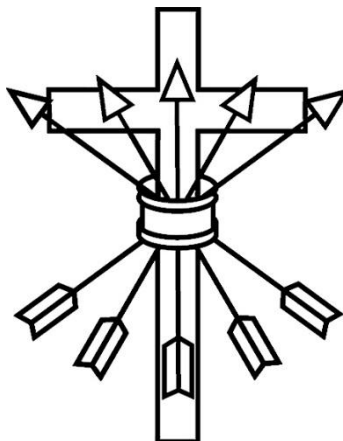


WADDESDON CHURCH OF ENGLAND SCHOOL



FIRST AID POLICY

STATUS OF POLICY:	Statutory
COMMITTEE RESPONSIBLE:	CSWB
GOVERNING BODY APPROVAL:	10.06.2026
REVIEW DATE:	Summer Term 2027

Contents

Contents	2
1. Aims.....	2
2. Legislation and guidance	3
3. Roles and responsibilities	3
4. Training.....	5
5. Personal Liability of First Aiders	6
6. First aid protocols	6
7. First aid equipment in school	9
7.1 First Aid Room	9
8. Record-keeping and reporting	11
9. Monitoring arrangements.....	12
10. Links with other policies.....	12

1. Aims

The aims of this 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

This Policy does not cover giving tablets or medicines to treat illness which is dealt with by specific medication guidelines.

This policy should be read and considered in conjunction with the Supporting Students with Medical Conditions Policy, Safeguarding & Child Protection Policy and provision for students' wellbeing and mental health as outlined in the Relationship and Sex Education and Health Education Policy.

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [first aid in schools](#) and [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 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 The Governing Board

The Governing Board has ultimate responsibility for health and safety matters, but delegates operational matters and day-to-day tasks to the headteacher and staff.

3.2 The headteacher

The headteacher is responsible for implementation of this policy, including:

- Carrying out a risk assessment to ensure that first aid cover is adequate bearing in mind the number of employees, pupils and visitors and the type of activities, equipment and premises that are under their control
- Making sure that an appropriate provision for first aid is present in the school at all times when the premises are occupied
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures, including, but not limited to, the location of equipment, facilities and first aid personnel
- ensuring there are procedures for monitoring and reviewing the school's first aid needs
- Undertaking, or making sure that subject leaders/managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure that adequate space is available for catering to the medical needs of pupils

3.3 Appointed person

The School Nurse or the First Aid Officer on duty (or in their absence such other person appointed by the headteacher) is the appointed person. The appointed person is responsible for:

- Taking charge when someone is injured or becomes ill
- Acting as first responder to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Making sure that an ambulance or other professional medical help is summoned when appropriate.
- Contacting the parent/carer when necessary
- Completing full records of treatment given on the same day as, or as soon as is reasonably practicable after
- Reporting specified incidents to the HSE when necessary

- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Arranging, and keeping record of, first aid training undertaken by staff

3.4 School staff

All school staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the appointed person in school is
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. Training

Employers must ensure that there are a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. The number of trained first aiders takes into account:

- The number of employees and the nature of their work
- The layout and location of the school

First Aid Training is through an authorised and approved trainer. Training is organised by the appointed person.

All PE teachers and a number of other staff are trained first aiders.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The appointed person will keep a register of all trained first aiders, what training they have received and when this is valid until.

The appointed person will notify first aiders when their first aid certificates are due to expire. In cases where a certificate has expired, the school will ensure that the staff undertakes the appropriate first aid course before being reinstated as a first aider.

5. Personal Liability of First Aiders

Employees are expected to do their best at all times and particularly in emergencies, to secure the welfare of their fellow employees and pupils. The consequences of taking no action may be more serious than those of trying to assist in an emergency.

No personal liability for injuries sustained to a first aid casualty will be attached to any individual first aider, emergency first aider or appointed person acting in the course of their employment as long as they follow any training or other guidance they have been given. In the event of a claim alleging negligence, action is likely to be taken against the employer rather than the employee.

6. First aid protocols

6.1 In-school protocol

Assessing the student in the classroom or elsewhere in the school

If a student is taken ill or has an accident in the classroom or elsewhere on the school site during the school day, they should be sent to the First Aid Room (accompanied if necessary). If the student is too unwell/injured to attend the First Aid Room, first aid assistance should be summoned.

If the student requires immediate treatment, staff are expected to use their best endeavours at all times, particularly in emergencies and summon urgent assistance as necessary. Where required, an ambulance will be called and the parent/carers is contacted as soon as it is possible, without compromising the care of the student.

PE staff have 'First Aid Assistance Required' cards which they can send with a student or staff to the First Aid Room, or if no one available there, to the Thorp Office in order to summon assistance.

Assessing the student in The First Aid Room

There is a sign on the First Aid Room door instructing students to ensure they present themselves to a member of staff on arrival at the First Aid Room. If no member of staff or first aider is present in the First Aid Room, the sign instructs students to inform Thorp Office.

Assessment occurs case-by-case.

Injury: a primary first aid assessment is carried out and emergency care given as required. If injuries appear life threatening, an ambulance is called and the parent/carer is contacted as soon as possible. If not, injuries are assessed and first aid is given. Where appropriate the parent/carer is contacted by telephone/email depending on the nature and impact of the injury. If it appears that the illness or injury may impact the student's intended travel home, the assessor will discuss travel arrangements with the student and will contact the parent.

Illness: students are encouraged to attend the First Aid Room out of lesson times. A primary first aid assessment is carried out and emergency care given as appropriate. If the illness appears life threatening, an ambulance is called and the parent/carer is contacted as soon as possible. Following assessment, if the student appears too unwell to continue with the school day, contact is made to the parent/carer by telephone/email to advise them and discuss collection of the student.

All relevant records are created of the student details, circumstances, nature of injury or illness and first aid given adhering to the HSE guidance (Incident reporting in schools - <https://www.hse.gov.uk/pubns/edis1.htm>).

Repeat Presentations by Students

If a student returns to the First Aid Room for the same illness/injury, an assessment will be carried out each time. Following assessment, if the visit is related to the same illness/injury, the parent/carer will be contacted. Documentation is completed following each visit.

If a student complains of worsening symptoms to a member of staff away from the First Aid Room (for example, a class teacher) they should be sent to the First Aid Room (accompanied if necessary) or if too unwell/injured to attend the First Aid Room, first aid assistance should be summoned.

Notifying parents/carers

Parents/carers will be notified of significant accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

If emergency services are called, the parents/carers will be contacted as soon as possible and safe to do so.

Bodily Fluid Spillage

Following an incident, any bodily fluids must be dealt with sensitively and appropriately ensuring proper and safe disposal.

6.2 Off-site protocols

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

- A school mobile phone
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - individually wrapped sterile adhesive dressings
 - assorted unmedicated dressings
 - triangular bandages
 - safety pins
 - individually wrapped alcohol free wipes
 - disposable gloves
- Information about the specific medical needs of pupils
- Parents'/carers' 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, as a minimum (quantities may vary depending on an assessment of the risk):

- individually wrapped alcohol free wipes
- triangular bandages
- assorted adhesive dressings
- assorted unmedicated dressings
- eye pads
- safety pins
- blunt-ended scissors

Risk assessments regarding first aid will be discussed with the appointed person before any educational visit that necessitates taking pupils off school premises.

The procedure in 6.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

Best practice is to have at least one first aider on school trips and visits.

7. First aid equipment in school

7.1 First Aid Room

The school provides a centrally located First Aid Room consisting of an adjustable couch and basic first aid supplies. The room is sign posted with signs complying with the Safety Signs Regulations and general first aid advice poster guidance. There is a labelled first aid bag and school spare asthma inhaler hanging on the wall to be used as needed.

In the First Aid Room the following information is displayed:

- Nearest Accident and Emergency Department and contact details.
- Illustrations of special procedures e.g. lifesaving, allergy and asthma

7.2 Defibrillator/Automated External Device

The Resuscitation Council UK guidance on AEDs is that this equipment is safe to use and can be readily used by untrained bystanders.

There is a defibrillator in the First Aid Room and a checklist log is completed regularly. Staff are given regular awareness training in the use of an AED.

7.3 First Aid kits

A typical first aid kit will include the following (quantities may vary depending on an assessment of the risk):

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

- disposable resuscitation face shields
- alcohol free wipes
- disposable ice packs

A risk assessment may recommend that additional items are necessary. They may be kept in the appropriate first aid box or can be stored separately e.g.

- Adhesive tape.
- Disposable aprons.
- 'Tough cut' Scissors (only required where there is a possibility that clothing may have to be cut away)
- Spills kit
- Thermal foil blanket
- Saline (eye wash) pods

First aid at work does not include giving tablets or medicines to treat illness. Therefore, tablets, medicines, antiseptics (Dettol, TCP, Savlon, etc.) burn and sting treatments must not be kept in the first aid box.

First aid items may be printed with an expiry date: the appointed person should check these regularly and items which have passed their expiry date should be disposed of safely.

Location of first aid kits:

- The First Aid Room
- Reception (at the desk)
- Science prep room
- All design and technology classrooms
- Food Tech room
- School kitchens
- Staff room
- School vehicles

See section 4.2 for first aid equipment off the school site.

8. Record-keeping and reporting

The school holds a central record of all qualified first aid staff with dates of their training.

8.1 First aid records

A record must be kept of any first aid given. A record of administered first aid is entered onto the First Aid, Medical and Health Tracking and Management software (Medical Tracker). If a problem occurs with this system, a hand written record of administered first aid is entered into a bound book. These records are kept secure and confidential with access as appropriate for those who require information complying with DPA. The records are kept no longer than necessary in accordance with the UK GDPR guidelines.

8.2 Reporting an accident/incident/near miss

Any accident, incident or near miss must be reported to the Appointed Person, who is responsible for ensuring that the details are recorded and appropriate notifications are made to the H&S Lead.

Accident – An undesired, unplanned incident that resulted in injury, damage or loss to persons or property. All accidents, incidents and near misses to employees, non-employees and pupils, if they occur on the school's premises, or as a result of our activities should be recorded onto the [accident reporting system AssessNet](#). Accidents/incidents to pupils are entered on to AssessNet as appropriate by the first aider who then notifies the H&S Lead of the case number and date. The H&S Lead is then responsible for assessing the accident/incident and taking appropriate follow-up actions.

Accidents/incidents to staff are entered on the Medical Tracker system by the first aider. The member of staff involved is responsible for informing the H&S Lead of the event, who then completes AssessNet/RIDDOR as appropriate.

Near miss – An undesired, unplanned incident, which had the potential to, but did not result in injury, damage or loss to persons or property. The member of staff involved is responsible for informing the H&S Lead of the event, who then completes AssessNet/RIDDOR as appropriate.

8.3 Reporting serious accidents, dangerous occurrences or occupational diseases (RIDDOR - F2508)

An F2508 is a report to the Health and Safety Executive of a serious accident, dangerous occurrence or occupational disease. The Appointed Person has responsibility for making such report. The report must be made within 15 days of the accident. More information on reportable incidents in school can be found by going to <http://www.hse.gov.uk/pubns/edis1.pdf>

The AssessNet system will be able to self-identify RIDDOR reportable incidents as information is entered onto the system. An F2508 form will be automatically sent to the HSE. The Health and Safety team will also receive notification of all RIDDOR reportable incidents.

8.4 Notifiable Diseases

Any notifiable disease to any pupil will be reported to Public Health England (PHE). Notifiable diseases are those identified by PHE on the Guidance on Infection Control in Schools and other Childcare Settings poster.

9. Monitoring arrangements

The first aid provision and this policy will be reviewed by the appointed person annually. At every review, the policy will be approved by the Governing Board.

10. Links with other policies

This first aid policy is linked to the:

- Supporting Students with Medical Conditions
- Health & Safety
- Safeguarding & Child Protection Policy
- Relationship and Sex Education and Health Education