

Policy for First Aid

at

Weston All Saints Primary School



The Partnership Trust



This policy is written in reference to the Christian Foundation of the school.

'Nurturing spirituality, creativity and excellence'

I can do all these things through Christ who strengthens me –
Philippians 4:13

Approved by:	Date:
Last reviewed on:	June 2025
Next review due by:	June 2026

1. Introduction

The Governors and Headteacher accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge that first aid must be provided to any person that we owe a duty of care to if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate.

The Governors are committed to this procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Policy follows the guidance provided in the DFE 2014 document "Guidance on First Aid in Schools".

2. Aims and Objectives of Policy

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

Our first aid policy requirements are achieved by:

- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises
- Ensuring that there are suitable and sufficient facilities and equipment, including PPE, available to administer first aid
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring that the procedures for the provision of First Aid are clearly stated and implemented

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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

Roles and Responsibilities

As Weston All Saints Primary School has an Early Years Foundation Stage provision, we ensure that at least one person who has a current paediatric first aid certificate is on the premises at all times.

Appointed person and first aiders

All staff have a duty of care and can apply a common sense approach to looking after children, but only staff with specific training can be considered as 'First Aiders'.

In the event of an accident any member of staff can assess whether the child needs comfort and is then fine to carry on, or if first aid is required, in which case the nearest available first aider takes charge of the first aid treatment following all guidance from their training. Following an assessment of the injured person, they will administer appropriate first aid and make a balanced judgement as to whether an ambulance should be called.

The school's appointed person is responsible for:

- Carrying out and recording monthly checks of all first aid equipment
- Ensuring there is an adequate supply of medical materials in first aid kits, first aid cabinets and replenishing the contents of these
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Administering first aid; once involved, they take charge and assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment as required
- Wearing PPE consisting of disposable gloves, apron and mask when administering first aid to any pupil. Hands are washed for 20 seconds with soap and water once the First Aid is complete. All PPE is placed into a plastic bag and tied. This can be disposed of in normal waste
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Communicating closely with the class teacher or senior members of staff during any incident
- Arranging to send pupils home to recover if they are unwell or injured, having first discussed this with a member of the Senior Leadership Team
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident - a copy of which will be sent home
- Keeping their contact details up to date by informing the Admin Team of any changes
- Contacting the Appointed Person to request additional items for their first aid kits
- Ensuring that class teachers are aware of any injuries and treatment given to pupils in their class
- Ensuring that any necessary details of the incident and treatment given are shared with parents/carers

Our school's first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school and at all first aid points.

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.

The Headteacher

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

- Ensuring that an appropriate number of 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 staff 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

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the Headteacher or their line manager of any specific health conditions or first aid needs

Staff are not necessarily First Aiders and should not provide any first aid for which they have not been trained.

Staff at Breakfast Club and the WASPS After School Club have received First Aid Training. They have access to the Medical cupboard and first aid packs in Middle WASPS.

Any adult in school has the authority to call an ambulance

First Aid Procedures

In-school procedures

Staff guidance on the steps for dealing with a First Aid incident are in Appendix 2

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and will use a 'common sense' judgement (informed by observations and witness accounts) as to whether First Aid is required. They will then seek the assistance of a qualified first aider, if appropriate, who will take over control of the situation
- The first aider, if called, will assess the injury, treat the child if required and/or decide if further assistance is needed from a colleague or the emergency services. If necessary, they will remain at the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- In the case of head bumps, where the child is able to remain at school, a head bump sticker will be given to the child so that they can be monitored for the remainder of the school day. If their condition changes then parents will be called, otherwise the parent will be informed at the end of the school day
- In the case of more serious head bumps, where the child is unable to remain in school and/or needs further treatment, parents will be contacted immediately by phone
- If the first aider judges that a pupil is too unwell to remain in school, they will contact a member of the Senior Leadership Team to confirm this. Parents will be contacted and asked to collect their child. Upon their arrival, the first aider and/or the member of the SLT will recommend next steps to the parents

- If emergency services are called, the Headteacher or Deputy Headteacher will contact parents immediately
- If First Aid is given, the first aider will complete an accident report on CPOMS on the same day or as soon as is reasonably practical after an incident resulting in an injury. Parents/carers will receive a copy of the report on the same day or as soon as possible if the pupil is taken to hospital

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 and any medicine or equipment required, clearly labelled with the child's name
- Parents' contact details for all pupils going off-site

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

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

There will always be at least one first aider on a school trip. For trips involving Reception children there will always be an adult with a current paediatric first aid certificate, as required by the statutory framework for the Early Years Foundation Stage.

In the event of children needing first aid on school trips:

- All staff have access to first aid packs and a mobile phone
- For minor ailments, the named first aider can provide first aid assistance
- For major ailments, the school is informed, and advice sought. Parents/carers are also informed by the school office or the Trip Leader
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought, or professional advice will be sought
- Any accident or incident is reported back to the Headteacher, and logged on CPOMS
- If any pupil is unable to remain on a visit or trip due to a medical issue, they must be collected by a responsible adult
- If an ambulance is required, a member of staff should accompany the child in the ambulance, whilst the school contacts the parent/carer and arranges for them to meet the child and school staff member at the hospital
- In the event of parents being unreachable, the alternative emergency contacts listed on the child's forms will be contacted

Residential Trips - Specific Guidance

- All First Aid given must be logged for Medical Records

- Medicines of any description (including painkillers) are not to be administered to any child without a written signed parental consent form stating dose and frequency
- In the event of a child being taken ill on the trip, a telephone call will be made to their parent/carer to gain consent for any treatment and a record will be kept

First Aid Equipment and Facilities

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

- A leaflet with general first aid advice
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Regular and large bandages
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- Microporous adhesive tape
- Safety pins
- Disposable gloves and aprons
- Antiseptic wipes
- Eye pads
- Wound dressings
- Medical shears
- Cold compresses / ice packs
- Burns dressings and soothing burn gel

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room in Upper WASPS
- The medical cabinet on Lower Street in Upper WASPS
- The medical cabinet in Middle WASPS in the bungalow corridor
- The disabled toilet in Little WASPS
- The Compliance Manager's Office
- The school kitchens
- School vehicles
- The Upper WASPS Plant Room
- The two emergency grab bags

Designated First Aid Treatment Areas

In compliance with The Education (School Premises) Regulations 1996, there are two medical rooms, one in Little WASPS and one in Upper WASPS. They are both situated close to the main office area.

Both medical rooms have the following facilities:

- First aid kits
- Chairs

- Sinks
- Access to a fridge with ice packs

Record-keeping and reporting

Recording incidents requiring First Aid on CPOMS

Use of First Aid will be logged on CPOMS by the first aider on the same day or as soon as possible after an incident resulting in an injury.

An appropriate level of detail should be supplied when reporting an accident. More serious incidents will require more detailed recording. Details may include:

- Name of injured person
- Name of school first aider or appointed person that treated the person (this is the person who records the incident)
- Date of accident
- Type of accident (e.g. bump to head etc)
- Treatment provided and action taken
- What happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital)
- If multiple children are involved these will be entered as separate entries and **not** linked
- If the first aid was part of a behaviour incident then this **must** be entered separately

The member of staff who recorded the incident will take responsibility for ensuring that the First Aid record is emailed to a parent/carer. The school office will assist with this.

For more serious accidents or incidents, a copy of the accident report form will also be added to the pupil's educational record by the Compliance Manager.

Records held in historic first aid and accident books 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 in line with The Partnership Trust's Record Retention Policy if this is longer. After this date the records will be securely disposed of.

The Compliance Manager also monitors these reports to check for accident trends and any health & safety issues to be actioned.

Notifying parents / carers

As WASPS has an Early Years Foundation Stage provision the Class teacher or Teaching Assistant will 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.

Minor injuries that require First Aid, such as bumps and cuts, will be shared with parents by emailing a copy of the First Aid record.

For head bumps, where the child is fine and able to remain in school, parents will be notified by the class teacher at the end of the school day and a copy of the First Aid record will be shared by email. We will also share written advice on the signs and symptoms of a head injury for the parent to refer to if they are concerned. If the pupil remains at school following a head bump they are given a sticker to alert members of staff to monitor them for further symptoms.

For head bumps where the child is in distress, pale, complaining of consistent dizziness or has lost consciousness, parents will be notified immediately and asked to collect the child and advised of what further support to seek.

Where hospital treatment may be required but not in an emergency, the Headteacher will ask the office staff to contact the parents in order for them to take over responsibility for the pupil.

Emergencies and Serious accidents/incidents

More serious incidents should be reported verbally as quickly as possible to a member of the Senior Leadership Team so that they can assess the injured person and take any emergency action required.

The incidents or accidents should be recorded on CPOMS.

Serious accidents include all incidents where the casualty attended hospital and any which meet the criteria below:

- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is a possibility of a fracture or where this is suspected
- Any cut that requires stitches, gluing or professional medical attention

The Health & Safety Lead will report these occurrences to B&NES, our Health & Safety advisors who will decide if the accident is reportable under RIDDOR.

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 Health and Safety Executive 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 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

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>

Reporting to Ofsted and child protection agencies

As WASPS has an Early Years Foundation Stage provision, the Headteacher 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 Headteacher will also notify the CEO of The Partnership Trust, the HSE and the LADO (Local Authority Designated Officer) of any serious accident or injury to, or the death of, a pupil while in the school's care.

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 keeps a register of all trained first aiders, what training they have received and when this is valid until (see 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.

At all times, at least 1 staff member on site 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.

Links with other policies

This first aid policy is linked to the following policies:

- Health and Safety Policy
- Risk Assessment Policy
- Supporting Pupils with Medical Conditions
- Administration of Medicine Policy
- Asthma Policy
- Intimate Care Policy
- Infection Control & Prevention Policy
- Educational Visits, Trips and Excursions Policy
- Sharps Policy

3. Publication of Information

This policy will be shared with staff, and via the Induction programmes for new staff and trainee teachers. The staff handbook also outlines policy procedure. It will also be published on the school website.

4. Monitoring arrangements & review of policy

This policy will be reviewed annually by the Senior Leadership Team.
At every review, the policy will be approved by the Local Governing Body.

FIRST AIDERS APRIL 2026

Paediatric First Aid

Avin Pirways – Upper WASPS	Sam Macer – Middle WASPS
Suzanne Carlile – School Office	Helen Nash – DEC

Emergency First Aid at Work and Emergency Paediatric First Aid

Jordan Taylor – Upper WASPS	Dan Keates – Upper WASPS
Asher Randall – Upper WASPS	Debbie Hunt – Middle WASPS
Chris Reed – Upper WASPS	Amy Beech – Middle WASPS
Hannah Parr – Middle WASPS	Gemma Shearman – Middle WASPS
Rachel Alvis – Upper WASPS	Nicola Stinchcombe – Little WASPS
Claire Doyle – Little WASPS	Lorraine Jones – Little WASPS
Lilley Markall – Little WASPS	Zoe Fraser – Little WASPS
Mark Dismore – Little WASPS	Katie Brinkhurst – Middle WASPS
Barry Byrne – Upper WASPS	



First Aid boxes and supplies can be found in:

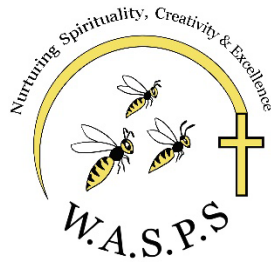
- Upper WASPS Medical Room
- Little WASPS disabled toilet
- Little WASPS Kitchen
- Little WASPS PE shed
- Middle WASPS in the Bungalow corridor
- Middle WASPS kitchen
- the Log Cabin



Defibrillators are located

- outside the Upper WASPS office
 - Little WASPS Admin area.

They can be used by anyone – full instructions are provided and automated voice prompts guide the user



First Aid Procedure

Remember:

A First Aider must be the one who administers First Aid

Head injuries must be reported to the parents (immediately if child cannot remain in school)

Other injuries that are serious should be reported to the parents as soon as possible

If you cannot get through to parents, efforts must continue to be made to make contact

Individual responsibilities:

Initial responder

Does the child require First Aid or just some reassurance and TLC?

If the child has a head injury then the child must not be moved

Find a first aider if necessary

If no first aider is nearby, send a different child to the office where one can be called for

First Aider

Treat the child, seek help from a colleague if needed

Fill in a record on CPOMS – assigning the incident to the class teacher, make sure to mark the picture of where the child is injured and where on site the injury happened

If necessary try to ring the parent/carer of the child – speaking or leaving a message

Inform the class teacher face-to-face of the incident and if a parent has been contacted

If it is a head injury provide the class teacher with advice paperwork to go home

Email the CPOMS record to a parent/carer

Class teacher

Ring parent if necessary and contact has not been made

Monitor the child and seek support from a First Aider if needed

Speak to the parents at the end of the day if needed

Office Staff

Email the CPOMS incident report to parents if needed