

First Aid Policy



Contents

1. Introduction	2
Aims	2
2. Legislation and Guidance	2
3. Roles and Responsibilities	3
First Aid Lead(s)	3
First Aiders	3
The Trust	4
The Headteacher	4
Staff	4
4. First Aid Procedures	4
Infection control	5
In-school procedures	5
Off-site procedures	6
5. First Aid Equipment	7
Use of defibrillators	7
6. Record-Keeping and Reporting	8
Reporting Accidents or Incidents	8
Notifying parent/carers	8
7. Training	8
8. Monitoring Arrangements	8
9. Link with Other Policies	8
10. Other Useful Documentation/Links	9
Appendix 1: List of First Aiders	10
Appendix 2: Model Minor Incident Record Form	0
Appendix 3: Assessment of First Aid Provision	0
Appendix 4: Contents and Location of First Aid Kits	3
Appendix 5: Model Head Injury Letter	4
Document Detail	5
Version Control	5

1. Introduction

The Health and Safety policy sets out the requirement regarding First Aid arrangements in school. Schools should develop a school First Aid Policy and procedures, detailing how First Aid works in their school. This should include the monitoring arrangements of accidents and incidents.

First Aid arrangements in schools must be clearly on display in prominent areas and high-risk areas such as workshops and kitchens. The process for summoning a First Aider must be clearly defined and communicated to all staff, pupils, and visitors.

First Aid assistance must be provided at all times during core school hours by nominated and qualified members of staff. Schools must consider the arrangements for First Aid for any staff who work outside of the core hours. First Aid arrangements for people working when the school is shut should be covered in the Lone Working Policy.

Aims

The aims of this policy are to:

- Ensure that the necessary first aid provisions are in place in school
- Ensure all staff are aware of who the first aiders are in school and how to follow the first aid procedure
- Provide guidance on checking and re-stocking first aid equipment

2. Legislation and Guidance

This policy is based on advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#), and 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

In addition, for schools with pupils educated in the Early Year Foundation Stage, this policy also complies with the [Statutory Framework for the Early Years Foundation Stage](#).

This policy complies with our funding agreement and articles of association.

3. Roles and Responsibilities

In schools with Early Years Foundation Stage provision, at least 1 person who has a current Paediatric First Aid (PFA) certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have enough suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has considered the nature of employees’ work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

The section immediately 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 ‘Legislation and guidance’ section above. If you do not have an appointed person you will need to re-assign the responsibilities listed below accordingly.

All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

First Aid Lead(s)

The school’s appointed person is **Miss Kirsty Harrison** They are responsible for:

- Making a formal assessment of First Aid requirements using the Assessment of First Aid Provision document (Appendix 3), maintaining the completed form, and monitoring the adequacy of the provision including specific health conditions and first aid needs.
- Reviewing the assessment annually in the light of significant changes or validity.
- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of in-date 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.
- 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 that an appropriate number of trained staff are present in the school at all times.

First Aiders

First Aiders are trained, competent and qualified to carry out the role 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 with the explicit agreement of the Headteacher.

- Filling in an appropriate accident report on the same day, or as soon as is reasonably practicable, after an incident (See the template in WAT Accident and Near Miss Guidance- Appendix 1).
- Keeping their contact details up to date.
- Inform First Aid Lead.

Our school's First Aid Lead and First Aiders are listed in Appendix 1. Their names will also be displayed prominently around the school.

The Trust

The Trust 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.

The Waterton Academy Trust insurers confirm that the employer's liability insurance policy provides indemnity for staff acting as First Aiders or Emergency Aiders as defined in this policy. Treatment must be given in accordance with the training received. Whether or not employees receive payment for acting as first aiders is irrelevant in this respect and has no effect on the provision of insurance cover.

The Headteacher

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

- Ensuring that an appropriate number of appointed persons and trained first aid personnel are in school at all times.
- Ensuring that first aiders have 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.
- Ensuring that adequate space is available for catering to the medical needs of pupils.

Staff

School staff are responsible for:

- Ensuring they follow First Aid procedures.
- Ensuring they know who the First Aiders in school are.
- Completing minor incident reports (See the template in WAT Accident and Near Miss Guidance - Appendix 1) for all incidents they attend to where a First Aider is not called.
- Informing the Headteacher or line manager of any specific health conditions or first aid needs.

NB staff can deal with minor cuts and grazes without the need for a First Aider. Head injuries require the assistance of a First Aider.

4. First Aid Procedures

The school has a designated space for the treatment of injuries and for First Aid. There is access to a sink and a space to lie down, and the space should ideally be located near a toilet. Bins for blood waste are clearly marked and First Aid equipment is stored in clean, clearly labelled, easily accessible containers or cupboards.

Infection control

First Aid Staff must:

- Ensure all own injuries are covered with waterproof dressings before commencing treatment.
- Wash their hands before and after applying dressings.
- Only use mouth pieces when administering mouth-to-mouth if trained to do so.
- Use disposable gloves whenever blood or other bodily fluids are handled.
- Use disposable materials such as paper towels and sanitizing powder to clear up spills of bodily fluid.
- Dispose of blood and bodily waste in a way that does not allow others to come into contact with it. (Seek medical advice if contact is made with any other person's bodily fluids).

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. NB Minor cuts and grazes can be treated by any member of staff. First Aiders will always deal with major injuries.
- 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.

NB: Where an auto-adrenaline pen has been used for a severe allergic reaction, an ambulance must be called, and the word **anaphylaxis** must be used when calling emergency services.

NB: Where an asthma attack does not abate following treatment with a salbutamol inhaler, an ambulance must be called, and the word **asthma** must be used when calling the emergency services.

- 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, parent/carers will be contacted and asked to collect their child. Upon arrival, the first aider will recommend next steps to the parent/carers.
- If the emergency services are called, the First Aider will instruct a member of staff to contact parent/carers 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.

The decision will vary from case to case, but it is strongly advised to administer First Aid and call an ambulance if someone:

- Appears not to be breathing.
- Is having chest pain, difficulty breathing or experiencing weakness, numbness or difficulty speaking.
- Experiencing severe bleeding that you are unable to stop with direct pressure on the wound.
- Is struggling for breath, possibly breathing in a strange way appearing to 'suck in' below their rib cage as they use other muscles to help them to breathe.
- Is unconscious or unaware of what is going on around them.
- Has a fit for the first time, even if they seem to recover from it later.
- If they are having a severe allergic reaction accompanied by difficulty in breathing or collapse – get an ambulance to you, rather than risk things getting worse whilst you are in the car.
- If a pupil is burnt and the burn is severe enough that you think it will need dressing – treat the burn under cool running water and call an ambulance. Keep cooling the burn until the paramedics arrive and look out for signs of shock.
- If someone has fallen from a height, been hit by something travelling at speed or has been hit with force.
- If you suspect that someone may have sustained a spinal injury – do not attempt to move them and keep them still whilst awaiting an ambulance.

This is guidance, not an exhaustive list.

- The First Aider will also decide on what treatment and whether the injured person should be moved or placed in a recovery position.
- If the First Aider judges, in discussion with leadership, that a pupil is too unwell to remain in school, parent/carers will be contacted by office staff and asked to collect their child. Upon their arrival, the First Aider will recommend next steps to the parent/carers.
- If emergency services are called, the parent/carers will be contacted immediately by office staff who will keep leadership informed.
- In the case that a pupil needs to be assessed at hospital, but the pupil's contact cannot be reached, then a member of senior staff and a First Aider will transport the pupil to hospital whilst the office team continue to attempt to contact family members. (See protocol for taking pupils out on visit).
- The member of staff who treated the incident will complete the Minor Injury/Bump Note Form or Waterton Incident Report Form on the same day, as soon as is reasonably practical after an incident resulting in an injury. A copy of this form will be given to the parent/carers and a copy kept on file in school. (See WAT Accident and Near Miss Guidance for further guidance.)

Off-site procedures

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

- A school mobile phone
- A portable First Aid kit including, at a 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
- Parent/carers' contact details
- Risk assessments will be completed by the visit leader prior to any educational visit that necessitates taking pupils off school premises, in accordance with the Educational Visits Policy.

5. First Aid Equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressing (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 front office
- The school staff room
- An appropriate position close to outdoor areas of the school
- Central locations which serve a number of classrooms within school
- The main kitchen

Use of defibrillators

The Department for Education (DfE) is providing Automated External Defibrillators (AEDs or 'defibrillators') to state-funded schools in England where existing provision is not in place. The DfE expect all schools in England to have access to a defibrillator.

Defibrillators, as work equipment, are covered by the Provision and Use of Work Equipment Regulations 1998 (PUWER). As such, this places a duty on employers in respect of employee training and the provision of information and instructions in the use of such equipment. However, defibrillators are designed to be used by someone without any specific training, by following step-by-step instructions on the defibrillator at the time of use. It should therefore be sufficient for schools to provide a short general awareness briefing session to staff in order to meet their statutory obligations. Schools may want to

use this opportunity to raise awareness of the defibrillator in the school and to promote its use should the need arise.

Further information can be found under this link: [Automated external defibrillators \(AEDs\) in schools](#).

6. Record-Keeping and Reporting

- A Minor Injury/Bump Note Form or Waterton Accident/Incident Report Form will be completed by the First Aider on the same day, as soon as possible after an incident resulting in an injury. (See WAT Accident and Near Miss Guidance for further guidance.)
- As much detail as possible should be supplied when reporting an accident, including all the information included in the accident form.
- A copy of the accident report form will also be added to the pupil's educational record by the office staff.
- Records held in the accident reporting system will be retained by the school in accordance with the Retaining Records Policy.

Reporting Accidents or Incidents

The First Aid Lead will record and report serious incidents in accordance with the WAT Accident and Near Miss Guidance.

Notifying parent/carers

The class teacher/appropriate adult will inform parent/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.

7. Training

Staff will be trained in accordance with the outcomes of the Assessment of First Aid Provision, including whether there is an Early Years Foundation Stage in school.

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 Model training log Appendix 1).

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 every two years.

9. Link with Other Policies

- Health and Safety Policy
- Accident and Near Miss Reporting Guidance

- Educational Visits Policy
- Supporting Pupils with Medical Needs Policy
- Retention Policy

10. Other Useful Documentation/Links

HR 53 Infection Control Policy and Strategic Health and Safety Service

Guidance on First Aid for Schools:

<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

<http://www.hse.gov.uk/firstaid/index.htm>

Appendix 1: List of First Aiders

Our schools First Aid Lead is: Kirsty Harrison

The person who calls the emergency services is: Our Office Team (Sarah Farrar & Samantha Palor)

The people who contact parent/carers (in discussion with the Head) is: All staff

Staff Member's Name	Name/Type of Certification	Date Attended	Date for Training to be Updated
Maya Brzostowska	FAA Level 3 Award in Emergency First Aid at Work (RQF)	14 th February 2025	Requalification before 14 th February 2027
	Qualsafe Level 3 Award in Paediatric First Aid (RQF)	27 th January 2026	Requalification before 27 th January 2029
Jasmin Carter	FAA Level 3 Award in Emergency First Aid at Work (RQF)	14 th February 2025	Requalification before 14 th February 2027
Emma Cooper	Qualsafe Level 3 Award in Paediatric First Aid (RQF)	18th November 2025	Requalification before 18 th November 2028
Angela Goudie	FAA Level 3 Award in Emergency First Aid at Work (RQF)	14 th February 2025	Requalification before 14 th February 2027
Kirsty Harrison	FAA Level 3 Award in Emergency First Aid at Work (RQF)	14 th February 2025	Requalification before 14 th February 2027
Aimee Martin	FAA Level 3 Award in Emergency First Aid at Work (RQF)	14 th February 2025	Requalification before 14 th February 2027
Danielle Moffatt	FAA Level 3 Award in Emergency First Aid at Work (RQF)	14 th February 2025	Requalification before 14 th February 2027
Emma Morris	FAA Level 3 Award in Emergency First Aid at Work (RQF)	14 th February 2025	Requalification before 14 th February 2027
	Qualsafe Level 3 Award in Paediatric First Aid (RQF)	06 January 2026	Requalification before 06 January 2029

Diane Murphy	FAA Level 3 Award in Emergency First Aid at Work (RQF)	14 th February 2025	Requalification before 14 th February 2027
Hannah Peden	FAA Level 3 Award in Emergency First Aid at Work (RQF)	14 th February 2025	Requalification before 14 th February 2027
Deborah Price	FAA Level 3 Award in Emergency First Aid at Work (RQF)	14 th February 2025	Requalification before 14 th February 2027
Melissa Radband	FAA Level 3 Award in Emergency First Aid at Work (RQF)	14 th February 2025	Requalification before 14 th February 2027
Beverlee Robertson	FAA Level 3 Award in Emergency First Aid at Work (RQF)	14 th February 2025	Requalification before 14 th February 2027
Jane Shaw	Qualsafe Level 3 Award in Paediatric First Aid (RQF)	08 December 2025	Requalification before 08 December 2028
	FAA Level 3 Award in Emergency First Aid at Work (RQF)	14 th February 2025	Requalification before 14 th February 2027
Sally Shute	QNUK Level 3 Award in Emergency Paediatric First Aid (RQF)	19th January 2026	Requalification before 19 th January 2029
	FAA Level 3 Award in Emergency First Aid at Work (RQF)	14 th February 2025	Requalification before 14 th February 2027
Sarah Stephenson	FAA Level 3 Award in Emergency First Aid at Work (RQF)	14 th February 2025	Requalification before 14 th February 2027
Adam Stockhill	FAA Level 3 Award in Emergency First Aid at Work (RQF)	14 th February 2025	Requalification before 14 th February 2027

Janet Whur	FAA Level 3 Award in Emergency First Aid at Work (RQF)	14 th February 2025	Requalification before 14 th February 2027
Jane Darby	FAA Level 3 Award in Emergency First Aid at Work (RQF)	14 th February 2025	Requalification before 14 th February 2027

Appendix 2: Model Minor Incident Record Form

Name of Pupil	Date/Time of Incident	Where the Incident took Place	Details of Injury/Illness	First Aid Given	What Happened After (Went back to class/play. Went to hospital etc)	Name and Signature of First Aider	Parent/Carers Contacted or Not

Waterton Academy Trust, Centre For Excellence, Walton Primary Academy, The Grove, Wakefield, WF2 6LD

☎ 01924 240767 ✉ admin@watertonacademytrust.org 🌐 watertonacademytrust.org

Company Registration Number 09124782

Appendix 3: Assessment of First Aid Provision

School:

Name of Assessor(s):

Assessment of First Aid Factors

In order to assess the First Aid requirements, you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases:

Table 1

Assessment Factor	Apply (Y/N)?		Impact on First Aid provision
Have your risk assessments identified significant risks of injury and/or ill health?	☐	☐	If the risks are significant you may need to employ First Aiders.
Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals?	☐	☐	You will need to consider: - specific training for first aiders - extra first-aid equipment - precise siting of first-aid equipment.
Are there parts of the establishment with different levels of risk?	☐	☐	You may need to make different levels of provision in different parts of the establishment.
Have you had any accidents or cases of ill-health in the past 12 months?	☐	☐	You will need to check your record of accidents and cases of ill health – what type they are and where they happened. You may need to: - locate your provision in certain areas - review the contents of the first aid box.
Are there inexperienced workers on site, or employees with disabilities or special health problems?	☐	☐	You will need to consider: - special equipment - local siting of equipment.
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	☐	☐	You will need to consider provision in each building or on several floors.
Is there shift work or out-of-hours working?	☐	☐	Remember there needs to be First Aid provision at all times people are at work.
Is your workplace remote from emergency medical services?	☐	☐	You will need to: inform local medical services of your location

			consider special arrangements with the emergency services.
Do you have employees who travel a lot or work alone?	☐	☐	You will need to consider issuing personal First Aid kits and training staff in their use.
Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?	☐	☐	You will need to make joint arrangements with the other site occupiers.
Do you have any work experience or other trainees?	☐	☐	Your First Aid provision must cover them.
Do members of the public visit your premises?	☐	☐	There is no legal responsibility for non-employees however you are strongly recommended to consider them i.e. schools would consider and include their pupils and libraries their customers.
How many people are employed on site? less than 5? 5 to 49? 50 to 100? more than 100?	☐	☐	You may need to employ first aiders – see Table 2 below.
Is a First Aid room required?	☐	☐	

The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover for absences. The table does not take into consideration any non-employees who may be affected so an allowance will need to be made in such circumstances.

Table 2

Type of Workplace	Numbers of First Aid Personnel Required
Lower risk: Shops, offices, libraries, schools and similar workplaces.	- Fewer than 50 employed at any location: at least one appointed person. (It may be appropriate to provide an Emergency First Aider (EFAW) if large numbers of the public visit the workplace.) 50-100: at least one First Aider. - More than 100: one additional First Aider for every 100 employed.
Higher Risk: Light engineering and assembly work, food processing, warehousing extensive work with dangerous machinery or sharp instruments construction, chemical manufacture, work involving special hazards* such as hydrofluoric acid or confined spaces.	- Fewer than 5: at least one appointed person. 5-100: At least one First Aider (FAW) per 50 employees or part thereof. <i>*Additional training may be needed to deal with injuries resulting from special hazards.</i>

The minimum First Aid provision on any work site is: A suitably stocked First Aid box and an appointed person to take charge of First Aid arrangements, at all times whilst people are at work.

Appendix 4: Contents and Location of First Aid Kits

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First Aid kits are stored in:

- The main office
- The school staff room
- The doors leading into the playground
- All classrooms
- The main kitchen

Appendix 5: Model Head Injury Letter

Dear Parent/Carer,

Your child [insert name] received a bump on their head today whilst attending school.

[Description of how head injury occurred]

A School First Aider assessed your child. Although no problems were detected at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Blurred vision
- Drowsiness
- Nausea or vomiting
- Severe headache
- Confusion
- Slurred speech
- Unresponsiveness
- Clumsy, staggering or dizziness
- Bleeding from ears or nose

Contact your GP or the nearest Accident and Emergency Department if you notice any of the above symptoms.

On your child's return to school, please inform us whether signs of concussion occurred, so that we can provide appropriate support.

Yours sincerely,

[signatory's name and position]

Document Detail			
Document Name:	First Aid Policy		
Version:	1		
Chief Officer Signature:			
Effective From:	01/06/2024		
Approved by:	Trust Board		
Approval Meeting Reference:	16/07/2024		
Next Review Date:	01/09/2026		
Version Control			
Version	Date	Author	Change/Reference
1	01/06/2024	R Perry	New Policy