



Whitley Abbey Primary School

First Aid Policy

Document Monitoring			
This policy will be reviewed annually by Joanne Beddows Lead First Aider.			
Headteacher Robbie Walker will authorise the policy			
Authorised by Robbie Walker: April 2025			
Review date May 2026			
Shared with staff May 2025			
Document History			
Version	Date	Author	Summary changes
1		Jo Beddows	
2	March 2025	Jo Beddows	Updated with Medical tracker information

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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 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 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

At Whitley Abbey Primary School we aim to train all staff working in the Early Years Foundation Stage Provision with paediatric first aid. In The Early Years Foundation Stage there will always be a member of staff present who has obtained their paediatric first aid.

Throughout school there will be a minimum of 2 First Aid at Work trained staff and a minimum of 3 Paediatric First Aid.

3.1 Appointed person(s) and first aiders

The school's appointed person is Joanne Beddows. 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 appointed persons and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The local authority and governing body

Coventry City 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 body.

The governing body delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.2 The governing body

The governing body 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 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)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person(s) in school are
- Completing accident reports (see appendix 2) for all incidents they attend
- 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 if needed seek the assistance of a qualified first aider, who will provide the required first aid treatment (minor cuts and grazes may be treated by any member of staff or by the child themselves under the direction of a staff member.)
- 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, The appointed First Aider or a senior member of staff will contact parents immediately
- The first aider or relevant member of staff 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 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' contact details

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

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.

5. First aid equipment

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

- A leaflet giving general advice on first aid
- individually wrapped sterile adhesive dressings (assorted sizes)
- sterile eye pads
- individually wrapped triangular bandages (preferably sterile)
- safety pins
- medium-sized individually wrapped sterile unmedicated wound dressings
- large sterile individually wrapped unmedicated wound dressings
- pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- Reception Class
- The School Office
- The school kitchens
- Abbey Oakes Wrap around care
- Nursery Building
- Outside Year 1 Classroom
- Staffroom
- Located at the bottom of the stairs
- Outside Year 6
- In the Year 3/4 cloakroom

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form via Medical Tracker, will be completed by a first aid trained member of staff 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.
- Records held in the first aid and accident book and 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, and then securely disposed of.
- Under the [Limitation Act 1980](#), the time limit for making a personal injury claim is 3 years from the date of the accident. **However**, when a child is injured, the 3 years only begin when

they turn 18. This means a pupil could still make a personal injury claim for up to 3 years after their 18th birthday.

6.2 Reporting to the HSE

The Business manager and Health and Safety Lead 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).

Any incident will be reported to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident.

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 scalding 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

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

Parents are notified of all accidents/injuries via an email from Medical Tracker.

Should the incident be serious parents will be contacted immediately via a phone call from a member of staff. Calls to parents are a courtesy. They may offer the parent an opportunity to visit their child in school or pick them up. They may allow us to seek advice on whether a reaction to an injury or illness is normal or to check on a treatment.

6.4 Reporting to Ofsted and child protection agencies

The Head teacher or member of staff deployed to act on their behalf 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.

The will also notify Head teacher or member of staff deployed to act on their behalf of any serious accident or injury to, or the death of, a pupil while in the school's care.

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.

8. Monitoring arrangements

This policy will be reviewed by the Appointed First Aider and a member of SLT every years. At every review, the policy will be approved by the Headteacher and full governing body.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Accessibility Plan
- EYFS Policy
- Complaints Policy
- Equality Information and objectives
- Safeguarding Policy
- SEN Policy
- Intimate Care Policy

Appendix 1: list of trained first aiders and training log

Name	Qualification	Date Qualified	Re Qualification Date
Joanne Beddows	Paediatric First Aid	July 2022	July 2025 Renewal 7th July 2025
Joanne Beddows	First Aid at Work	February 2023	February 2026
Danielle Bivens	Paediatric First Aid	May 2022	May 2025
Danielle Bivens	First Aid at Work	March 2024	March 2027
Carly Frankis	First Aid at Work	May 2024	May 2027
Carly Frankis	Paediatric First Aid	Nov 2022	Nov 2025
Joanne Clarke	Paediatric First Aid	January 2023	January 2026
Donna Haymes	Paediatric First Aid	October 2022	October 2025
Suzaina Clarke	First Aid at Work	July 2021	July 2024 EXPIRED, TBC IF TO BE RENEWED
Louise Bartholomew	Paediatric First Aid	October 2022	October 2025
Yazmin Hunter	Paediatric First Aid	May 2024	May 2027
Josh James	First Aid at Work	May 2023	May 2026
Josh James	Level 3 Award in Outdoor First Aid	Dec 2024	Dec 2027
Shilpi Bhatia	Paediatric First Aid	October 2022	October 2025
Kirsty Whiteside	Paediatric First Aid	July 2023	July 2026
Sushama Randev	Paediatric First Aid	October 2023	October 2026
Emily Hydon	Paediatric First Aid	March 2022	March 2025 Course Booked 27 February 2025
Biliki Mustapha	Paediatric First Aid	December 2024	December 2027
Trisha Gore	Paediatric First Aid	May 2024	May 2027
Oana Burcea	First Aid at Work	June 2024	June 2027
Trisha Gore	First Aid at Work	April 2024	April 2027

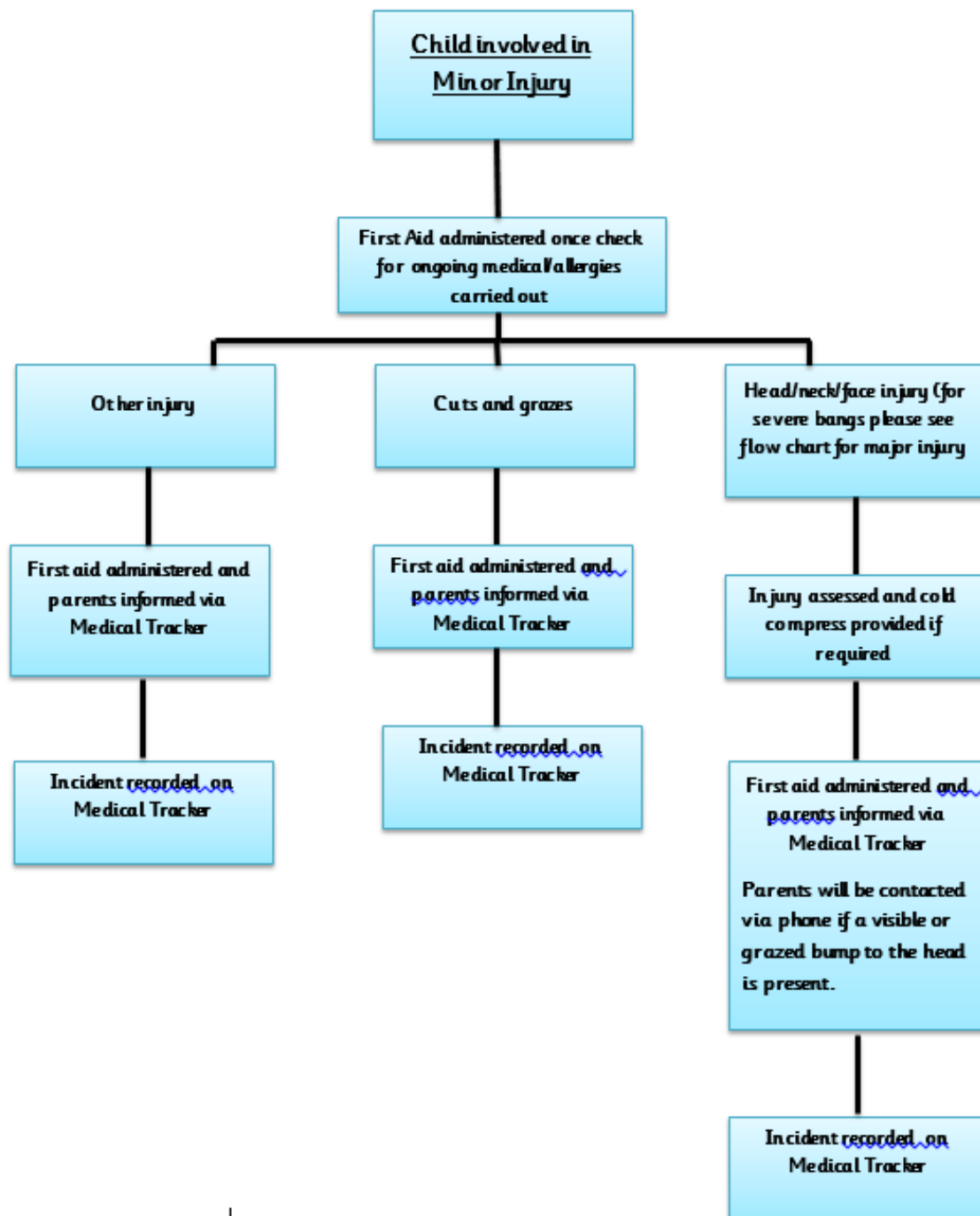
Emily Hydon	First Aid at Work	April 2024	April 2027
Carly Frankis	Epi Pen Training		
Kirsty Whiteside Joanne Clarke	Health Awareness Training Diabetes, EpiPen, Asthma etc	6 June 2024	
Sabrina Bradbury Laura Adamson Josh James Lisa Beniston Simran Dhami	Health Awareness Training Diabetes, EpiPen, Asthma etc	24 October 2024	

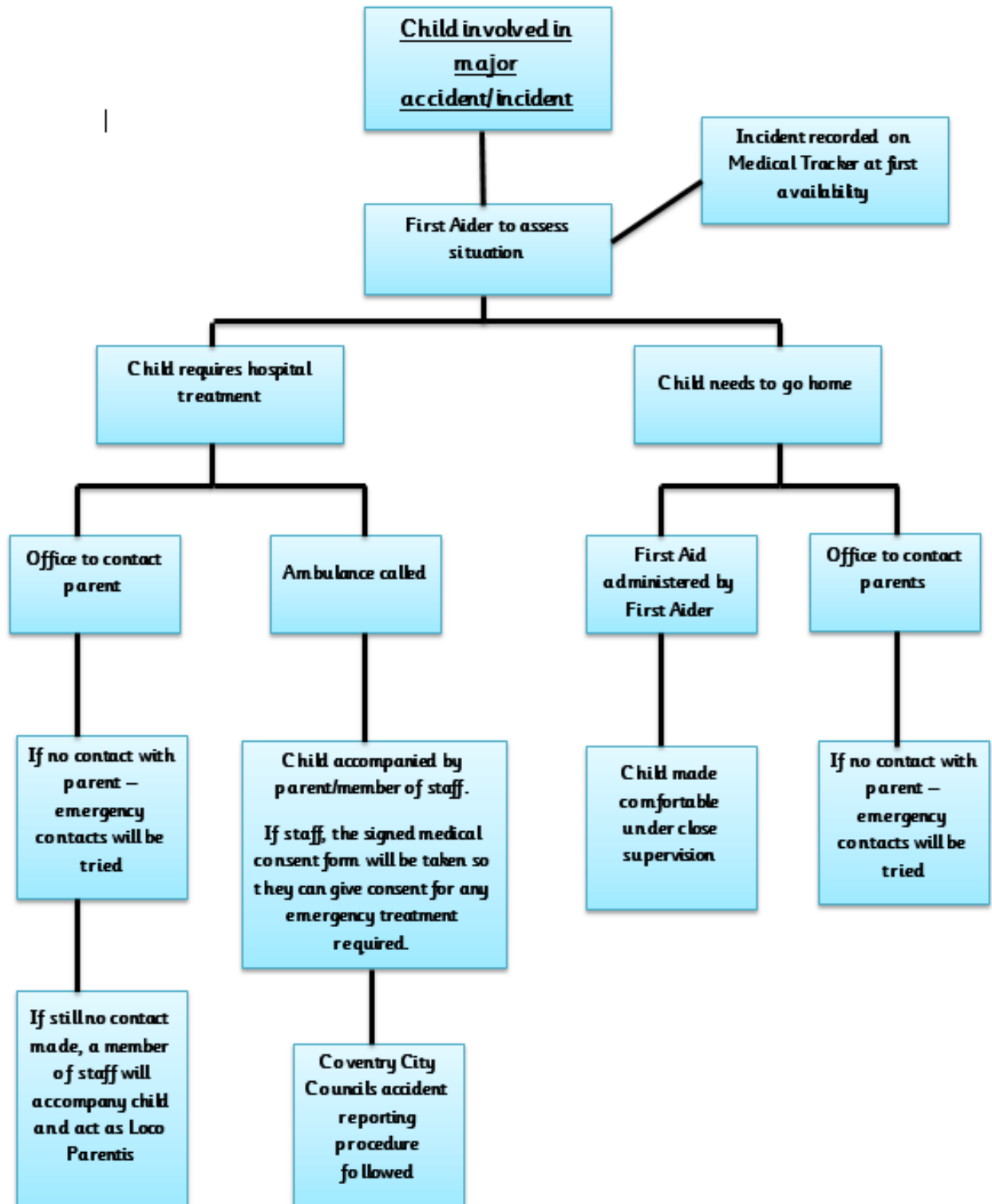
Appendix 2: accident report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
<p>Describe in detail what happened, how it happened and what injuries the person incurred.</p>			
ACTION TAKEN			
<p>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</p>			
FOLLOW-UP ACTION REQUIRED			
<p>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.</p>			

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

Appendix 3: minor and major injuries flow chart procedures





Calling Parents –Top Tips!

- **BUMPED HEAD LARGE VISABLE BUMP**
- parents may want to see and assess
- **ANY BITE/STING** - parents need to tell us if they have been stung before. They may want to come in and administer some anti-histamine.
- **VOMITING** - parents may need to take child home.
- **NOSE BLEED** - if longer than 30 mins parents need to come and assess.
- **SUSPECTED BREAK/SPRAIN/STRAIN** – parents to seek medical attention.
- **GENERAL DISTRESS AFTER A FALL/ACCIDENT** - parents may need to come and assess.
- **RASHES** – parents need to provide more information to us or assess themselves
- **BURNS** – parents must be informed.
- **ASTHMA** – parents informed if inhaler has been used more than three times in a day via medical tracker. If attack, see ‘Calling 999’
- **EYE INJURY** – inform parents if eye is bloodshot/swollen after injury.

Calling 999

- **HEART ATTACK – sit casualty comfortably against wall. Call 999 – call for DEFIB**
- **SHOCK – casualty has loss of blood/fluid from injury. Pale, cold, clammy .Raise legs. Call 999**
- **UNCONSCIOUS, BREATHING - check ABC. Call 999, recovery position**
- **UNCONSCIOUS, NOT BREATHING – check ABC , start CPR, call for DEFIB call 999**
- **OBVIOUS BREAK/SPRAIN/ STRAIN – avoid moving casualty unless airway is compromised. Call 999**
- **SEIZURE - if first one is over 5 minutes call 999 or according to IHCP**
- **RASHES – if vital signs deteriorate rapidly call 999**
- **BURNS – if deep burn and/or casualty is going into shock. Call 999**
- **ASTHMA – if no improvement after inhaler treatment or first attack or casualty becomes exhausted. Call 999**
- **HEAD INJURY – if casualty vomits and/or has a serious wound to the head call 999**