

# Whingate Primary School

## First Aid Policy



**January 2026**

Ratified by the Governing Body on: \_\_\_\_\_

Chair of Governors Signature: \_\_\_\_\_

Date of Next Review: January 2027

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

## 3. Roles and responsibilities

In Early Years Foundation Stage (EYFS) provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times when children are present, and must accompany children on outings.

### 3.1 Appointed person(s) and first aiders

The school's trained Lunchtime Supervisors/some Teaching Support Staff/other members of school staff 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 and paediatric 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 (appendix 2)
- Keeping their contact details up to date

Our school's first aiders and paediatric first aiders are listed in appendix 1. First aiders are on a rota and their names are displayed in all rooms around school.

### **3.2 The local authority and governing board**

Leeds Health and Safety team 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.

### **3.3 The Co-Headteachers**

The Co-Headteachers are 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 first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Co-Headteacher's or Business 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 scene until help arrives
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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, one of the Co-Headteachers or if not available one of the School Administrator team will contact parents immediately
- The relevant member of staff 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 following the guidance from HSE
- Information about the specific medical needs of pupils
- Inhalers if necessary

- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4.1 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).

There will always be at least one first aider on school trips. As required by the statutory framework for the Early Years Foundation Stage for any EYFS trips there needs to be at least one person who holds a current Paediatric First Aid Certificate.

There will always be at least one first aider or PFA on school trips and visits in Key Stage 1 and 2.

## **5. First aid equipment**

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Individually wrapped sterile unmedicated wound dressings (varies in size)
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- All classes who have a member of staff trained have a first aid kit
- Lunchtime supervisors have their own kit that they replenish.
- Main office
- Kitchen
- Spare stock stored

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- An accident will be recorded by the first aider in the year group accident book and a slip prepared for the child. If the accident is anywhere on the head or face a red slip is given to the child
- Details when reporting the accident will include date, time of accident/incident, child's name, what happened, and actions taken
- When a red slip is given to a child this indicates that parents/carers are to be personally informed at the end of the day
- All major accidents/incidents will be recorded on a CF50 form
- 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, a CF50 form will be kept until the child is 21 years old

## 6.2 Reporting to the HSE

The Co-Headteachers 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 incidents will be reported/recorded on a CF50 or CF50A and sent to Leeds Health and Safety. A copy of these documents are locked away in the Business Managers office.

Whingate Primary School is a local authority school where Leeds City Council is the employer, Leeds Health and Safety report any incidents to HSE under RIDDOR regulations on behalf of the school. If applicable the accident/incident will be reported to the Health and Safety Executive as soon as is reasonably practicable or within 10 days.

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 scalding 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 Business Manager 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
- 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

**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**

The class teacher or teaching assistant will inform parents of any red-letter accident or injury sustained by a pupil, and any first aid treatment given, on the same day. Children who have received a minor injury will be given a first aid slip to show their parents/carers.

### **7. Training**

All first aiders and paediatric first aiders will have completed a training course and hold a valid certificate of competence to show this. The school keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).

In Early Year's and KS1 there is 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.

### **8. Monitoring arrangements**

This policy will be reviewed by the Co-Headteachers in conjunction with the Governing body every year.

At every review, the policy will be approved by the full governing board.

### **9. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions

And relevant risk assessments

**Appendix 1****Certificates of First Aid – Expiry Dates**

| <b>Certificate</b>  | <b>Staff</b>  | <b>Expiry Date</b>   |
|---|---|----------------------|
| <b>First Aid at Work</b>  | Mellanie Rose   | <b>November 2028</b> |
|   | Nikki Hardaker  | <b>October 2027</b>  |
|   | Helen Woods   | <b>February 2029</b> |
|   | Joanne Bailey   | <b>February 2027</b> |
|   | Christine Dent  | <b>June 2027</b>     |
| <b>Playground Supervisors First Aid</b><br><i>Due every 3 years</i> | Michelle Simpson  | <b>October 2028</b>  |
|   | Heather Hopkins   |                      |
|   | Michaela Morris   |                      |
|   | Jane Stirk  |                      |
|   | Yvonne Brailsford                                       |                      |
|   | Shirley Champion  |                      |
|   | Elaine Robinson   |                      |
|   | Sadiya Hussain  |                      |
| <b>Paediatric First Aid</b><br><i>Due every 3 years</i>             | Trish Fellows<br>Olga Zabawa                            | <b>June 2027</b>     |
|   | <b>Paediatric First Aid</b><br><i>Due every 3 years</i> | Nikki Buxton         |
| Louise Chappell   |   |                      |
| Allison Knights   |   |                      |
| Stephanie Harrison  |   |                      |
| Deborah Bate  |   |                      |
| Emily Buxton  |   |                      |
| Debbie Wright   |   |                      |
| Rachel Cooper   |   |                      |
| Louise Procter  |   |                      |
| <b>Paediatric First Aid</b><br><i>Due every 3 years</i>             | Keeley Langton  | <b>July 2026</b>     |
|   | Diane Sunderland  | <b>January 2027</b>  |
|   | Louisa Johnston   | <b>February 2027</b> |
|   | Emma Wild   | <b>March 2027</b>    |
|   | Trish Smallwood<br>Olga Zabawa                          | <b>June 2027</b>     |
|   | Emma Smith  | <b>July 2027</b>     |
|   | Bethanie Danby  | <b>July 2027</b>     |
|   | Keeley Fulton   | <b>March 2027</b>    |

|  |                |                     |
|--|----------------|---------------------|
|  | Kim Sykes      | <b>April 2028</b>   |
|  | Rachael Swift  | <b>October 2028</b> |
|  | Chloe Newton   | <b>March 2026</b>   |
|  | Claire Beswick | <b>January 2029</b> |
|  | Amelia Eddison | <b>January 2029</b> |



### Whingate Primary School

Whingate Road, Leeds LS12 3DS

Tel: 0113 2638910 Email: admin@whingate.com

Co-Headteachers **Claire Beswick & Karen Loney**



#### General Injury Note

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Time: \_\_\_\_\_ Class: \_\_\_\_\_

First Aider: \_\_\_\_\_

#### Injury To:

|      |  |      |  |        |  |       |  |
|------|--|------|--|--------|--|-------|--|
| Arm  |  | Hand |  | Finger |  | Elbow |  |
| Knee |  | Shin |  | Ankle  |  | Other |  |

#### First Aid Details

|                      |  |                   |  |
|----------------------|--|-------------------|--|
| Cold pad applied     |  | Cleaned / Dressed |  |
| Sat with First Aider |  |                   |  |

Further Information (where necessary) \_\_\_\_\_

This is a note to let you know that your child required minor first aid treatment today but was considered fine to stay in school. The incident has been recorded.



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#### General Injury Note

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Time: \_\_\_\_\_ Class: \_\_\_\_\_

First Aider: \_\_\_\_\_

#### Injury To:

|      |  |      |  |        |  |       |  |
|------|--|------|--|--------|--|-------|--|
| Arm  |  | Hand |  | Finger |  | Elbow |  |
| Knee |  | Shin |  | Ankle  |  | Other |  |

#### First Aid Details

|                      |  |                   |  |
|----------------------|--|-------------------|--|
| Cold pad applied     |  | Cleaned / Dressed |  |
| Sat with First Aider |  |                   |  |

Further Information (where necessary) \_\_\_\_\_

This is a note to let you know that your child required minor first aid treatment today but was considered fine to stay in school. The incident has been recorded.



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 Tel: 0113 2638910 Email: admin@whingate.com  
 Co-Headteachers **Claire Beswick & Karen Loney**



Lunchtime General Injury Note

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Time: \_\_\_\_\_ Class: \_\_\_\_\_

First Aider: \_\_\_\_\_

Injury To:

|      |      |        |       |  |
|------|------|--------|-------|--|
| Arm  | Hand | Finger | Elbow |  |
| Knee | Shin | Ankle  | Other |  |

First Aid Details

|                      |                   |  |
|----------------------|-------------------|--|
| Cold pad applied     | Cleaned / Dressed |  |
| Sat with First Aider |                   |  |

Further Information (where necessary) \_\_\_\_\_

This is a note to let you know that your child required minor first aid treatment today but was considered fine to stay in school. The incident has been recorded.



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Lunchtime General Injury Note

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Time: \_\_\_\_\_ Class: \_\_\_\_\_

First Aider: \_\_\_\_\_

Injury To:

|      |      |        |       |
|------|------|--------|-------|
| Arm  | Hand | Finger | Elbow |
| Knee | Shin | Ankle  | Other |

First Aid Details

|                      |                   |  |
|----------------------|-------------------|--|
| Cold pad applied     | Cleaned / Dressed |  |
| Sat with First Aider |                   |  |

Further Information (where necessary) \_\_\_\_\_

This is a note to let you know that your child required minor first aid treatment today but was considered fine to stay in school. The incident has been recorded.



Whingate Primary School

**Bumped Head Notice**

Name of child \_\_\_\_\_ Class \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Details of incident:

What Happened?

Where did it happen?

Details of First Aid:

Describe any visible mark, lump or swelling



Whingate Primary School

**Bumped Head Notice**

Name of child \_\_\_\_\_ Class \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Details of incident:

What Happened?

Where did it happen?

Details of First Aid:

Describe any visible mark, lump or swelling

