



Whitehouse Primary School

FIRST AID POLICY

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

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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is **Mrs Nadia Mahmood (Medical Lead)**. 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
- Keeping their contact details up to date

Our school's appointed person and other First Aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 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.

3.3 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 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 appointed person and first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where the appointed person or first aider is not called to.
- 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. (Please see phone call log) Upon their arrival, the first aider will recommend next steps to the parents. In the event of a more serious accident or a pupil requiring hospital treatment a member of the SLT team will meet the parents.
- If emergency services are called, the appointed person or a senior leader will contact parents immediately
- The appointed person 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
- Parents' contact details (via Teacher App BromCom)

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 x 20 cm)
- > 2 sterile eye pads, with attachments
- > 12 assorted safety pins
- > 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip leader and authorised via Plumsun by the EVC and headteacher 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
- > 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 medical room
- > Reception (at the desk)
- > The school hall
- > All shared Areas
- > Nursery
- > The Art/DT Room
- > The school kitchen

6. Record-keeping and reporting

6.1 First aid and accident record book

- 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
- Accidents will be recorded on CPOMS listing as much detail as necessary.
- For more serious accidents, a full accident report should be filed on CPOMS with witness statements and enough detail to ensure that anyone picking up the form will understand the details. It is critical that, even if this is 10 years or more in the future and all staff have changed, the form is clear and a full picture if the incident is captured.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form on CPOMS.
- Records of the first aid and accidents will be retained until the child reaches 21 years of age, 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). This will be logged on the IFTL portal along with the accident investigation notes.

The headteacher will inform the Head of Operations (IFTL) and 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 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)

A member of the EYFS team 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 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 Milton Keynes MASH 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 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 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. 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.
- > Administering medication Policy

Appendix 1: The Schools appointed person is **NADIA MAHMOOD**. Other First Aiders are listed below.

Full Name		Role	Provider	Course	Expiry
Nursery					
Lisa	Morris	Lead	Tigerlily	Full Paediatric First Aid including EFAW	25/09/2026
Johanne	Smith	TA	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2025
Zuzana	Scott	TA	MKPA	Paediatric First Aid for Childcarers	25/03/2026
Diane	Wilson	TA	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2025
Jodie	Wales	TA	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2026
Jane	Shiells	TA	Tigerlily	Full Paediatric First Aid	12/09/2023
EYFS					
Laura	Clark	Teacher	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2025
Claire	Kennedy	Teacher	MKPA	Full Paediatric First Aid including EFAW	01/09/2026
Tina	McNeil	Teacher	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2025
Melissa	Bean	Teacher	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2025
Clare	Holmes	Teacher	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2025
Dana	Woolford	TA	Tigerlily	Full Paediatric First Aid including EFAW	21/02/2025
Serena	Clark	TA	Tigerlily	Full Paediatric First Aid including EFAW	22/08/2024
Beenish	Jabbar	TA	Tigerlily	Full Paediatric First Aid including EFAW	12/06/2024
KS1					
Faye	Masters	Teacher	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2026
Liz	Collings	Teacher	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2026
Mica	Thimaya	Teacher	Tigerlily	Full Paediatric First Aid	12/09/2023
Amy	Hession	Teacher	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2026
Mandeep	Wagerfield	TA	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2026
Vivien	Hope-Megraw	TA	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2025

Lower KS2					
Leonnie	Martignetti	Teacher	Tigerlily	Full Paediatric First Aid including EFAW	19/11/2025
Hannah	Kindness	Teacher	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2026
Nicola	Baker	TA	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2025
Emma	Dormer	TA	Tigerlily	Full Paediatric First Aid including EFAW	21/02/2025
Upper KS2					
Adam	Dlugoszewski	Teacher	MKPA	Emergency First Aid for Schools	10/10/2025
Susan	Nuttall	Teacher	Tigerlily	Full Paediatric First Aid - Blended Learning	19/11/2025
Francesca	Roxburgh	Teacher	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2026
Lauren S	Bell	Teacher	Tigerlily	Full Paediatric First Aid including EFAW	21/02/2025
Sarah	Williams	TA	Tigerlily	Full Paediatric First Aid including EFAW	21/02/2025
Lisa	Windeler	TA	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2025
Rachel	Ndede	Teacher	Tigerlily	Full Paediatric First Aid including EFAW	05/03/2024
Steve	Milne	Teacher	Tigerlily	Full Paediatric First Aid including EFAW	21/02/2025
Kidz Club					
Jane	Shiells	TA	Tigerlily	Full Paediatric First Aid	12/09/2023
Caroline	Strutton	TA	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2025
Vivien	Hope-Megraw	TA	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2025
Lisa	Simpson	TA	Tigerlily	Full Paediatric First Aid	01/09/2026
SLT					
Linda	Kelly	Teacher	Tigerlily	Full Paediatric First Aid	19/11/2025
Rachel	Ndede	Teacher	Tigerlily	Full Paediatric First Aid including EFAW	05/03/2024
Steve	Milne	Teacher	Tigerlily	Full Paediatric First Aid including EFAW	21/02/2025
Laura	Ward	Teacher	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2026
Oak Class					
Lisa	Simpson	TA	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2026
Michelle	Thorne	TA	Tigerlily	Full Paediatric First Aid including EFAW	21/02/2025
Rhian	Kiff	TA	Tigerlily	Full Paediatric First Aid including EFAW	05/03/2024
Whole School					
Nadia	Mahmood	Medical Lead	Tigerlily	Full Paediatric First Aid including EFAW	01/09/2026
Sebastian	Steel		Tigerlily	Full Paediatric First Aid	28/08/2024
Millie-Rose	Brawn		Tigerlily	Full Paediatric First Aid including EFAW	05/03/2024
Jackie	Puddephatt		Tigerlily	Full Paediatric First Aid including EFAW	21/02/2025
Dan	Bass		Tigerlily	Full Paediatric First Aid including EFAW	22/02/2025
Shahnaz	Malik		Tigerlily	Full Paediatric First Aid including EFAW	01/09/2025
Lauren V	Bell		Tigerlily	Full Paediatric First Aid including EFAW	21/02/2025
Ceri	Camwell		Tigerlily	Full Paediatric First Aid including EFAW	05/03/2024
Jeanette	Ball		Tigerlily	Full Paediatric First Aid including EFAW	05/03/2024
Jodie	Price-Freeman		Tigerlily	Full Paediatric First Aid including EFAW	03/06/2024
Hayley	MacDonald		Tigerlily	Emergency First Aid at Work	25/05/2025
EFAW - EMERGENCY FIRST AID AT WORK					
First Aid At Work - 3 day course					
Rachel	Ndede		Tigerlily	First Aid at Work	19/04/2026
Steve	Milne		Tigerlily	First Aid at Work	19/04/2026

Linda	Kelly		Tigerlily	First Aid at Work	22/06/2026
Jodie	Price-Freeman		Tigerlily	First Aid at Work	22/06/2026
Nadia	Mahmood		Tigerlily	First Aid at Work	22/06/2026

Appendix 2: accident report form

Pupil Accidents must be recorded on CPOMs

Whitehouse Primary School | Dashboard | Reporting | Planner | Library | Admin | Account Settings

There are possible **student transfers** awaiting your action.

Student
Begin typing a student's name

Categories
 Attendance Category of Abuse Child on child Child protection Communication Early Help External Agency Communication (e.g. emails, telephone calls) External Meetings First Aid
 Perpetrator Pupil incidents RAB Rating of Children Referrals Safeguarding Specific safeguarding issue Substantiated Unsubstantiated Victim
First Aid Subcategories
 Ambulance Called Break/Sprain/Strain Epi-pen administered Head Injury Inhaler used Medication given Parents Contacted Raddor reporting Slip/Trip/Fall

Date/Time
01/09/2022, 14:15

Location
[Text Field]

Incident
[Text Field]

Treatment
[Text Field]
Please record first aid administered eg, sterile wipe, bandage, cold compress and monitored

Linked student(s)
Begin typing a student's name
Type a student's name to link them to this incident.

Maps
[Diagram of a person with arrows indicating body parts]

Outcome
[Text Field]

Status
Active

Assign to
Begin typing a staff member's name

Files
[Text Field] [Click to browse or drag a file to upload](#)

Alert Staff Members
Begin typing a staff member's name
[DSLs](#) [UKS2](#) [LKS2](#) [KS1](#) [EYFS](#) [Nursery](#) [Medical Team](#)

Staff accidents must be recorded on the IFTL Portal.

SharePoint | Search this site

BROWSE | ITEMS | LIST

+ new item

Default | All Items | Auditing | Find an item

Incident Number	Date & Time	Victim's Surname	Victim's Forename(s)	Status of Victim	IFTL Site	Type of Incident	Place of Incident
INCDT20210907123535	07/09/2021 09:30	[Redacted]	[Redacted]	Employee	Whitehouse Primary School	Aggressive Behaviour	Classroom
INCDT20210421154707	21/04/2021 13:20	[Redacted]	[Redacted]	Employee	Whitehouse Primary School	Minor Injury	Playground
INCDT20210304095359	03/03/2021 15:10	[Redacted]	[Redacted]	Employee	Whitehouse Primary School	Minor Injury	Classroom
INCDT20210304120077	03/03/2021 16:30	[Redacted]	[Redacted]	Employee	Whitehouse	Minor Injury	Classroom