

First Aid Policy

Original Policy Date	September 2024		
Prepared by	Headteacher	Review Frequency	Annual
Approved by	LGB *to be ratified by		
Version	V1.3	Date of Review	September 2026
Changes	Updated staffing list including first aid training dates and the expiry date		
Review Date	September 2027 or earlier if there are changes to the relevant legislation		



Version	Revision Date	Revised By	Section Revised
V1.3	September 2026	Business Manager	Updated staffing list including first aid training dates and the expiry date
V1.2	September 2025	Business Manager	<p>Section 4.2 – removed safety pins from the first aid kit contents</p> <p>Section 5 – removed first aid kit from staffroom</p> <p>Section 6 – replaced ProActive with Worknest</p> <p>Appendix 1 & 3 – updated staffing list including first aid training dates and the expiry date</p>
V1.1	September 2024	Business Manager	<p>-ProActive portal to Every System</p> <p>-updated staffing list including first aid training dates and the expiry date</p>

-



Contents

1. Aims.....	2
2. Legislation and guidance	2
3. Roles and responsibilities	3
4. First aid procedures	4
5. First aid equipment	5
6. Record-keeping and reporting	6
7. Training.....	9
8. Monitoring arrangements.....	9
9. Links with other policies.....	9
Appendix 1: list of appointed persons (s) for first aid and / or trained first aiders	10
Appendix 2: accident report form.....	12
Appendix 3: first aid training log.....	18

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](#), 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's **appointed person** is Philippa Wilson and Sifa Ali. 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 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 governing board

The governing board has ultimate responsibility for health and safety matters in the school, but 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 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, a member of the office staff team will contact parents immediately
- The member of staff who saw the incident or was first on scene to the incident 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 school 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
 - 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
- 1 pair of rustproof blunt-ended scissors

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

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

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 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 first aid room
- Main office
- KS2 corridor
- School kitchen (own)
- The Breakfast Club Room

6. Record-keeping and reporting

6.1 First aid

- Medical Tracker is used to record first aid incidents and will be completed by the first aider on the same day or as soon as possible after an incident
- As much detail as possible should be supplied when reporting a first aid incident.
- Records held on Medical Tracker will be accessible for first aid incidents.
- 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, adhering to the Rose Learning Trusts retention periods, and then securely disposed of.

Accident record book

- An accident form will be completed by the member of staff who witnessed the incident or had first contact 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
- A copy of the accident report form will be shared with our Worknest as our Health & Safety Competent Person by the School Business Manager



- Records held by Worknest 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, adhering to the Rose Learning Trusts retention periods, then securely disposed of.

6.2 Reporting to the HSE

The School Business Manager 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 School Business Manager will report these to the HSE 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.

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, the School Business Manager 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)

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 (early years only)

The First Aider / member of the office staff 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.



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 (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 Headteacher every year.

At every review, the policy will be approved by the Chair of the Local Governing Body.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety (including risk assessment) policy
- Policy on supporting pupils with medical conditions



Appendix 1: List of trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Sifa Ali	Appointed Person	01302 538108
Philippa Wilson	Appointed Person	01302 538108
Sara Atkinson	Paediatric First Aider	01302 538108
Kiona Clark	Paediatric First Aider	01302 538108
Jo Dorgan	Paediatric First Aider	01302 538108
Kim Durkin	Paediatric First Aider	01302 538108
Maria Gosciej	Paediatric First Aider	01302 538108
Dawn Green	Paediatric First Aider	01302 538108
Justyna Felczerek	Paediatric First Aider	01302 538108
Leigh-Ann Fox	Paediatric First Aider	01302 538108
Kat Franc	Paediatric First Aider	01302 538108
Sammy-Jo Hibbard	Paediatric First Aider	01302 538108
Amy Hickey	Paediatric First Aider	01302 538108
Hollie Jacques	Paediatric First Aider	01302 538108
Tanya Lukasik	Paediatric First Aider	01302 538108
Ella Nicholas	Paediatric First Aider	01302 538108
Destiny Parker	Paediatric First Aider	01302 538108
Sienna Parker	Paediatric First Aider	01302 538108
Emmi Scott	Paediatric First Aider	01302 538108
Gemma Snow	Paediatric First Aider	01302 538108
Charlotte Ulley	Paediatric First Aider	01302 538108
Tracey Wilson	Paediatric First Aider	01302 538108
Sarah Ajimati	First Aider	01302 538108
Dionne Andrew	First Aider	01302 538108
Kelly Cairns	First Aider	01302 538108
Chloe Carr-Barker	First Aider	01302 538108



STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Joann Dorgan	First Aider	01302 538108
Alison Herring	First Aider	01302 538108
Jeanette Hurst	First Aider	01302 538 108
Karen Jenkins	First Aider	01302 538108
Sharron Johnson	First Aider	01302 538108
John Kerr	First Aider	01302 538108
Debra Kneissl	First Aider	01302 538108
Clare Mellor	First Aider	01302 538108
Laura Moss	First Aider	01302 538108
Jane Ord	First Aider	01302 538108
Sam Sanderson	First Aider	01302 538108
Emmi Scott	First Aider	01302 538108
Alicia Sheldrake	First Aider	01302 538108
Nicole Stead	First Aider	01302 538108
Natasha Strazds	First Aider	01302 538108
Lisa Thompson	First Aider	01302 538108
Chris Tomlinson	First Aider	01302 538108
Hollie Webster	First Aider	01302 538108
Charlotte Whittaker	First Aider	01302 538108



Appendix 2: Accident Report Form

Accident or Incident Arising From:			Near Miss:		Other (please specify)?	
Regulators Notified:	Yes			No		
1. Personal Information						
Name of Injured Person(s):						
Home Address:						
Telephone Number:						
Gender:	Male		Female			
Date of Birth:						
National Insurance No:						
Job Title / Department:						
Status of Injured Person:	Employee		Contractor		Visitor	Pupil
Nature of Injury:						
Names of witnesses:						
Witness statements taken:	Yes		No			

2. Incident Details	
Date / Time of incident:	
Location of incident:	
Work being performed prior to accident / incident:	



Working conditions:



Description of incident *(state possible causes, continue on separate sheet if needed)*

If any equipment / materials or substances were involved please state the type and condition of the items involved

Was Personal Protective Equipment (PPE) being used at the time of the incident – state the type and condition of the PPE?

Was the injured person and others involved trained to carry out the tasks being conducted at the time of the accident?

Was the injured person being supervised at the time of the accident?



CORRECTIVE ACTIONS NEEDED			
Type of Action:	Responsibility:	Target Date:	Date Completed:
Any Further Comments / Recommendations:			
8. Review			
Review of corrective actions required?	Yes	No	
Name of person carrying out review:			
Signature:			
9. Accident Investigator			
Name:			
Signature:			
Date:			



Appendix 3: First Aid Training Log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
First Aid at Work / Paediatric First Aid	Sifa Ali	08.05.26 05.01.26	07.05.29 04.01.29
First Aid at Work / Paediatric First Aid	Philippa Wilson	07.02.24 07.02.25	06.02.27 06.02.28
Paediatric First Aid	Sara Atkinson	07.02.25	06.02.28
Paediatric First Aid	Chloe Carr-Barker	05.01.26	04.01.29
Paediatric First Aid	Kiona Clark	10.05.24	09.05.27
Paediatric First Aid	Hollie Jacques	25.03.25	24.03.28
Paediatric First Aid	Jo Dorgan	15.03.24	14.03.27
Paediatric First Aid	Kim Durkin	03.10.24	02.10.27
Paediatric First Aid	Justyna Felczerek	05.06.24	04.06.27
Paediatric First Aid	Leigh-Ann Fox	09.05.24	08.05.27
Paediatric First Aid	Kat Franc	05.01.26	04.01.29
Paediatric First Aid	Maria Gosciej	03.10.24	02.10.27
Paediatric First Aid	Dawn Green	09.05.24	08.05.27
Paediatric First Aid	Sammy-Jo Hibbard	07.02.25	06.02.28
Paediatric First Aid	Amy Hickey	08.05.25	04.05.28
Paediatric First Aid	Karen Jenkins	21.05.26	20.05.29
Paediatric First Aid	Tanya Lukasik	05.01.26	04.01.29
Paediatric First Aid	Ella Nicholas	18.05.25	17.05.28
Paediatric First Aid	Destiny Parker	25.09.26	24.09.29
Paediatric First Aid	Sienna Parker	02.10.26	01.10.29
Paediatric First Aid	Emmi Scott	26.09.25	25.09.28
Paediatric First Aid	Alicia Sheldrake	05.01.26	04.01.29
Paediatric First Aid	Gemma Snow	20.05.25	19.05.28



Paediatric First Aid	Charlotte Ulley	05.01.26	04.01.29
Paediatric First Aid	Tracey Wilson	07.02.25	06.02.28
First Aid in Schools	Sarah Ajimati	02.05.24	01.05.27
First Aid in Schools	Dionne Andrew	02.05.24	01.05.27
NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
First Aid in Schools	Kelly Cairns	02.05.24	01.05.27
First Aid in Schools	Chloe Carr-Barker	04.04.23	03.04.26
First Aid in Schools	Justyna Felczerek	05.06.24	04.06.27
First Aid in Schools	Alison Herring	02.05.24	01.05.27
First Aid in Schools	Jeanette Tomlinson	02.05.24	01.05.27
First Aid in Schools	Sharron Johnson	03.02.25	02.02.28
First Aid in Schools	John Kerr	02.05.24	01.05.27
First Aid in Schools	Debra Kneissl	02.05.24	01.05.27
First Aid in Schools	Clare Mellor	02.05.24	01.05.27
First Aid in Schools	Laura Moss	02.05.24	01.05.27
First Aid in Schools	Jane Ord	13.09.24	12.09.27
First Aid in Schools	Sam Sanderson	03.02.25	02.02.28
First Aid in Schools	Alicia Sheldrake	05.05.23	04.05.26
First Aid in Schools	Nicole Stead	02.05.24	01.05.27
First Aid in Schools	Natasha Strazds	29.07.25	28.07.28
First Aid in Schools	Lisa Thompson	28.03.25	27.03.28
First Aid in Schools	Chris Tomlinson	02.05.24	01.05.27
First Aid in Schools	Charlotte Whittaker	02.05.24	01.05.27



