



**Woodchester Endowed Church of England (Aided) Primary School**

**‘Love, Learn and Flourish Together’**

Our church school community seeks to inspire children and adults to love, learn and flourish together so we may become everything God has created us to be.

# **First Aid Policy**

## **January 2026**

|                               |                                   |
|-------------------------------|-----------------------------------|
| <b>Written by:</b>            | <b>Lynne Loomes (Headteacher)</b> |
| <b>Review date:</b>           | <b>February 2027</b>              |
| <b>Ratified by Governors:</b> | <b>February 2026</b>              |

Indeed, the body does not consist of one member but of many' (1 Corinthians 12; 14-16)

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| Version | Date     | Reason for change                                                                                                                                                                                                                                          |
|---------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25/26   | 20/01/26 | Updated to reflect staff changes only. Put into new format in line with other school policies.<br>All external links confirmed to work at date of writing.<br>Headteacher offsite authority delegated to School Business Manager instead of Class Teacher. |
|         |          |                                                                                                                                                                                                                                                            |

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# Our Vision and Rationale

Woodchester Endowed Church of England Primary School community seeks to inspire children and adults to **'Love, Learn and Flourish Together'** so that we may become everything God has created us to be.

**'Indeed, the body does not consist of one member but of many' (1 Corinthians 12; 14-16)**

As a Church of England school, our Christian vision is central to all we do. Our school community seeks to inspire children and adults to love, learn and flourish together so we may become everything God has created us to be. Our Christian vision is rooted in Paul's letter to the people of Corinth and in our desire to nurture the whole community, flourishing both now and in the future. Paul reminds them that they should live good lives and that their community will be stronger and make a bigger difference if everyone works together to make the most of their individual talents and skills. Our school vision recognises that we are unique individuals, loved by God, and we aim to develop all children and adults to their full potential through a wide variety of opportunities and experiences.

## 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](#), 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

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### 3. Roles and responsibilities

The school has an EYFS setting within Ash Class and as such there will be one person on site at all times with a valid Paediatric First Aid qualification.

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

The school's appointed person is the Headteacher. 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

Should the headteacher be off site, then their authority will be delegated to the School Business Manager.

First aiders are trained and qualified to carry out the role (see section **10 Training**) 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 as, or as soon as is reasonably practicable after, an incident
- Keeping their contact details up to date

Our school's appointed person and first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school site.

#### 3.2 The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school, but 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 appointed persons and 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
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 9.2 Reporting to the HSE)

#### 3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed persons in school are
- Completing accident reports using the accident report form book for all incidents they attend to where a first aider is not called
- Informing the Headteacher of any specific health conditions or first aid needs

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## 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 the 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. Should the accident result in a head injury, the first aider is responsible for continually monitoring the child until parents arrive. The first aider must record the time any checks were completed and any observations made. Upon parent arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the Headteacher will contact parents immediately
- The relevant member of staff, or first aider if called, will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. The person completing the accident form will record next steps recommended to parents on the accident report form. Parents will be notified either by the class teacher or by a member of SLT so that they may sign the form at the end of the day to acknowledge receipt. If a parent is not present, a message will be sent via text or DoJo.

**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 – either their own or a school provided phone.
- A portable first aid kit including, at minimum:
  - A leaflet giving general advice on first aid
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing
  - 2 triangular bandages – individually wrapped and preferably sterile
  - 2 safety pins
  - Individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils, asthma inhalers for individual children as per completed medication forms.
- Parents' contact details

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

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## 5. First aid equipment

### 5.1 School based first aid kit

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)

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- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves
- Saline eye wash
- Cling film
- Tweezers
- Water with sports lids for washing wounds
- Hypoallergenic tape
- Sick bags

No medication is kept in first aid kits.

## 5.2 Forest school

### 5.2.1 Forest School Health and Safety Considerations

The Forest School Leader or Assistant will carry the Emergency Bag at all times during a Forest School session. The Forest School Leader will ensure that the Emergency Bag contains:

- Essential first aid and survival equipment
- The school's telephone number.
- Inhalers for children undertaking the forest school session.

The Forest School Leader will always carry a mobile phone or a walkie talkie. In the event of an emergency, the Forest School Leader will ensure that the school contacts the emergency services.

### 5.2.2 Forest School First Aid Kit:

#### Emergency Bag (kept in a backpack)

- Mobile phone/ Means of communication
- Wet wipes
- Protective gloves
- First aid kit including plasters, bandages and wipes.
- Water bottle
- Blanket
- List of medical needs for the particular class attending the session
- Container for medical items carrying asthma inhalers and epipens (all clearly labelled)
- Carrier Bags
- Burns kit

### 5.2.3 Forest School Medical and Emergency Contact Details

A full list of medical needs and the emergency contact details for each child is kept in the school office. The Forest School Leader will carry, in the emergency bag, the medical needs and the permission slips for the class currently undertaking the Forest School session.

## 5.3 Defibrillator

The school has access to a defibrillator. This is stored in the front foyer (accessed through the car park for external visitors; in the school office for internal staff). The defibrillator is checked on a regular basis. Once checked, the log book will be updated to reflect the check. The defibrillator is registered on The Circuit website.

## 5.4 First Aid kit storage

First aid kits are stored in:

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- All classrooms
- By the first aid cupboard
- Forest School First Aid kit is taken to Forest School sessions by the Forest School session leader
- Mobile first aid kits are taken to the front and back playground by those staff on duty

## 6. Asthma Inhalers

Children who suffer from asthma must have an inhaler in their classroom or about their person at all times. Inhalers will be taken out at lunchtimes and placed in the inhaler box so that MDSAs can easily access and administer if required.

Trip leaders are responsible for ensuring that asthma inhalers are taken if the child leaves the school site for any reason. Parents are expected to provide an inhaler that can be kept in school for treatment if required. Parents are expected to complete an asthma record form indicating the frequency of treatment if needed and next steps.

Depending on the age of the child, children may be able to self-medicate under the observation of either the class teacher or may require support from the class teacher or a first aider. If a child requires medication then the adult supervising must record the dosage received on the asthma forms and notify the child's parents at the end of the day.

Forest school leaders or class staff are responsible for ensuring that any child with asthma has their inhaler with them when either heading for PE or heading for Forest School. If medication is required, the supervising adult must complete the asthma form upon their return to the school building.

If the child requires more than 10 puffs, then the supervising adult is responsible for notifying the appointed person who will contact the emergency services and follow the advice of the emergency services. The appointed person will then be responsible for contacting the child's parents and recording actions on the asthma and first aid forms.

## 7 Ticks

Our school is known to have ticks on both the school field and in forest school. If a child is found to have picked up a tick at school then staff will notify parents immediately and request that they take the child to a GP surgery to have the tick removed. Staff will not attempt to remove the tick. Staff may cover the area with a plaster in order to prevent the child from trying to remove the tick themselves.

## 8 Anaphylaxis and Allergies

The school has a separate policy which details how we will manage allergies and possible anaphylaxis for pupils whilst under our care. This can be found here -

[https://www.woodchesterprimary.co.uk/key\\_information/policies/policies.html](https://www.woodchesterprimary.co.uk/key_information/policies/policies.html).

## 9 Record-keeping and reporting

### 9.1 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 report form.
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the office staff

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- 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.

## 9.2 Reporting to the HSE

The Headteacher 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 Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

### **School staff: reportable injuries, diseases or dangerous occurrences**

These 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) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - 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
- 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 headteacher 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
- 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\*

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- An injury that arose from, or was in connection with, a work activity\* and where 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>

### 9.3 Notifying parents

The class teacher or first aider 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 also be informed if emergency services are called. For incidents where staff make a recommendation about follow up actions, parents will be asked to sign a copy of the form at the end of the school day. If parents are not available, a text or DoJo will be sent to parents detailing the recommendation. A note will be made on the first aid form to confirm the message has been sent.

### 9.4 Reporting to Ofsted and child protection agencies (early years only)

The headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 the relevant departments at the Local Authority of any serious accident or injury to, or the death of, a pupil while in the school’s care.

## 10 Training

All school staff are requested to undertake basic first aid training. This is completed on a three-year basis.

All trained paediatric 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 paediatric first aiders, what training they have received and when this is valid until (see Appendix 1: list of Appointed Persons and Paediatric First Aiders).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider. Those staff who are responsible for delivering Forest School sessions will complete a course which encapsulates forest school settings.

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. The PFA certificate will be renewed every 3 years.

## 11 Monitoring arrangements

This policy will be reviewed by the headteacher annually.

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

## 12 Links with other policies

This first aid policy is linked to the:

- Health and safety policy

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- Policy on supporting pupils with medical conditions
- Anaphylaxis and Allergy
- Supporting Pupils with Medical Conditions

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## Appendix 1: list of Appointed Persons and Paediatric First Aiders

| Name             | Role                                      | First Aid Qualification                           | Date qualification due for renewal |
|------------------|-------------------------------------------|---------------------------------------------------|------------------------------------|
| Lynne Loomes     | Appointed Person                          | Paediatric First Aider                            | 12/9/26                            |
| Natalie Abrams   | Appointed Person in Headteacher's absence | N/A                                               | N/A                                |
| Laura Turk       | Office Administrator<br>MDSA              | Paediatric First Aider                            | 02/09/28                           |
| Debs Adams       | HLTA                                      | Forest School First Aid<br>Paediatric First Aider | 04/09/27                           |
| Marianne Wilkins | Teaching Assistant<br>MDSA                | Paediatric First Aider                            | 27/4/26                            |
| Kelly Lusty      | EYFS Teaching Assistant                   | Paediatric First Aider                            | 27/4/26                            |
| Elaine Penney    | 1:1 Teaching Assistant<br>MDSA            | Paediatric First Aider                            | 12/9/26                            |
| Isobel Smith     | EYFS Lead                                 | Paediatric First Aider                            | 04/12/28                           |
| Marie Boulton    | Teaching Assistant                        | Paediatric First Aider                            | 20/01/28                           |

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