



Woodland Primary School
'Learning together'

First Aid Policy

Evidence of intentions and practice - for the information of staff, governors, parents, MAT, OfSTED and DfE

Prepared by:
Miss H Kirk (Deputy Head)

Approved by:
Local Governing Body

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WOODLAND PRIMARY SCHOOL

First Aid Policy

1 Aims

- 1.1 The aims of Woodland's 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

- 2.1 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](#), 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

3 Roles and responsibilities

3.1 Appointed person(s) and first aiders

The Woodland's appointed person is Sharon Brindle (Curriculum and Admin Assistant).

3.2 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

3.3 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 Woodland accident form in appendix 2)
- Keeping their contact details up to date

3.4 Woodland's first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school.

3.5 The Local Governing Body

The Local Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the head teacher and staff members.

3.6 The Head teacher

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

- Ensuring that an appropriate number of appointed persons and/or 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)

3.7 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school

- Completing a Woodland Accident Form and any parent letters required (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the Head teacher 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 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 Office staff will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Any medicines required by pupils whilst off school premises e.g. Reliever Inhalers
- Parents' contact details
- Risk assessments will be completed by the visit lead prior to any educational visit that necessitates taking pupils off school premises.

- 4.3 There will always be at least one first aider with a current Paediatric first aid certificate on EYFS school visits, as required by the statutory framework for the Early Years Foundation Stage and on all residential visits.

5 First aid equipment

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

- A leaflet with general first aid advice
- Regular and large first aid dressings
- Eye pad first aid dressings
- Triangular bandages
- Adhesive tape
- Safety pins

- Disposable gloves (Nitrile – Latex/powder free)
- Antiseptic wipes
- Wash proof plasters of assorted sizes
- Scissors
- Ice packs

5.2 **No medication will be kept in first aid kits with the exception of an emergency reliever asthma inhaler in portable first aid kits on school visits.**

5.3 First aid kits are stored in:

- Meeting Room 2
- EYFS Kitchen Area
- Each Classroom (stored in cupboard marked with 'First Aid' on a green cross)
- Hygiene Room
- Lunchtime Container
- Portable First Aid Kits for visits are stored in the Hygiene Room. Classroom kits should remain available for emergencies in school.

6 Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider or member of staff in attendance 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 also be added to the pupil's incident chronology on CPOMS by the Curriculum and Admin Assistant (Sharon Brindle)
- An Accident Reporting Summary Form (Appendix 4) will be completed monthly by the Curriculum and Admin Assistant and passed to the head teacher so that any concerning trends in can be identified and further control measures to prevent/reduce accidents can be considered within school risk assessments.
- Records held in the first aid and accident book 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 securely disposed of

6.2 **Reporting to the HSE**

The Curriculum and Admin Assistant (Sharon Brindle) 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 Curriculum and Admin Assistant (Sharon Brindle) will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

- 6.3 Reportable injuries, diseases or dangerous occurrences 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)
 - 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
 - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
 - Where an accident leads to someone being taken to hospital
 - 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

6.4 Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](https://www.hse.gov.uk/riddor/report.htm)

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

6.5 **Notifying parents**

The first aider or member of staff attending an incident will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day by sending an Accident letter home (appendix 2) and/or telephoning parents or speaking to them at the end of the day as necessary.

In the event of a head injury being sustained by a pupil, the first aider or member of staff attending the incident will telephone parents as soon as possible to inform them of the incident and any symptoms or injuries that are present. A Head Injury letter will be sent home, including monitoring advice.

6.6 **Reporting to Ofsted and child protection agencies**

The Head teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

- 6.7 The Designated Safeguarding Lead will also notify the Early Help and Safeguarding Hub (EHaSH) of any serious accident or injury to, or the death of, a pupil while in the school's care.

7 Training

- 7.1 All first aiders must have completed a training course, and must hold a valid certificate of competence/attendance 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). Staff are encouraged to renew their first aid training when it is no longer valid.
- 7.2 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 and is updated at least every 3 years.

8 Monitoring arrangements

- 8.1 This policy will be reviewed by the Head teacher/Deputy Head teacher every year. At every review, the policy will be approved by the Local Governing Body.

9 Links with other policies

This First Aid Policy is linked to the

- Health and safety policy
- Risk assessment policy
- Supporting pupils with medical conditions
- Asthma policy
- Managing and Administering medicines Policy

Appendix 1

List of Appointed Person(s) for First Aid or trained First Aiders

Staff Name	Role
Sharon Brindle	Admin
Rebecca Brice	EYFS TA
Kim Eskrett	EYFS TA
Hannah Kirk	DSL/DHT
Tamara Rutter	DDSL
Marlie Jo Baker	TA
Sarah Bird	TA
Donna Bullivant	TA
Alison Chambers	CSSO
Tracey Cookman	TA
Michelle Dodson	Head teacher
Leoni Dyson	TA
Jo Godwin	Teacher
Molly Hanson	Teacher
Fiona Iveson	Teacher
Val Jackman	TA/Breakfast Club
Susan Jefferies	TA
Karen Lazenby	Teacher
Lindsay Moore	Teacher
Molly Olsson	Teacher
Candice Richardson	CSSO
Kerry Sarr	CSSO
Daniel Shepherdson	TA
Katherine Sumpton	Teacher
Katie Trever	Teacher
Angie Wild	TA
Kirsty Wilkinson	AHT
Beth Young	TA

Appendix 2

2.1 Accident Report Form

Woodland Primary School
Pupil Accident Reporting Form



Incident type (please tick)	Accident		Violence	
Date of incident: (dd/mm/yy)			Time of incident:	
Reported by:				
Full name of pupil:				
Date of birth:				
Gender:	Male		Female	
The location where the injury occurred:	Playground		Trim-trail	
	Classroom		Dining hall	
	Other:			
Activity at the time of the accident:	Breakfast Club		Playtime	
	Lunchtime		In class	
	Other (please state)			
Injury type: Include what part of the body was affected.	Bite		Bruising	
	Bump		Cut/ Laceration	
	Fracture		Foreign body	
	Puncture wound		Scald / Burn	
	Strain / Sprain		Other (please state)	
Details of how the injury occurred:				
Details of the first aid provided:				
Follow up action:				
Printed name:			Signature:	

2.2 Accident Letter Home

ACCIDENT INFORMATION FOR PARENTS

Dear Parent/Carer

.....has had a minor accident at school today.
He/She:

.....
.....
.....

Signed

Dated



2.3 Head Injury Letter Home

Front

ACCIDENT INFORMATION FOR PARENTS


Dear Parent/Carer,

..... received a bump on the head today at school.

It does not seem to be serious, but as with all bumps to the head we keep parents/carers informed so that the child can be watched in case any further symptoms (e.g. tiredness, headache or sickness) develop, in which case a doctor should be consulted.

Signed

Dated



Reverse

How to treat a minor head injury

If you do not need to go to hospital, you can usually look after yourself or your child at home. It's normal to have symptoms such as a slight headache, or feeling sick or dazed, for up to 2 weeks.

Do	Don't
<ul style="list-style-type: none">✓ hold an ice pack (or a bag of frozen peas in a tea towel) to the injury regularly for short periods in the first few days to bring down any swelling✓ rest and avoid stress – you or your child do not need to stay awake if you're tired✓ take paracetamol or ibuprofen to relieve pain or a headache – do not use aspirin as it could cause the injury to bleed✓ make sure an adult stays with you or your child for at least the first 24 hours – call 111 for advice if there's nobody who can stay with you	<ul style="list-style-type: none">✗ do not go back to work or school until you're feeling better✗ do not drive until you feel you have fully recovered✗ do not play contact sports for at least 3 weeks – children should avoid rough play for a few days✗ do not take drugs or drink alcohol until you're feeling better✗ do not take sleeping pills while you're recovering unless a doctor advises you to

See a GP if:

- your or your child's symptoms last more than 2 weeks
- you're not sure if it's safe for you to drive or return to work, school or sports

Source:
<https://www.nhs.uk/conditions/minor-head-injury/>
accessed 22.06.20

Appendix 3

First Aid Training Log

Forename	Surname	Emergency First Aid	Paediatric Level 3
Marlie-Jo	Baker	05/09/2025	
Sarah	Bird	05/09/2025	
Rebecca	Brice		11/06/2024
Sharon	Brindle	05/09/2025	07/09/2025
Donna	Bullivant	05/09/2025	
Alison	Chambers	05/09/2025	
Tracey	Cookman	05/09/2025	
Michelle	Dodson	04/09/2026	
Leoni	Dyson	04/09/2026	
Kimberley	Eskrett	05/09/2025	30/11/2024
Joanna	Godwin	05/09/2025	
Linsey	Goodrick	05/09/2025	
Molly	Hanson	05/09/2025	
Fiona	Iveson	05/09/2025	
Valerie	Jackman	05/09/2025	
Susan	Jefferies	04/09/2026	
Chantelle	Key	04/09/2026	
Hannah	Kirk	04/03/2026	04/03/2026
Karen	Lazenby	05/09/2025	
Lindsay	Moore	05/09/2025	
Molly	Olsson	05/09/2025	
Jessica	Raper	05/09/2025	
Candice	Richardson	04/09/2026	
Tamara	Rutter	05/09/2025	24/01/2027
Kerry	Sarr	04/09/2026	
Daniel	Shepherdson	05/09/2025	
Katherine	Sumpton	05/09/2025	
Sarah	Tranmer	19/04/2026	
Katie	Trever	04/09/2026	
Angela	Wild	05/09/2025	
Kirsty	Wilkinson	04/09/2026	
Bethany	Young	05/09/2025	

Appendix 4

Accident Summary Reporting Form

Woodland Primary School
Accident Reporting Summary Form



Month/Year:

Number of Accidents Reported :

Time the accident happened:

Morning lessons		Morning playtime		Lunchtime		Afternoon lessons		Afternoon playtime	
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Location of the accident:

Playground		Trimtrails		Classroom		Dining Hall		Field	
Other: (Please list)									

Type of injury:

Bite		Bumped head		Fracture		Puncture Wound	
Cut or laceration		Foreign body		Scald or burn		Bruising	
Other: (Please list)							

Was first aid given?:

Yes		No	
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Any follow up actions needed?: