Windsor Academy Trust

Policy: First Aid Policy	
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VERSION CONTROL		
VERSION	**DATE**	**CHANGES**
V 1.0	17.09.2026	NEW 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 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 (DfE) 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
- The 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

3. Roles and responsibilities

In schools with Early Years Foundation Stage (EYFS) provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times when children are present and must accompany children on outings.

Beyond this,all settings must have a sufficient number of suitably trained first aiders to care for students, staff and visitors in case they are injured or unwell. The number of trained first aiders will be determined by an assessment of first aid needs that will take into account:

- The number of employees and the nature of their work
- The layout and location of the school

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

3.1 Medical Needs Lead and first aiders

The school's Medical Needs Lead, Mrs Lydia Williams is responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits
- Making sure 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 as, or as soon as is reasonably practicable, after an incident (see the example in appendix 1)
- Keeping their contact details up to date

There is a register of our school's first aid trained staff kept centrally in school. Their names are also displayed prominently around the school site.

3.2 The Board of Directors

The Board of Directors is ultimately accountable and responsible for the health and safety of employees, pupils and other individuals whilst on WAT premises and is all places where they might be affected by its operations. Operational matters and day-to-day tasks are delegated to members of the WAT Central Team and Headteacher. (Please refer to the Health and Safety Policy for detailed responsibilities within the WAT Central Team).

3.3 The Headteacher

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

- Making sure that an appropriate number of first aid trained staff are present in the school at all times
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure 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:

- Making sure they follow first aid procedures
- Making sure they know who the first aiders in school are

- Completing accident reports (see appendix 1) 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
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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, the phase leader or senior office administrator will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, a member of the senior leadership team will contact parents/carers immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable 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 make sure that 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
    - 2 safety pins
    - Individually wrapped moist cleansing wipes
    - 2 pairs of disposable gloves
    - Information about the specific medical needs of pupils
    - Parents/carers' 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 Education Visit Trip Lead prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

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 (EYFS).

At least one qualified paediatric first aider will be present in the room whenever EYFS children are eating snacks or meals

Staff preparing or serving food for EYFS children must cut and prepare foot items (e.g. grapes, cherry tomatoes, sausages) to minimise choking hazards.

5. First aid equipment

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

The following is based on the HSE's recommendation for a minimum first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.

- 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. Prescription and non prescription medicines will only be administered where prior written permission has been obtained from parents / carers for each specific medication. A written record of every time medicine is administered must be logged and communicated to parents / carers on the same day. Further detail regarding the administration of medication can be found in the Supporting Pupils with Medical Conditions Policy.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

First aid kits are stored in:

The following are suggestions only. Adapt this section to reflect your school's first aid arrangements.

- The first aid room

- The office
- The staff room
- Art/DT Room
- School vehicles

See section 4.2 for first aid equipment off the school site.

5.1 Automated External Defibrillators (AEDs)

AEDs can be located in the following areas of the school site:

Main Reception.

AEDs are registered with Red Circuit to enable the Emergency Services to access them during and out of school hours.

The Estates Team in school complete regular checks of the AED to ensure it is in working order and that materials, such as pads, are replaced and in date.

6. Record-keeping and reporting

6.1 First aid and accident recording

- An accident form will be completed on Medical Tracker by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible will be supplied when reporting an accident, including all of the information included in the example accident form at appendix 1
- Records held in relation to first aid will be retained by the school in line with the Information and Record Retention Policy.

6.2 Reporting to the HSE

The HR Lead will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Head of School 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 HR Lead 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 where 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

6.3 Notifying parents/carers

The medical lead will inform parents/carers of any accident, injury or near miss 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.

6.4 In settings with EYFS provision, the Headteacher / EYFS Lead must notify Ofsted and local child protection agencies of any serious accident, illness, injury to, or death of, any child while in our care. Notification must be made as soon as reasonably practicable, and in any event within 14 days of the incident occurring.

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.

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 that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

8. Infection Control

The following measures are taken when coming into contact with bodily fluids:

- Staff are provided with instructions about basic hygiene measures e.g. thoroughly washing hands.
- Staff cover existing cuts and grazes before dealing with bodily fluids.
- Staff dispose of waste materials that have come into contact with bodily fluids in separate yellow waste bags.
- The Estates team holds a supply of spill kits and are to be contacted when one is needed.
- Suitable personal protective equipment is used i.e. disposable gloves/aprons.
- Suitable equipment is available i.e. hot water, soap, detergent, absorbent material e.g. paper towels, plastic bags, sterilising liquid, bucket, clinical waste bin/bags, first aid kit.
- A sharps bin is used to dispose of any syringes, needles or sharp material.

9. Monitoring arrangements

This policy will be reviewed by the People & Culture Committee annually.

The first aid provision will be reviewed by the Headteacher at least annually.

9. Links with other policies

This first aid policy is linked to the:

- Health and Safety policy
- Supporting Pupils with Medical Needs Policy

Appendix 1: Example accident report form

Colley Lane Primary Academy

Colley Lane, Halesowen, West Midlands, B63 2TN
Tel: 01384 900450

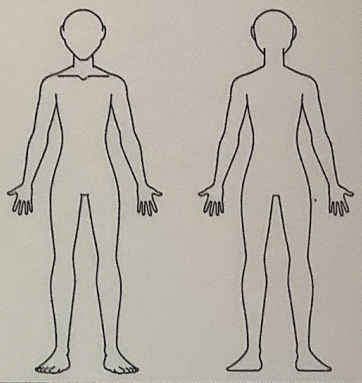
Pupil Accident/Injury in School - Report to Parents

Name: | Class:

Date: / / | Time:

Injury type:

- ☐ Bite/Sting
- ☐ Bump/Bruise
- ☐ Bump to the head
- ☐ Burn/Scald
- ☐ Cut/Graze
- ☐ Damage to teeth
- ☐ Irritation to eye
- ☐ Nosebleed
- ☐ Splinter
- ☐ Sprain/Strain
- ☐ Other...



Treatment given including materials used:

☐ Sterile cleansing wipe ☐ Plaster applied ☐ Dressing applied
☐ Ice pack applied ☐ Other - details below:

Follow up:

☐ Returned to ..... (e.g. class/playground)
☐ Parent/Guardian phoned. Time of call: .....
☐ Taken home
☐ Other (inc. details):

Location:

☐ ..... Classroom ☐ FS / KS1 / KS2 Playground ☐ Small / Large Hall
☐ Other:

How did the injury happen:

First Aider/adult reported to: .....

First Aider(s) completing form following treatment: .....

Name: ..... Signature: .....

ease check your child's injury and seek professional medical advice if you are at all concerned. A copy of this report is retained in school.