

Ashton West End Primary Academy

First Aid Policy



Approved by: The Full Governing Body

Date: 5th July 2023

Next review due by: July 2024

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

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 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed persons are – Principal and Assistant Principals/ all first aiders

.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 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.

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal and staff members.

3.4 The Principal

The Principal is 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)

3.5 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 to 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 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, a member of the Senior Leadership Team will contact parents immediately
- The first aider or 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

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 class teacher 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.

First aid equipment

A typical first aid kit in our school will include the following (these are suggestions only):

- 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

No medication is kept in first aid kits.

First aid kits are stored in:

- Reception (at the desk)
- The school halls
- All classrooms
- The school kitchens
- The school minibus

First aid kits will be carried by members of staff on duty at break and lunch times

First aid kits will be taken on any out-of-school excursions

Our school also hold two emergency Salbutamol Inhalers which may be used by pupils whose parents have given consent (Appendix 4). These are stored in the asthma kits by the main entrance and the Key Stage One entrance. Parents must be informed if their child uses an emergency inhaler (Appendix 3).

We also hold an Epi-Pen for emergency use. This is stored in the SENCO's office.

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
- 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 HSE

The Principal 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 Principal 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
 - 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 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.

6.4 Reporting to Ofsted and child protection agencies

The Principal 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 Principal will also notify LADDO at Multi-Agency Safeguarding Hub on 0161 342 4101 of any serious accident or injury to, or the death of, a pupil while in the school's care.

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 3).

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.

Monitoring arrangements

This policy will be reviewed by the SMT annually

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

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 FIRST AIDERS IN SCHOOL

Full Paediatric First Aid (expires)	Had First Aid Training
Kim Pizuti (03.12.2025)	Zoe Fallows
Naznine Akbar (17.02.2026)	Isha Azam
Aklima Akhtar (17.02.2026)	Julie Coyne

Mia Almond (17.02.2026)
Sophie Barnett(17.02.2026)
Eleanor Beswick(17.02.2026)
Rachael Burgess(17.02.2026)
Amelia Cooper (18.02.2025)
Kate Donnellon(17.02.2026)
Eamon Goan(17.02.2026)
Keeley Goodwin(17.02.2026)
Lucy Green(17.02.2026)
Ryan Hanley(17.02.2026)
Angela Hardy(17.02.2026)
Yasmeen Hussain(17.02.2026)
Aleena Imran(17.02.2026)
Yvonne Jackson (17.02.2026)
Jamila Kausar (18.02.2025)
Will Leslie (17.02.2026)
Fiona Liddy (17.02.2026)
Joanne Lumb (17.02.2026)
Rehanna Mahmood
(17.02.2026)
Amy Mather (17.02.2026)
Debra Merrington (17.02.2026)
Julie Millington (17.02.2026)
Purvi Mistry (17.02.2026)
Rubi Naz (17.02.2026)
Adam Nowak (17.02.2026)
Rachael Ogden (17.02.2026)
Hayley Parker (18.02.2025)
Louise Pearson (17.02.2026)
Becky Perry (17.02.2026)
Staceylea Pomfret (17.02.2026)
Nadia Shafiq (18.02.2025)
Joanne Smith (18.02.2025)
Stefanie Steadman
(17.02.2026)

Sophie Taylor (17.02.2026)
Farida Uddin (17.02.2026)
Jemma Vallow (17.02.2026)
Sharon White (18.02.2025)

Diane Higginson
Rotna Chowdhury (18.02.2025)
Noreen Akhtar (18.02.2025)
Margaret Appleby (18.02.2025)
Jackie Wild (18.02.2025)
Gaina Smith (18.02.2025)
Christopher Barnes
(18.02.2025)

Clair Wright (17.02.2026)	
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ACCIDENT, INCIDENT, NEAR-MISS AND DANGEROUS OCCURRENCE REPORT FORM

Section 1 to 5 to be completed by the injured person or their representative.

Sections 6&7 to be completed by the Manager/Head Teacher.

Any serious injury must be reported by telephone on 0161 342 2860, without delay to the Internal Health and Safety Team with information to be emailed to healthandsafety@tameside.gov.uk

Directorate _____

Service/School/Establishment: _____

1. Injured Person

- Employee**
 Public
 Agency
 Contractor
 Volunteer
 Service User
 Pupil

Forename: _____	Surname: _____
Address: _____	Age: _____
_____	Telephone No: _____
Postcode: _____	Occupation: _____
Place of employment: _____	Employee no (if known): _____

2. Accident/Incident Details

- Accident Incident Near-Miss Dangerous Occurrence

Date: _____ Time: _____

Location *(inc. address & postcode)*: _____

Description of accident/incident *(continue on separate sheet if needed)*:

Was the employee engaged in work at the time of the accident/incident? Yes No

Has the injured person been off or unable to do their normal work for more than 7 days, including weekends/rest days, as a result of the accident/incident? Yes No

If yes, date absent from: _____ to: _____ or Still Absent? Yes No

3. Injury Details

Nature of the injury *(e.g. fracture, sprain, cut etc...)*: _____

Part of the body *(Indicate L or R where necessary)*: _____

First aid given by *(inc post)*: _____

First aid treatment given *(i.e. compress, plaster)*: _____

Was the injured person taken to hospital from the scene: Yes No

Were they detained in hospital: Yes No If yes how long for in days? _____

4. Witnesses	
Name: _____	Name: _____
Address: _____	Address: _____
Contact No: _____	Contact No: _____
5. Report Details	
Accident reported to <i>(i.e. Manager, supervisor, 1st Aider (inc name))</i> : _____	
Contact details of person reported to <i>(dept & tel no)</i> : _____	
Accident reported by <i>(if different from section 1, inc post)</i> : _____	
Reported on <i>(date)</i> : _____	Time: _____
Signed by injured person: _____	
<i>For schools only</i> Parent/Guardian informed: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____
<i>For social care only</i> CQC informed: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____
6. Signature of Manager/Supervisor/Responsible Person	
Signed: _____	Print: _____
Date: _____	_____
Did the injured person continue to work? YES <input type="checkbox"/> NO <input type="checkbox"/>	
7. Accident Investigation F <i>(to be completed by manager/supervisor/responsible person)</i>	
Carried out by: _____	
Position/occupation: _____	
Contact No: _____	
How did the accident/incident happen, and what has been done to prevent reoccurrence? 	
Does the risk assessment require updating? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, what additional risk control measures are needed / recommended? 	
Is additional information, instruction and training required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, detail what action has been taken: 	
Signed: _____	Date: _____

Appendix 3: FIRST AID TRAINING LOG

Name/type of training	Staff who attended	Date attended	Date for training to be updated
Paediatric first aid	Naznine Akbar Aklima Akhtar Mia Almond Sophie Barnett Eleanor Beswick Rachael Burgess Kate Donnellon Eamon Goan Keeley Goodwin Lucy Green Ryan Hanley Angela Hardy Yasmeen Hussain Aleena Imran Yvonne Jackson Will Leslie Fiona Liddy Joanne Lumb Rehanna Mahmood Amy Mather Debra Merrington Julie Millington Purvi Mistry Rubi Naz Adam Nowak Rachael Ogden Louise Pearson Becky Perry Staceylea Pomfret Stefanie Steadman Sophie Taylor Farida Uddin Jemma Vallow Clair Wright	17/02/23	17/02/2026
Paediatric first aid	Amelia Cooper Jamila Kausar Nadia Shafiq Joanne Smith Hayley Parker Rotna Chowdhury Noreen Akhtar Margaret Appleby Jackie Wild Gaina Smith Christopher Barnes Sharon White	18.02.2022	18.02.2025
First Aid	Kim Pizuti	03.12.2022	03.12.2025
Epi Pen Training – as part of first aid training (no school nurse available)	Middays, Teaching and assistants and teachers	17/02/23	Review annually
Epi Pen Training	Middays, Teaching and assistants and teachers	16.11.21	Review annually

Epi Pen Training	Middays, Teaching and assistants and teachers	24.11.20	Review annually or when new staff join
Epilepsy Training	Middays, Teaching and assistants and teachers	21.09.21	Review annually

Appendix 4: Emergency Inhaler Use – letter to inform parents

ASHTON WEST END PRIMARY ACADEMY



William Street, Ashton-under-Lyne, Tameside, OL7 0BJ
0161 330 4234
admin@awepa.org.uk
www.ashtonwestendprimary.co.uk
@awe_academy

Principal: Miss K Pizuti, BA (Hons), MSc

Child's name:

Class:

Date:

Dear Parent/Carer,

This letter is to formally notify you that.....has had problems with his / her breathing today. This happened when.....

(Delete as appropriate)

A member of staff helped them to use their asthma inhaler.

They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol.

They were given puffs.

Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol.

They were given puffs.

Although they soon felt better, if things do not improve, we would strongly advise that you consult your own doctor as soon as possible.

Yours sincerely,

Name of Staff Member: _____

Appendix 5: Emergency Inhaler – Consent Form

ASHTON WEST END PRIMARY ACADEMY

William Street, Ashton-under-Lyne, Tameside, OL7 0BJ



0161 330 4234
admin@awepa.org.uk
www.ashtonwestendprimary.co.uk
@awe_academy

Principal: Miss K Pizuti, BA (Hons), MSc

CONSENT FORM: USE OF EMERGENCY SALBUTAMOL INHALER

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Child's name:

Class:

Signed: Date:

Name (print).....

Parent's address and contact details:

.....
.....
.....

Telephone:

E-mail: