

Watlington Primary School

First Aid Policy

January 2026

Next due review: January 2028

Signed: **Gemma Sterjo**

Headteacher

Date: January 2026

Policy has been adopted / reviewed by Governing Body:

Signed: **Mat Van De Pette**

Chair of Governors

Date: January 2026

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1. Aims

The aim of this policy is to set out guidelines for all staff in school in the administering of First Aid to children, employees or 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.

This policy will be shared with all employees during their induction to ensure they are familiar with the school's First Aid procedures.

The Governors are committed to the RIDDOR procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

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

3. Roles and responsibilities

First Aiders

At least three members of staff with current First Aid training is on the premises at any one time.

At least one member of staff who has current paediatric first aid (PFA) will be on the premises at all times.

The school currently has 22 emergency First Aiders with valid certificates and 9 paediatric First Aiders.

3.1 Appointed person(s) and first aiders

The school's appointed persons are the office team (Gemma Sterjo and Suzie Bradley). They are responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, replenishing the contents of these kits and keeping staffroom posters up to date with any changes.

The appointed first aiders are the Senior Leadership Team (Gemma Sterjo, Jonathan Gale, Rhiannon Sharman, Arrabella Doran and Jo Tanner). They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

Most staff are first aiders. They 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 (check with SLT)

- Filling in an accident report on the same day as, or as soon as is reasonably practical after, an incident (see the template in appendix 2)
- Keeping their contact details up to date

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 first aiders 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 (if not first aid trained) 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 Senior Leadership Team will contact parents immediately
- The first aider or 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

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 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 travelling
- 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
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be signed off by a Senior member of staff and EVC 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 in early years, 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
- 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.

First aid kits are stored in:

- **The main First Aid cupboard is located opposite the Staff Room.** This cupboard is locked and only accessed by adults. The key is hung next to the door at a height that only adults can reach. The cupboard is checked every week by the office team and is restocked on a regular basis. The First Aid cupboard also contains children's medicine including inhalers, epi pens and diabetic resources. All medicines are labelled.
- In addition to the main First Aid cupboard, **there are two playground First Aid boxes which are located on the playground for morning and lunchtime breaks.** These are also restocked on a regular basis and contain First Aid record keeping folders. Support staff inform the appointed office team when stocks are low.
- Portable First Aid kits for trips and local visits are stored in the First Aid cupboard and the main record keeping folder is kept alongside notification slips, bumped head stickers and First Aid serious incident forms. It is the responsibility of all staff to support the management of this cupboard and maintain its ordered systems. Any issues must be reported to the office manager and/ or a member of SLT promptly.

EYFS

- In **Foundation Stage kitchen there is a shared First Aid box**, along with emergency First Aid bags in each classroom.
- There are two First Aid records in Foundation Stage, one for Reception children and the other for Nursery.
- Children's medicine is kept in a locked cupboard in the Foundation Stage kitchen, so that they are easily accessible.

6. Record-keeping and reporting

6.1 First aid and accident record book

When a trained First Aider assesses small bumps or grazes and decides no formal First Aid is required, ie, the First Aid box or the First Aid cupboard is not needed, we will not record the incident.

Children who have significant medical needs are displayed in the staff room.

Parents must inform the school of any significant medical needs or changes in their child's medical needs.

However, all administered First Aid and all head injuries must be recorded.

- An accident form will be completed 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 should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2

Our records will detail the following;

- Child's Name
 - Location of incident
 - Time of incident
 - Detail of injury
 - The decision to call parents or not
 - The name of the First Aider
- 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 Headteacher 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 Headteacher 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 Headteacher 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 (early years only)

The class teacher/ nursery nurse or staff member dismissing the children will 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.

6.4 Reporting to Ofsted and child protection agencies (early years only)

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 Headteacher will also notify the Oxfordshire Safeguarding Children's Board 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.

A central record of all training related to First Aid is held by the Designated Safeguarding Lead and reviewed annually to ensure that certificates are renewed within timescales.

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 2 years.

At every review, the policy will be approved by the Headteacher and Chair of Governors.

9. Links with other policies

This first aid policy is linked to the:

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

Appendix A

Watlington Primary School Serious First Aid Incident Report	
Your Name:	
Date and time of incident:	
Name of child/ren involved:	
Details of Incident	
Where did the incident occur?	
Who was involved?	
Who saw what happened?	
What was the nature of the incident – what happened?	

Were there any external influencing factors?	
Were emergency services called and who called them?	
If emergency services attended please state the following: <ul style="list-style-type: none"> • type (e.g. ambulance, fire, police) • time of attendance • and outcome. 	
Did the child/ren require medical attention on site?	
Did the child/ren require hospital treatment?	
Did the child/ren have time off school as a result of the incident, and if so, how long?	

Witness signatures			
Name:		Signature and date:	
Name:		Signature and date:	