/05/2026
Piper Isles – expires 01/07/2028

Administration of Medicine

Janet Saunders – expires 04/11/2026
Cath Grady – expires 01/11/2026
Maria Cerepanova – expires 10/07/2027
Lynn Ovens – expires 26/10/2027
Ricki Petchey – expires 22/06/2028

First Aid at Work Trained

Ricki Petchey – expires 18/3/2028

Emergency First Aid at Work Trained

Janet Saunders – expires 31/10/2025
Lynn Ovens – expires 25/09/2026
Ross Fossard - expires 25/09/2026

Defib Trained

Ross
Janet
Hannah Aslam
Kim McMahon
Piper Isles
Nichola Graham
Hannah Richards
Training took place 8/1/25

Mental Health First Aiders

Jan Saunders
Kirsty Nightingale
Heather Marshall

Appendix B



Logging ALL First Aid from Term 5

1) Click on [Frome Vale Academy - Staff Navigator \(clf.uk\)](https://clf.uk) and find the button called CLF H&S reporting



2) This opens a Microsoft Form called CLF Accident/Incident Reporting System and it looks like this!

The screenshot shows a Microsoft Form titled "CLF Accident/Incident Reporting System - 2022". The form has a purple header with a clock icon on the left and a desk with a monitor and books on the right. The main content area is white and contains the following text: "All accidents need to be reported regardless of their severity. Please use this form to report minor/major accidents (RIDDORS) and near misses." Below this is a section labeled "* Required" with the question "1. Name of academy: *". The answer choices are: BBA, BBA, BMA, BPA, CAB, CLFCentral, and DSSB. The "CLFCentral" option is selected with a radio button.

3) You will work through the form until all the answers are completed.

Please scroll down the list of academies until you find FVA—click in the circle beside FVA

4) Scroll down to question 2

Decide who has had the accident and click on the relevant circle

2. Position at academy *

- ☐ Staff
- ☒ Pupil
- ☐ Visitor
- ☐ Contractor

5) If it was a pupil, click on their year group—please ignore the year groups beyond Year 6 as not relevant to FVA

3. Year Group (pupil only)

- ☐ Nursery
- ☐ Reception
- ☐ Year 1
- ☐ Year 2
- ☐ Year 3
- ☐ Year 4
- ☐ Year 5
- ☐ Year 6

6) You DO NOT need to answer Q4—this has been covered in the Q3

4. Class or tutor name (pupil only)

Enter your answer

7) Enter the date—this is easy if you press the calendar icon at the end of the box—please note it is in USA and so will show the month first and then the day.

5. Date of accident *

3/24/2022



8) Click on the circle beside the time of the accident

6. Time of accident *

- ☐ Before school
- ☐ 9am-12pm
- ☒ Morning break
- ☐ Lunch time
- ☐ 1pm - 3pm lessons
- ☐ After school
- ☐ Outside of school injury (incl trips and sport fixtures)

9) Click on the type of accident.

Then click on the NEXT button

7. Type of report: *

- ☒ Minor Accident
- ☐ Near Miss
- ☐ Major Accident (RIDDOR)/Medical Emergency - to be reported by OM or SLT

Next

10) Enter name of the person who has been hurt—you need to type this.

8. Name of injured person *

John Smith

11) Click on the circle where the accident happened. Due to this being a generic form, we would like you to enter certain areas as follows:

FVA Canteen = Sports Hall

FVA Football Court = MUGA

FVA KS2 playground = Front Playground

FVA KS1 playground = Back Playground

FVA Reception play areas = Back Playground

FVA Home Economics Room = DT Department

For other key areas you will need to use the bottom option “other” and add the following words **only**

Forest Area

Vegetable Garden

Canteen

Boiler House

Staff Room

Aspens Kitchen

Climbing Equipment (Trim Trail/Pirate Ship)

Reception Garden

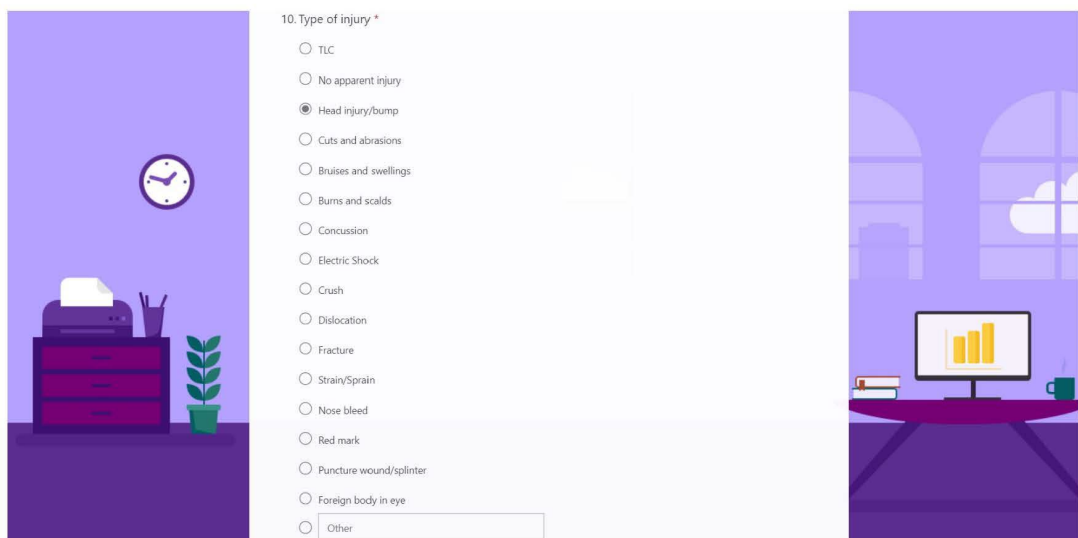
Archaeological Pit

Amphitheatre

9. Location (minor accident) *

- ☐ Corridor
- ☐ Offices
- ☐ Stairs
- ☐ Field
- ☐ Classroom
- ☐ Toilets
- ☐ Main hall
- ☐ Hard court (MUGA/Tennis Court etc...)
- ☐ Front playground
- ☐ Back playground
- ☐ Sports Hall
- ☐ Science department
- ☐ DT Department
- ☐ Car park/Road
- ☐ Music/Drama
- ☐ Offsite
- ☐ Other

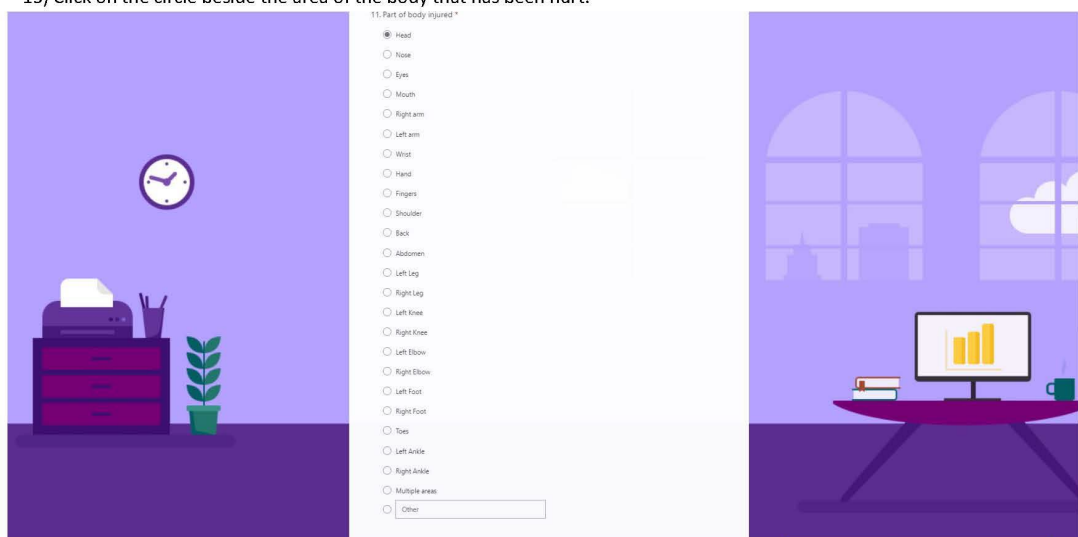
12) Click the circle against the type of injury you have treated. **IMPORTANT—YOU MUST CONTINUE DO COMPLETE** all our current procedures with a head bump—nothing has changed.



10. Type of injury *

- ☐ TLC
- ☐ No apparent injury
- ☒ Head injury/bump
- ☐ Cuts and abrasions
- ☐ Bruises and swellings
- ☐ Burns and scalds
- ☐ Concussion
- ☐ Electric Shock
- ☐ Crush
- ☐ Dislocation
- ☐ Fracture
- ☐ Strain/Sprain
- ☐ Nose bleed
- ☐ Red mark
- ☐ Puncture wound/splinter
- ☐ Foreign body in eye
- ☐ Other

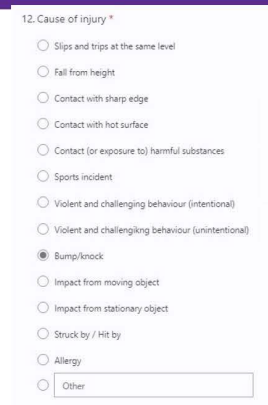
13) Click on the circle beside the area of the body that has been hurt.



11. Part of body injured *

- ☒ Head
- ☐ Nose
- ☐ Eyes
- ☐ Mouth
- ☐ Right arm
- ☐ Left arm
- ☐ Wrist
- ☐ Hand
- ☐ Fingers
- ☐ Shoulder
- ☐ Back
- ☐ Abdomen
- ☐ Left Leg
- ☐ Right Leg
- ☐ Left Knee
- ☐ Right Knee
- ☐ Left Elbow
- ☐ Right Elbow
- ☐ Left Foot
- ☐ Right Foot
- ☐ Toes
- ☐ Left Ankle
- ☐ Right Ankle
- ☐ Multiple areas
- ☐ Other

14) Click on circle beside the cause of the injury



12. Cause of injury *

- ☐ Slips and trips at the same level
- ☐ Fall from height
- ☐ Contact with sharp edge
- ☐ Contact with hot surface
- ☐ Contact (or exposure to) harmful substances
- ☐ Sports incident
- ☐ Violent and challenging behaviour (intentional)
- ☐ Violent and challenging behaviour (unintentional)
- ☒ Bump/knock
- ☐ Impact from moving object
- ☐ Impact from stationary object
- ☐ Struck by / Hit by
- ☐ Allergy
- ☐ Other

15) Click in the circle next to the action you have taken— at FVA we still require you to take further actions as follows.

CONTINUE TO LOG ALL HEAD BUMPS ACCORDING TO OUR CURRENT PROCEDURES

LOG ALL SAFEGUARDING CONCERN ON CPOMS

LOG ALL ACCIDENTS/INCIDENTS FOR FAMILIES ALREADY KNOWN TO HAVE A SAFEGUARDING CONCERN HOWEVER MINOR THE INJURY ON CPOMS

LOG ANY ACCIDENT/INCIDENT LINKED TO BEHAVIOUR ON CPOMS

Continue to complete Head Bump Letters

Phone Call made to home for head injuries or accidents where further medical help may be advised

First Aid Band given to all children treated

Emergency Services called immediately if needed and Principal / Ops Manager advised of this

13. Action taken *

- ☒ First aid given
- ☐ No first aid
- ☐ Health & Safety Team informed
- ☐ Operations Manager informed
- ☐ Other

16) Click in circle next to further action needed. Please ensure you take those next steps if needed. Please ensure you speak to the relevant person, and continue to follow our Academy processes. The form is NOT designed to be looked at on a daily basis therefore you still need to pass on your concerns and complete all procedures.

N.B.

FVA Log on CPOMS = Log on SIMS

14. Further action needed *

- ☐ Accident investigation
- ☐ No Further Action
- ☐ Pupil sent home
- ☐ Building / condition / faulty equipment reported to Parago
- ☐ Further medical support required
- ☐ Log on SIMS
- ☐ Reported to SLT or OM
- ☒ Parents/Carers informed

17) Enter as much detail as possible about the injury, how it happened and what you did.

15. Summary - describe what happened and first aid given? *

Child accidentally knocked head with another child when playing at 10.45am. Cold compress was provided but no visible sign of injury and no swelling. Child was monitored for 15 mins before being sent back to class. Teacher was advised to seek assistance if child showed any signs of concussion. Entered onto CPOMS, Head bump letter and first aid band

18) Add your name in full and click submit

16. First aider name *

Lynn Owens

Back

Submit

Appendix C

First Aid Protocol Flowchart

