



First Aid Policy

Ratification by Warrender Governing Body	
Policy Updated:	January 2026
Date of next Review	January 2027
Signature (Governors):	W Maynard
Signature (Headteacher):	HBrown



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 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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed First aid Lead is Leanne Sampson, Welfare Officer.

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 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 CPOMS online programme) on the same day and alerting Welfare officer and SLT to record, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)





- Keeping their contact details up to date

The majority of school staff are first aid trained. All staff trained in First Aid will receive Pediatric First Aid training which is renewed every three years

3.2 The local authority and governing board

London Borough of Hillingdon 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.

3.3 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 pupils
- Reporting specified incidents to the HSE when necessary (see section 6)
- Ensuring that first aid trained staff attended school trips

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 on CPOMS (see appendix 2) for all incidents they attend to where the Welfare Officer or trained first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs
- Ensuring the relevant staff are informed so the parents can be contacted

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 untrained, 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 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, the **Welfare Officer** will contact parents immediately
- The **Welfare Officer or first aider** will complete an accident report form on the same day or as soon as is reasonably practical after an 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 mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Relevant medication, emergency inhalers and additional epi pen
- Parents' contact details

Risk assessments will be completed and signed by the relevant **staff member** prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current pediatric 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 (red or green first aid rucksack bag) 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





Emergency medication such as EpiPens are kept in Red or Green rucksacks in each classroom and taken when leaving the classroom for cross curricular learning.

First aid kits are stored in:

- The medical room
- Design and Technology classroom
- The school kitchens
- Nursery classroom
- Acorns

The school has two defibrillators. One is outside the Business Manager's office and the second is in Oak classroom. Both contain adult and paediatric pads.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the Welfare Officer or relevant member of staff on the same day or as soon as possible after an incident resulting in an injury on CPOMS
- As much detail as possible should be supplied when reporting an accident on CPOMS and assigned to the child via CPOMS, including all of the information included in the accident form at appendix 2. The Welfare Officer will immediately be alerted to the entry.
- 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

6.2 Reporting to the London Borough of Hillingdon

The **Welfare Officer, Leanne Sampson** 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 **Welfare Officer, Leanne Sampson** will report these to the London Borough of Hillingdon (LBH) as soon as is reasonably practicable and in any event within 10 days of the incident. LBH then reports to Health and Safety Executive on the school's behalf

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>

6.3 Notifying parents

The **Welfare Officer, Leanne Sampson** or **class teacher** 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. Parents will receive either a phone call, in person conversation or a green slip in the book bag.

6.4 Reporting to Ofsted and child protection agencies

The **Headteacher, Helen Brown** 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 **Designated Safe Guarding Lead, Louise Huse** will also notify **MASH** of any serious accident or injury to, or the death of, a pupil while 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 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 (see appendix).

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 pediatric 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.

All staff receive yearly asthma and anaphylactic training.





Where there are specific medical needs for a child or member of staff, specific staff members are trained to meet their needs eg diabetes.

8. Monitoring arrangements

This policy will be reviewed by the **Welfare Officer** every year.

At every review, the policy will be approved by the **Governing Body**.

9. Links with other policies

This first aid policy is linked to the

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

Appendix 1: list of trained first aiders. Training Date 04/09/25

Staff member's name	
Leanne Sampson (PFA 17/11/25) + (FAAW 25/03/25)	Helen Brown
Ignus Bornman	Aoife Morris
Amy Heyne	Charlotte Cook
Claire Lewis	Claire Lewis



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Irini Thalasselis	Kate Close
Lauren Walsh	Lilian Curtin
Michelle Keating	Olivia Ormerod
Paige Healey	Rachel Bawden
Sarah Boud	Sheila Spooner
Taline Igdbashian	Vicki Walsh
Zoe Dickson	Amanda Jones
Amy Chan	Archana Sharma
Claire Jones	Dawn Braithwaite
Erin O'Shea	Etna Rogan
Georgia Walford	Helen Balcon
Jenny Bartlett	Julia Ralfs
Katie Taylor	Kelly Kempster
Kath Gaul	Kyle Hunter
Lacey Noel	Lindsey Chapman
Lisa Jary	Mara McGlashan
Sam Henderson	Sindy Li





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Vanessa Baret	Victoria Payne
Yvonne Budd	





10. Appendix 2: CPOMS – Assign incident to a student. Tick ‘Medical issue’ and identify the subcategory. Alert entry to Welfare and SLT then complete the form and add incident

Student

Incident

Categories

Attainment Attendance Behaviour Related Log Bullying/ Friendship Related Issues Cause for Concern Child Contact Child Protection Communication

Contact with External Agency Home Issues/ Parenting Issues Medical Issues Parental Contact Pupil Premium Safeguarding SEND Team Teach Incident

Verbal & Aggressive Incidents

Medical Issues Subcategories

EpiPen/ Asthma First Aid Other

Linked student(s)
Type a student's name to link them to this incident.

Body map

Date/Time

Status

Assign to

Files

Alert Staff Members
Type a colleague's name or select an alert group to alert them to this incident. Colleagues highlighted in red would not normally be able to view this incident.

Agency Involved

Add to planner



