



Witley C of E Infant School

Learn, love and flourish together

First Aid Policy

Status of document	
Document type	Statutory
Date last reviewed	2023
Date reviewed	July 2025
Reviewed by	Headteacher
Date next review	July 2027
Review cycle	Annual
Available on website	Yes
Approval level	Governing Body

Contents

1. Legislation and guidance	2
2. Roles and responsibilities	2
3. First aid procedures.....	3
4. First aid equipment	4
5. Record-keeping and reporting	5
6. Training	6
7. Monitoring arrangements.....	6
Appendix 1: Injury report form.....	7
Appendix 2: Head injury report form.....	8

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

For reference; all injuries are recorded in school. In addition, Surrey County Council (OSHENS) may be notified if injuries require external support (i.e. visit to A&E or ambulance).

1. 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

2. Roles and responsibilities

2.1 Appointed person(s) and first aiders

The school's appointed persons are Becky Latham and Georgie Lawson-Johnston. 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 6) 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
- Ensuring an accident report is filled in on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 1 and 2)
- Keeping their contact details up to date

Our school's appointed persons and first aiders, including those staff who are trained in paediatric first aid, are displayed prominently around the school i.e. school office and staffroom notice boards.

2.2 The local authority and governing board

Surrey County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

2.3 The Headteacher

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

- Ensuring that an appropriate number of appointed persons and/or 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 5.2)

2.4 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 (see appendix 1 and 2) for all incidents they attend to where an appointed person is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

3. First aid procedures

3.1 In-school procedures

If the injury can be dealt with in school then a first aider will administer basic first aid and the injury will be recorded. See Section 5.

In the event of an accident resulting in injury:

- The closest member of staff present, if not first aid trained, will assess the seriousness of the injury and seek the assistance of a qualified first aider, or if appropriate, decide if the emergency services need to be called immediately
- If emergency services are called, the Office staff will contact parents immediately
- The first aider will 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
- The first aider will complete a school accident report form and record on OSHENS (SCC) on the same day

3.2 Off-site procedures

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

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Emergency contact numbers of any volunteers/helpers helping on the trip/visit
- Parents' contact details are held by the school office

Risk assessments will be completed by the teacher prior to any educational visit that necessitates taking pupils off school premises and checked by the Headteacher.

There will always be at least one first aider with current first aid certificate on school trips for Key Stage 1.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Any injuries/accidents that occur on a trip/visit are recorded on return to school and the Headteacher/parents notified.

Any major accidents are reported to the HSE and /or SCC (see section 5).

4. First aid equipment

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

- A leaflet/booklet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages and adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes. Staff to note pupils allergic to standard plasters
- Scissors
- Cold compresses – stored in the office fridge
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- Office
- All classrooms
- The school hall - located in the school store room
- Year 1 cloakroom – for use in the playground at break and lunchtimes
- Forest School

5. Record-keeping and reporting

5.1 First aid and accident record book

Injury and head injury folders/books are kept at various locations in the school including classrooms, main office and in Year 1 cloakroom where there is a first aid box for playground use at morning break and lunchtime.

- An accident form will be completed on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form appendix 1 or 2
- A hard copy of the accident report form will be kept on file
- Parents will be informed of any injury which requires further monitoring by phone call or email i.e. bruising, head bump/injuries, large graze.
- All head injuries are reported to parents via phone call or email
- Records held in the injury/head injury folders 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. Major Injuries reported to Surrey County Council and HSE are retained electronically under their retention guidelines.

5.2 Reporting to the HSE

The SBM 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 SBM 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>

For any injuries that are not serious but need reporting to Surrey, please do so on the OSHENS portal, via Surrey CC.

<https://surreycc.oshens.com>

5.3 Notifying parents

The teacher or office staff 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 if the injury requires further monitoring. In addition, all head bumps/injuries are reported to parents via phone or email.

5.4 Reporting to Ofsted and child protection agencies

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 Guildford and Waverly Social services on 0300 123 1640 and Surrey Children's Single point of access 0300 470 9100 (Out of hours: 01483 517 898) of any serious accident or injury to, or the death of, a pupil while in the school's care.

6. 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. A current list of training is kept electronically as part of our Single Central Record.

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.

7. Monitoring arrangements

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the Governors.

Appendix 1: Injury Report Form

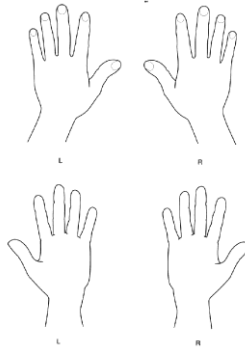
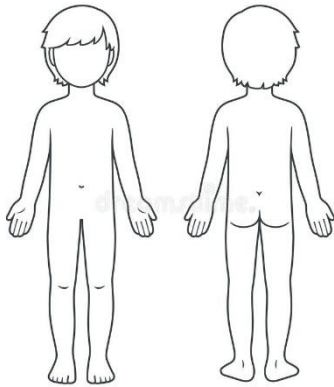
Injury Record

Child's full name: _____

Class: _____

Date: _____

Time: _____



Position of Injury: _____

Any Other Injury _____

Treatment Given _____

Brief description of where/how accident occurred _____

Who needs to be informed?

☐

Parents

☐

Class teacher

☐

Headteacher

Email or Phone call

Any further actions required? Yes/No

Completed by _____

Appendix 2: Head Injury Record

Head Injury Record

Child's full name: _____ Class: _____

Date: _____

Time: _____



Position of Injury: _____

Head Bump (Sticker Given)

Any Other Injury _____

Treatment Given _____

Brief description of where/how accident occurred _____

Who needs to be informed?

☐

Parents

☐

Class teacher

☐

Headteacher

Email or phone call

Any further actions required? Yes/No

Completed By _____