



First Aid Policy

Approved by: Executive Board

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Next review due: April 2026



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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 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 states 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 states 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 requires that suitable space is provided to cater for the medical and therapy needs of pupils.

3. Roles and Responsibilities

3.1 Appointed Person(s) and First Aiders

The school's appointed person for First Aid is Kelly Winter (SEN Class Teacher). They are responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.
- Ensuring that the Medical Room is clean and tidy, and that all supplies are stocked and in date.

- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- 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 (kept in the staff room in yellow folder).
- Keeping their contact details up to date.

3.2 The Headteacher

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

- Ensuring that an appropriate number of appointed people and/or trained first aid personnel are always present in the school. 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.
- Ensuring that adequate space is available for catering to the medical needs of pupils, in the instance of The Willows School this will be in the medical room if necessary.
- Reporting specified incidents to the HSE when necessary (see section 6).

3.3 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.

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 will provide the required first aid treatment.
- A first aider 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.

- 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/carers will be contacted and asked to collect the child. Upon their arrival, the first aider will recommend the next steps to the person who collects them.
- The staff member involved will complete a school accident report form on the same day or as soon as it is reasonably practical after an incident resulting in an injury. This will be passed to a member of the administration team, recorded on Arbor and parents/carers informed where necessary.
- For significant injuries resulting in formal medical attention an entry will be made into the Accident Recording Book and the School Business Manager informed.

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.
- Information about the specific medical needs of pupils.
- Medication for specific pupils where relevant (e.g. inhalers).

Risk assessments will be completed by the staff member leading the trip and signed off by the Headteacher and Educational Visits coordinator prior to the trip taking place.

There will always be at least one trained first aider on all school trips and visits.

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.
- Adhesive tape.
- Safety pins.
- Disposable gloves.
- Antiseptic wipes.
- Plasters of assorted sizes.
- Scissors.
- Cold compresses.
- Burns dressings.

No medication will be kept in first aid kits.

First aid kits are stored in the following locations:

- Classroom 2
- The Staffroom
- Main Reception
- Pupil Reception
- School Vehicles
- Medical Room

Portable first aid kits are also stored in the Medical Room.

6. Record Keeping and Reporting

6.1 First aid Record Keeping

- A school accident report form will be completed by the relevant member of staff for ALL first aid incidents, this must be completed on the same day or as soon as possible after an incident resulting in an injury.
- As much detail as possible must be supplied when reporting an accident, including all the information included in the school accident report form.
- The completed form will be passed to a member of the administration team who will record the incident on Arbor and notify parents/carers as necessary.
- Records of first aid incidents 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.

6.2 Accident Recording Book

- For significant injuries resulting in formal medical attention an entry will be made into the Accident Recording Book and the School Business Manager informed.
- Where appropriate the School Business Manager will report to the relevant organisations (e.g. HSE).
- Accident records 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.

6.2 Reporting to the HSE

The Headteacher/School Business Manager 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).

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 is likely to cause severe human illness.
 - The accidental release or escape of any substance that may cause 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 via: [Make a RIDDOR report - Overview - HSE](#)

7. Training

An appropriate number of staff will undertake first aid training and repeat this on a 3-year cycle.

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 to renew their first aid training before their current certificate expires.

8. Monitoring

This policy will be reviewed by the Headteacher every 2 years.

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

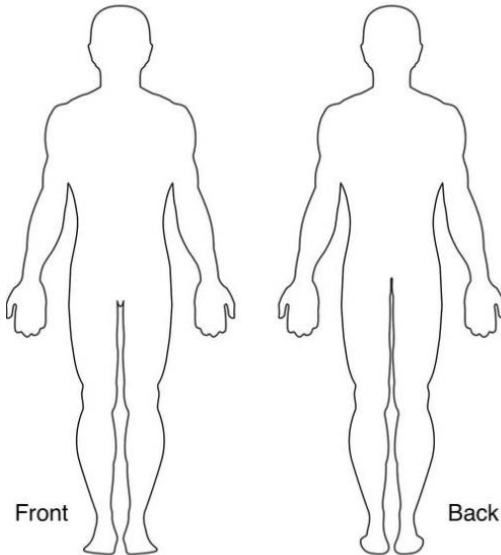
9. Links to other Policies

This policy should be read in conjunction with the following school documents:

- Health and Safety Policy.
- Risk Assessment Policy.
- Child Protection and Safeguarding Policy.
- Managing Bodily Fluids Policy and Procedure.
- Supporting Pupils with Medical Conditions Policy.
- Educational Visits Policy.

Appendix 1: School Accident Report Form

SCHOOL ACCIDENT REPORT FORM

Pupil Name:			
Date of Accident:		Time of Accident:	
Location of Accident:			
Any Equipment Involved:			
Details of Accident:			
Associated Injuries: (identify on body map)			
Detail First Aid Provided:			
Name of First Aider:			
Child Sent Home:	Yes ☐ No ☐		
Recorded on Arbor:	Yes ☐ No ☐		
Parent/Carer Notified:	Date:		Time:
	Method of Communication:		
	Completed by (Staff):		

Appendix 2: First Aiders Poster

Trained First Aiders



Mrs K Winter
SEN Class Teacher
First Aider at Work
Base: Oak Class



Mrs R Bishop
School Business Manager
Emergency First Aider
Base: SBM Office



Miss R Caldicott
Receptionist
Pediatric First Aider
Outdoor First Aider
Base: Reception (Pupil/Main)



Mrs K King
Learning Support Assistant
Pediatric First Aider
Base: Oak Class

Willows School
growth • learning • therapies



Appendix 3: First Aiders Training Log

Staff Member	Role	Location	Contact Details	Qualification	Date of Expiry
Bishop, Rachel	School Business Manager	SBM Office	rachel.bishop@rests-sen.uk 07414 959419	Emergency First Aid at Work	30/08/2027
Caldicott, Rhian	Receptionist	Pupil Reception (am)	rhian.caldicott@rests-sen.uk	Pediatric First Aid	08/11/2027
		Main Reception (pm)	Ext 100/101	Outdoor First Aid	08/11/2027
King, Kirsten	Learning Support Assistant	Oak Class	kirsten.kin@rests-sen.uk Two Way Radio	Pediatric First Aid	31/07/2027
Winter, Kelly	SEN Class Teacher	Oak Class	kelly.winter@rests-sen.uk Two Way radio	First Aid at Work	19/06/2028

Appendix 4: Recording First Aid Incidents on Arbor

- ☐ Log in to Arbor.
- ☐ Find the relevant student by name.
- ☐ Open their student profile.
- ☐ Scroll down to 'Medical'.

Medical		 Add
NHS number	Not set	▶
Medical institution relationship	Not set	▶
Handedness	Not set	▶
Blood group	Not set	▶
Medical notes	None	
Immunisations	No details added	▶
Dietary requirements	None	

- ☐ Click on '+ Add'.  Add
- ☐ Select 'Medical Event'

 **What would you like to do?** 

Add Item in: Medical

Dietary Requirement	
Hearing Test	▶
Immunisation	▶
Medical Condition	▶
Medical Event	▶
Medical Institution Relationship	▶
Medical Note	▶
Medical Plan	▶
Pregnancy and Birth Details	▶
Vision Test	▶

Cancel

- ☐ In 'Type' select 'First Aid'.
- ☐ Add a description of the event (as per the paper form).
- ☐ Enter a start and end date and time.
- ☐ Upload a scanned copy of the School Accident Report Form.
- ☐ Click 'Save'

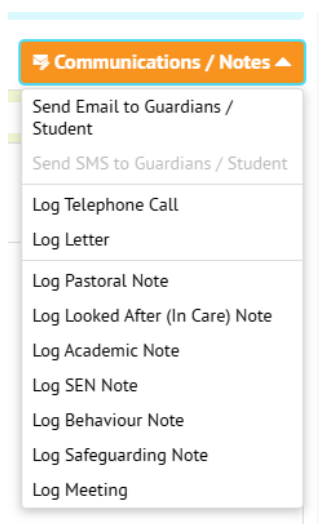
Appendix 5: Parent/Carer Communication Guidance for First Aid Incidents

Parents/Carers must be notified of all First Aid incidents; this is particularly important when an injury occurs from the neck upwards as parents/carers need to be able to monitor for concussion after the child leaves school.

If a phone call is made to parents, record this on the School Accident Reporting Form.

To send a digital communication via Arbor follow the instructions below:

- ☐ Log in to Arbor.
- ☐ Find the relevant student by name.
- ☐ Open their student profile.
- ☐ Select 'Communications & Notes' from the left menu.
- ☐ Click on the 'Communications/Notes' button and select 'Send Email to Guardians/Student'.



- ☐ Complete the email fields and click 'Send'. Keep 'Public' ticked at all times.

A screenshot of the 'Send Email' form in the Arbor software. The form has a title bar with a close button. It contains several fields: 'Send as*' with a dropdown menu showing 'Willows School', 'To' with an empty dropdown, 'Bcc' with a dropdown showing 'Brian Test (Guardian)', and a 'Public' checkbox which is checked. There is also a 'Subject' field. Below these fields is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, and unlink. At the bottom right of the form are two buttons: 'Discard' and 'Send'.

- ☐ Use the following digital message template: **(PUPIL NAME) has had an accident at school today/bumped their head at school today. They have received first aid; we have no concerns but will continue to monitor. The Willows School.**