

# Woodlands Primary School

## First Aid Policy



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<b>Date for Review</b>	Autumn 2028
<b>Signed – Chair of Governors</b>	
<b>Signed – Headteacher</b>	
<b>Is this an internal or external policy?</b>	External
<b>Is this based on a model policy?</b>	From The Key

This policy has been impact assessed by Claire Gillick in order to ensure that it does not have an adverse effect on race, gender or disability equality.

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### 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 (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 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 with responsibility for first aid is our administration assistant, Kim Brogden. She 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 ensuring first aiders replenish 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 (using Medicaltracker online tool)

Our school's appointed person and/or first aiders are listed in appendix 1 as of November 2025. As staff change over time, the most up-to-date list will also be displayed prominently around the school site.

### 3.2 The local authority and governing board

Kent County Council 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:

- Making sure that an appropriate number of first aiders 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 appointed person and first aiders in school are
- Completing accident reports (via Medicaltracker) for all incidents they attend to
- Informing the headteacher or their manager of any specific health conditions or first aid needs
- The office manager has responsibility for ensuring contact details are regularly updated in case of emergency
- The Senior Leadership Team have responsibility for ensuring any absences of first aid staff are covered daily

## 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, they will contact the parent or request that the office contact the parent 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, the same member of staff will contact parents/carers immediately
- The first aider/relevant member of staff will complete an accident report form (via Medicaltracker) on the same day or as soon as is reasonably practicable after an incident resulting in an injury. This is automatically sent to the parent via Medicaltracker. A parent will only be called if there is significant injury. Minor head injuries will be notified via Medicaltracker.
- Any injury resulting in a hospital visit will be recorded online via the KCC tool, overseen by the appointed person.

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
- Plasters and medical tape

➤ 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 x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors
- Plasters and medical tape

Risk assessments will be completed by the class teacher 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 on any trip and 1 with a current paediatric first aid (PFA) certificate on school trips and visits in Year R, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

For residential trips, parents will not be notified via Medical Tracker to prevent undue worry. Parents will be directly contacted in the event of serious injury only.

## 5. First aid equipment

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

Sick bags x 3

2 pairs of gloves

Assorted plasters

1 Pack of gauze swabs

1 x Eye pad

1 x Bandage

1 x Triangular bandage

3 x Low adherent dressings

1 x Medium dressing

1 x Large dressing

Micropore tape

Emergency eye wash ampule

Instant Ice Packs

Scissors (blunt ended)

1 x Vent Aid / Face Shield  
Water spray (new water each day)

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception
- Acorn hall
- School kitchens

Each classroom has a basic blue first aid kit containing:

1 Small Water Bottle  
1 Packet of Gauze Swabs  
1 Crepe Bandage 7.5 x 4.5cm  
1 Instant Ice Pack  
2 Pairs of Gloves  
Selection of Plasters

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

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed via Medicaltracker 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
- As much detail as possible will be supplied when reporting an accident
- Records 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 deleted.

### 6.2 Reporting to the HSE

The appointed person 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).

She 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 appointed person 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](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

### **6.3 Notifying parents/carers**

Medical Tracker will be used to 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 or if they need to collect e.g. in the case of a more serious head injury. Where a parent cannot be reached, an appropriate member of staff will accompany the child to hospital. The onus is on parents to regularly check emails for Medical Tracker alerts.

## **7. Training**

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. This includes assessing risks in the moment.

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. Monitoring arrangements**

This policy will be monitored and reviewed by the governing body of Woodlands Primary School every 3 years.

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

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

This first aid policy is linked to the:

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



## Appendix 1: List of first aiders

<b>Alison Baker</b>	<b>Emergency First Aid</b>
<b>Annie Basson</b>	<b>Emergency First Aid</b>
<b>Kim Brogden</b>	<b>Emergency First Aid</b>
<b>Tracie Brown</b>	<b>Outdoor First Aid</b>
<b>Mark Burns</b>	<b>Emergency First Aid</b>
<b>Holly Collins</b>	<b>Emergency First Aid</b>
<b>Karen Corbett</b>	<b>First Aid at Work</b>
<b>Chloe Diprose</b>	<b>Emergency First Aid</b>
<b>Kelly Duffin</b>	<b>Paediatric First Aid</b>
<b>Chloe Glasscoe</b>	<b>Paediatric First Aid</b>
<b>Antoinette Gosling</b>	<b>Paediatric First Aid</b>
<b>Kerrina Leach</b>	<b>Emergency First Aid</b>
<b>Danielle Luff</b>	<b>Emergency First Aid</b>
<b>Carly Mannering</b>	<b>Paediatric First Aid</b>
<b>Kirsty Mayhook</b>	<b>Emergency First Aid</b>
<b>Cristina Mitchell</b>	<b>Emergency First Aid</b>
<b>Sam Puttock</b>	<b>Emergency First Aid</b>
<b>Claire Reeves</b>	<b>Emergency First Aid</b>
<b>Bryony Sheeres</b>	<b>Emergency First Aid</b>
<b>Diane Smith</b>	<b>Emergency First Aid</b>
<b>Charli Stockdale</b>	<b>Emergency First Aid</b>
<b>Jo Stone</b>	<b>Emergency First Aid</b>
<b>Stefan Taylor</b>	<b>Paediatric First Aid</b>
<b>Aimee Whitfield</b>	<b>Emergency First Aid</b>
<b>Helen Wilson</b>	<b>Paediatric First Aid</b>