

The Winchcombe School First Aid policy



Achieve, Believe, Care

We are committed to the safety and wellbeing of all our children

Approved by:
The Winchcombe
School Governing
Board

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1. Aims

The aim of our first aid policy is 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](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment, qualified first aid personnel and facilities to enable first aid to be administered to employees.
- [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 and others affected by their operations.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement any necessary control measures and arrange for the appropriate information, training, instruction and supervision.
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that certain 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 workplace accident records.
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical examination and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is Mrs Lynda Jones, School Business Manager (SBM). They are responsible for:

- Supporting the first aider when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits and arranging for the replenishing of 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 responder to any incident, assessing the situation where there is an injured or ill person and providing immediate and appropriate treatment

- Arranging for parents to be notified of the incident details and to be sent 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 first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The local authority and governing board

West Berkshire 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.

3.4 The headteacher

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

- Ensuring that an appropriate number of 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)

3.5 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 2) for all incidents they attend, where a first aider is not called
- 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:

- 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
- The first aider will also decide whether the injured person should be moved or placed in the 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 provide information of the incident and any recommend next steps to the parents
- If emergency services are called, the office staff/SBM/First Aider will contact parents immediately
The first aider will complete an accident report form on the same day or as soon as is reasonably practical after any incident resulting in an injury

4.2 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
- Parents' contact details

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

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.

5. First aid equipment

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

- A leaflet with general first aid advice
- 1 x regular bandage
- 1 x large bandage
- 1 x eye pad bandage
- 1 x triangular bandages
- 1 roll adhesive tape
- Safety pins
- Disposable gloves
- 10 x antiseptic wipes
- 20 x plasters of assorted sizes
- Scissors
- 1 x cold pack

Note: No medication should be kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception Office
- The school kitchens
- School vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider or relevant member of staff 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 at appendix 2

All accident forms 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, after which they should be securely disposed of.

6.2 Reporting to the HSE

The school secretary/admin officer will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR) Note: - If you require any further information on, please contact the School Business Manager

The school business manager/secretary or admin officer 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 of an arm, hand, finger, thumb, leg, foot or toe
 - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
 - Any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen
 - Serious burns (including scalding)
 - Any degree of 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) within 15 days of the accident
- Where an accident leads to someone being taken from the site of the accident to a hospital for treatment
- Near-miss events which 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>

6.3 Notifying parents

The first aider/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.

Any bumps or other injuries anywhere on the head should be treated as a 'Headbump'. Parents should be notified and a band placed on their wrist giving details of the injury.

6.4 Reporting to Ofsted and child protection agencies

The Head teacher 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 Head Teacher will also notify West Berkshire Council Child Protection and Health and Safety team of any serious accident or injury to or the death of a pupil whilst in the school's care.

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 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 (see appendix 3).

First aid training is organised by the School Business Manager

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.

8. Monitoring arrangements

This policy will be reviewed by the SBM every year.

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

9. Links with other policies

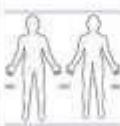
This first aid policy is linked to the

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

Appendix 1 - Paediatric First Aid / Defibrillator Training

Name	Class	Expiry Date
Rebecca Downie	Acorns	03/11/2025
Charlene Egan	Acorns	24/02/2028
Louise Cull	Saplings	21/01/2026
Jade Haydon	Oak	19/03/2027
Brooke Goldstein	Pine	19/03/2027 (Mat Leave)
Nicky Smith	Redwood	12/06/2025
Sam Weston	Walnut	21/01/2026
Tanya Doidge	Cedar	21/01/2026
Eneja Gilman	Sycamore	12/06/2025
Emma Dobson		05/04/2026 (LT sick)
Emma Rawlings	LTC	23/01/2026
Emma Gill	Kitchen	21/01/2026
Nadia Lampreia	Seedlings	24/02/2028
Steph Morgan	HLTA	12/06/2025
Emma Guilfoyle	HLTA	27/03/2025

Appendix 2: Accident Report Form

Accident Form – The Winchcombe School											
Date/Time of accident	Name of casualty	Name of adult who treated/attended accident	Class		Where and how did the accident happen?	Where did the accident happen?	What action was taken to treat the casualty?	What happened to the casualty?	Office Use Only		
									Has an individual accident form been completed?	Have the parents been contacted?	Has CREST been informed?
			Acorns Saplings Seedlings Ash Oak Pine Elm Willow Walnut Redwood Chestnut Rowan	Beech Maple Sycamore Cedar Spruce Birch		Playground Foundation area Class Hall Corridor Climbing equipment Field MUGGA	Melolin Plaster Ice Pack Cold compress Reassurance Rest Banged head letter/wrist band	Class Home Hospital	Yes/No	Yes/No	Yes/No
Additional information:											