

Woodnewton School First Aid Policy 2025-26

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 Steve Kilner. 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 (see the template in appendix 2)
 - Keeping their contact details up to date

Our school's appointed person and 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 appointed persons and trained first aiders are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed person in school are
- Completing accident reports (See Woodnewton's Medical Procedures below)
- 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 at Woodnewton school:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a member of the SLT (Senior Leadership Team) will contact parents immediately
- The first aider or relevant member of staff will complete an accident report (CPOMS) 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 with contacts for school office, SLT and visit leader
- 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 (obtainable via Bromcom database remotely, via Plumsun or via school office)

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 trips and educational visits coordinator and checked/overseen by Kate Harle –Deputy Head and Kate West – Head of School) prior to any educational visit that necessitates taking pupils off school premises. These risk assessments will be uploaded to Plumsun, and the approval process followed, before any trip takes place.

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. All controlled medication is kept at the office in a locked cupboard.

First aid kits are located in:

- The main Reception, KS1 Staffroom, KS2 Staffroom, FS1, FS2 and TYOP. Year 3 Block and the Year 4 Block, as well as in every classroom.
- Green Grab bags showing instructions on individual care for children, SEND, medication that is needed routinely (inhalers).

Teachers to regularly check the first aid kits and Green Bags to ensure that all equipment is in there as necessary. To inform Gemma Conlon or Steve Kilner if anything needs ordering.

6. Record-keeping and reporting

6.1 First aid and accident record book

- Accidents will be recorded on CPOMS listing as much detail as necessary.
- Small bumps and scrapes will only require minimal detail.
- 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 or incident form
- A copy of the accident report form will also be added to the pupil's educational record by a member of the office team upon the request from Kate West – Head of School.
- Records will be held until the child involved reaches 21 years of age, at which time records will be securely destroyed.

Woodnewton’s Medical Strategy

Procedure	Injury
Inform SLT, phone call home, input on CPOMS.	1. Breaks, fractures, bumps.
	2. Anything that needs a doctor.
	3. Stings or a rash.
	4. Splinters
	5. Sickness – physically sick.
Record in First Aid book.	6. Everyday minor scrapes and bruises.

All controlled medicine is to be kept at the main Reception and locked away. Children’s medicine needs to have their name on it, be prescribed by the doctor and the parent/carer is to fill out a medical form regarding this. A medical record form is filled out by the member of staff when administrating the medicine.

6.2 Reporting to the HSE

The headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The headteacher and operations manager for Inspiring Futures through Learning 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 and operations manager for IFtL 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)

The class teacher or member of the office 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 or deputy head 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 designated safeguarding lead will also notify the Northamptonshire Multi-Agency Safeguarding Hub (MASH) of any serious accident or injury to, or the death of, a pupil while in the school's care, if relevant service is involved with the child/family.

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.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the headteacher every year.

At every review, the policy will be approved by the headteacher and the governing body.

9. Links with other policies

This first aid policy is linked to the:

- Health and Safety Policy

Qualified First Aiders

In the event of emergency first aid being required please contact:

<i>Name</i>	<i>Area</i>	<i>Valid until</i>
First Aid at Work		
Steve Kilner	Both key stages	10/2025
John Muggleton	KS2	10/2025
Linda Wilson	Muggleton	3/2027
Rachel Rigg	Monday Y2/Muggleton	3/2027
L3 Paediatric First Aid		
John Fursdon	KS2	11/2025
Jayne Dennison	SEN	9/2025
Mark Howes	Year 6/Forest School	9/2025
Vickie Medland	2YOP	9/2025
Lisa Gibbs	2YOP	9/2027
Lily Beric	2YOP	9/2025
Adele Maher	2YOP	9/2025
Claire Ogden	2YOP	9/2025
Shelley Di-iorio	FS1	9/2027
Sandra Summerfield	FS1	9/2027
Tracy Begley	FS1	9/2027
Nicola Mckay	FS1	9/2026
Wendy Hardcastle	FS1	9/2026
Chloe Bethel	FS1	3/2027
Karen Ilko	KS2	6/2027
Wendy Jackson	FS2	9/2027
Janice Rodgers	FS2	9/2026
Karli Murray	KS1	9/2026
Amanda Nisbet	KS2	9/2025
Tessa Britton	Year 2	9/2025
Carley Loughran	Year 2	9/2025
Hannah Warner	Year 2	6/2027
Ashleigh McLellan	Year 2	6/2027
Atlanta Rosser	Year 2	6/2027

Amy Medhurst	Pastoral Hub – KS1	9/2025
Gemma Dennison	Muggleton/Breakfast	9/2025
Wendy Docherty	Muggleton	9/2025
Sally Baker	Muggleton	9/2026
Andrea Mellish	KS1/2	9/2027
Jenna Harris	KS2	9/2027
Sarah Bristow	FS2	9/2027
Zoe Copeland	KS1	9/2027
Linda Mechan	Muggleton	9/2027

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