



THE
**WALDESLADE
& GREENACRE**
SCHOOLS PARTNERSHIP

First Aid Policy

Key Document Details:

Author:	Assistant Headteacher	Department:	Education
Reviewer:	Operations Manager	Version No:	1.1
Last Review:	February 2026	Next Review:	February 2027
Approver:	Headteacher	Date Ratified:	February 2025

Contents

- Statement of Equality..... 3
- Purpose..... 3
- Legislation and Guidance 3
- Roles and Responsibilities 4
 - Appointed Person(s) and First Aiders 4
 - The Trust Board..... 4
 - The Headteacher..... 4
 - Staff 5
- First Aid Procedures 5
 - In-school procedures..... 5
 - Off-Site Procedures 6
- First Aid Equipment..... 6
- Record-keeping and Reporting..... 7
 - First Aid and Accident Record Book 7
 - Reporting to the HSE..... 7
 - Notifying Parents 8
 - Reporting to Ofsted and Child Protection Agencies 8
- Training..... 9
- Monitoring Arrangements..... 9
- Links with Other Policies 9
- Appendix A – First Aid Procedure: Medication & Medical Emergencies 10
- Appendix B – First Aid Alerts & Accident/Incident Alerts 11
- Appendix C – First Aid Procedure: Hot Weather..... 12
- Appendix D – Process for Assessing First Aid Need 13
- Equality Impact Assessment..... 14



Statement of Equality

We have carefully considered and analysed the impact of this policy on equality and the possible implications for students with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Purpose

The purpose of our first aid policy is to:

- Ensure the health and safety of all staff, students and visitors.
- Ensure that staff, Trustees 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.

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 students

This policy complies with our Funding Agreement and Articles of Association.



Roles and Responsibilities

Appointed Person(s) and First Aiders

The school's appointed First Aiders 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 - training) 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.
- Administer medication with parental approval.
- Sending students 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 First Aiders are displayed prominently around the school.

Care Plans - First Aiders/Health and Welfare Officers are responsible for arranging meetings as necessary with the school nurse and parents to discuss a relevant care plan. Once a care plan is in place this is shared across the school. It is the responsibility of all School staff to be aware of the relevant medical needs of the student and for the First Aider to take charge of any specific medication.

The Trust Board

The Trust Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Chief Executive Officer, 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 Staff 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 students.
- Reporting specified incidents to the HSE when necessary (see section – reporting to HSE).

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the First Aiders in school are.
- Completing accident reports for all incidents they attend to.
- Informing the Headteacher or their line manager of any specific health conditions or first aid needs.

First Aid Procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will seek the assistance of a qualified First Aider, if appropriate, who will provide the required first aid treatment.
- The First Aider will assess the injury and decide if further assistance is needed from a colleague in the School Office or the emergency services. Please refer to Appendix D for guidance on what course of action is appropriate. They will remain on 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 student is too unwell to remain in school, parents will be contacted and asked to collect their child/ward. Upon their arrival, the First Aider will recommend next steps to the parents.
- If emergency services are called, the Office Supervisor will contact parents immediately.
- The First Aider/Operations Manager will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.



In the event of a fire evacuation:

- All emergency medication to be collected by Lead First Aider and taken to assembly point.
- Wheelchair to be taken to assembly point for high risk Students or Staff.

In the event of a lockdown:

- Student with high risk medical conditions will be indicated on Arbor. In the event of them needing emergency treatment during a lockdown, Staff are directed to call 999.

Off-Site Procedures

When taking students 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 students and relevant medication.
- Parent/Carer's contact details.

Risk assessments will be completed by the relevant First Aider/Health and Welfare Lead/or Teacher as appropriate prior to any educational visit that necessitates taking students off school premises.

All trips are processed through Evolve and reviewed with current legislation adhered to. There will always be at least one First Aider with a current paediatric first aid certificate on school trips and visits, as recommended by the HSE.

First Aid Equipment

Careful consideration has been given to the location of first aid kits. These are located in key areas around the individual schools which include the school office and Medical room and each department and Pastoral Hub has access to a First Aid Kit.

First Aiders are responsible for restocking and monitoring first aid kits on a termly basis. All staff have a responsibility to report shortages of stock within first aid kits. No one should add items to the first aid kits without consultation with the First Aid lead in each school. Once an item from the first aid kit has been opened it should be disposed of.

All first aid kits should be returned to their location after use.



Record-Keeping and Reporting

First Aid and Accident Record Book

- An accident form will be completed by the First Aider/Operations Manager on the same day or as soon as possible after an incident resulting in an injury. Minor accidents are recorded as an internal matter.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- A copy of the accident report form will also be added to the student's educational record by the Operations Manager.
- Records held in the first aid and accident book 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 then securely disposed of.
- An accident investigation should be undertaken for an event that could "potentially" be reportable to HSE. The investigation should be undertaken by the Head of Department or Operations Manager depending on nature of the incident, with the assistance of the Lead first aider.
- Accident investigations should be conducted within 48 hours of accident incurring to ensure reasonable time is allowed to review investigation and make a decision on whether it is reportable under the RIDDOR 2013 legislation.

Reporting to the HSE

The Operations Manager with assistance for the Trust Health and Safety Officer 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 Operations Manager/Health and Safety Officer will report these to the Trust Facilities Manager who will confirm if the accident needs to be reported 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 and requires treatment.
 - 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](#)

Notifying Parents

The First Aider/Operations Manager will inform parents of any accident or injury sustained by a student by text message, unless this is a bump to the head in which case the parent will be called. Parents are advised that should they need more information they are able to call the School Office.

Reporting to Ofsted and Child Protection Agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a student 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 Medway Child Protection Authority/Kent Child Protection Authority of any serious accident or injury to, or the death of, a student while in the school's care.



Training

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.

Staff are encouraged to renew their first aid training when it is no longer valid.

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 and is updated at least every 3 years.

Monitoring Arrangements

This policy will be reviewed annually by the Operations Manager and Headteacher.

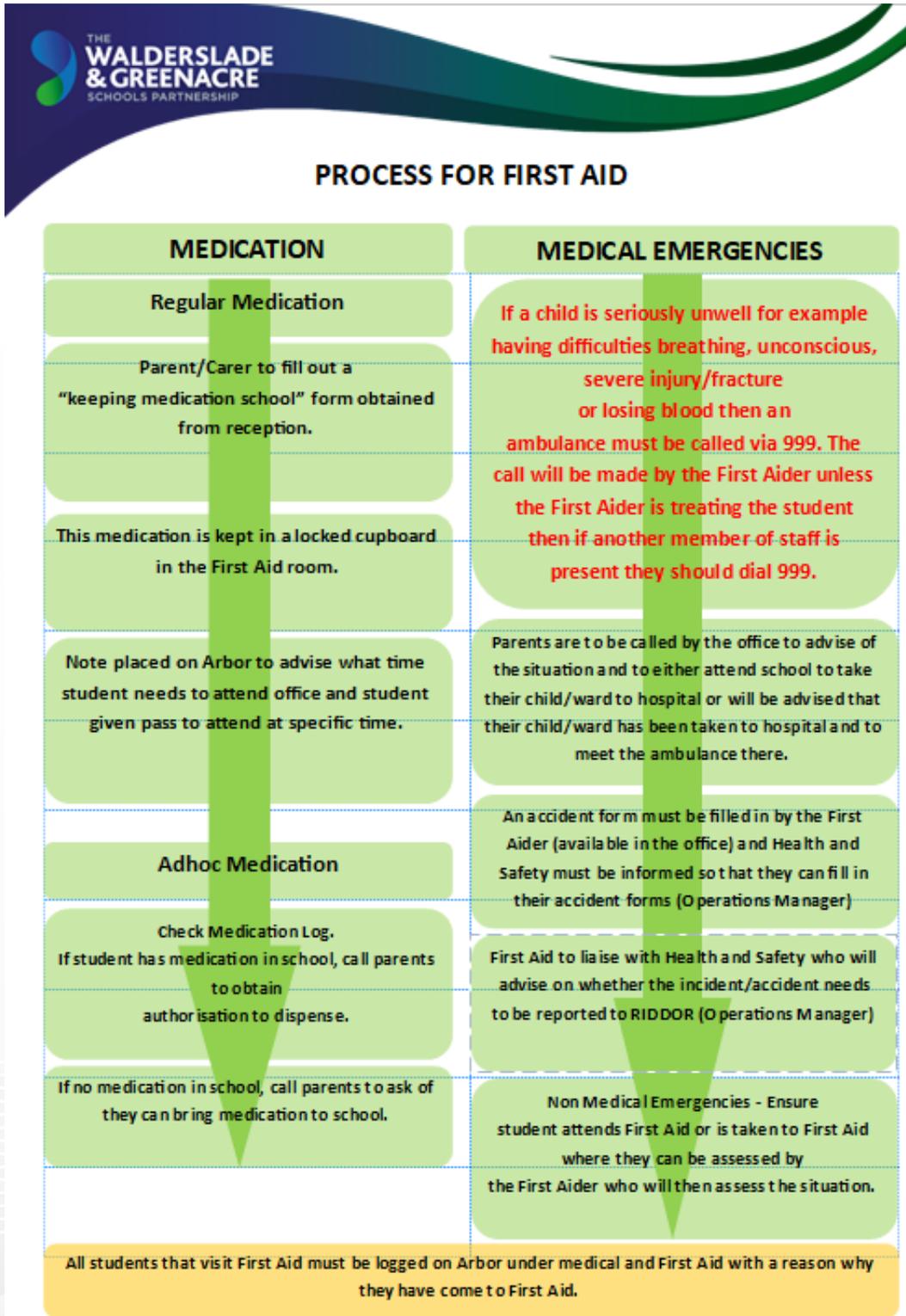
Links with Other Policies

This first aid policy is linked to the:

- Health and Safety Policy.
- Supporting Students with Medical Conditions Policy.



Appendix A – First Aid Procedure: Medication & Medical Emergencies



Appendix B – First Aid Alerts & Accident/Incident Alerts



MAJOR FIRST AID INCIDENT OR ACCIDENT/INCIDENT ON SITE

This applies to:

Major First Aid Incidents—where the Student may require hospital treatment.

Accidents on site involving members of Staff

Incidents that may compromise Site Security.

Serious Safeguarding Incidents.

Alert Email to be sent to wgpslt@slft.org.uk and HOY for Student Injuries

Brief outline of the Accident/Incident to be included.

Use Template below.

Alert!

Date of Incident	
Time of Incident	
Name of Student or Staff Member	
Brief outline of accident / incident	

A member of SLT will then contact the Parent/Guardian or Staff Member to conduct a welfare check.



Appendix C – First Aid Procedure: Hot Weather

PROCESS FOR FIRST AID

HOT WEATHER

During extreme hot weather uniform expectations may be relaxed with blazers allowed to be removed or not worn to school. Headteacher will confirm this.

Encourage parents to ensure students bring water bottles to school and the school will ensure that during break and lunch water facilities are available for these to be topped up.

Email to all parents sent via Arbor to remind them to bring water to school.
Ticket for site team to allocate the water dispensers on the playground at break and lunch times.

Windows in classrooms should be opened at the start of the day. Fans can be used if available. Keep electric lights off where possible as this generates heat.

Keep an eye on students for signs of heat stroke: headache, dizziness and discomfort, restlessness and confusion, hot flushed skin, a deterioration in the level of response and a body temperature above 40 degrees. If there are signs move student to a cool place, call 999/111 and keep student in a cool place with a wet sheet and sponge them down with cool water.

Dehydration signs - complaining of headaches and light headedness, dry mouth, eyes and lips, have muscle cramps.
Help the student sit down and give them plenty of water to drink. If they have cramps encourage them to rest and stretch out muscles. Keep checking how they are feeling.
In the event of overheating and "passing" out follow First Aid medical emergency procedures.

All students that visit First Aid must be logged on Arbor under Medical and First Aid with a reason why they have come to First Aid.

Appendix D – Process for Assessing First Aid Need



Equality Impact Assessment

Who is the policy or process intended for?	Students	Employees	Govs/ Trustees	Volunteers	Visitors
	<input checked="" type="checkbox"/>				
Status of the policy or process:	New policy or process			Existing policy or process	
	<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Analysis					
Protected Characteristic	Impact analysis			Explanation of impact analysis	
	Positive	Neutral	Negative		
Age:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Disability:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sex:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Gender reassignment:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Race:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Religion or belief:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sexual orientation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Marriage or civil partnership:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pregnancy and maternity:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Student groups (PP/SEN/CLA):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Evaluation and decision making					
Summary of action taken:					
Final decision:					

