

# Ashton West End Primary Academy

## First Aid Policy



**Approved by:** The Full Governing Body

**Date:** 3<sup>rd</sup> July 2025

**Next review due by:** July 2026

## Contents

1. Aims .....	2
2. Legislation and guidance .....	2
3. Roles and responsibilities .....	3
4. First aid procedures .....	4
5. First aid equipment .....	5
6. Record-keeping and reporting .....	5
7. Training .....	7
8. Monitoring arrangements .....	8
9. Links with other policies .....	8
Appendix 1: list of trained first aiders .....	<b>Error! Bookmark not defined.</b>
Appendix 2: accident report form .....	<b>Error! Bookmark not defined.</b>
Appendix 3: first aid training log .....	13

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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 the [statutory framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) 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 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

## 3. Roles and responsibilities

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

The school's appointed persons are K. Pizuti, S. Barnett, E. Beswick, K. Donnellon, A. McLean, D. Watson, S. White, S. Pomfret, R. Perry, F. Liddy.

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 the same day as, 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 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 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 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
- 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)

### 3.4 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 (see appendix 2) for all incidents they attend to where a first aider/appointed person 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 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. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the office staff or member of SLT will contact parents immediately
- The first aider/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

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 school mobile 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

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins

- 1 pair of rustproof blunt-ended scissors

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**

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

- A selection of individually wrapped sterile adhesive dressings (assorted sizes)
- Individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves
- Antiseptic wipes

In addition we have the following supplies in the main office

- individually wrapped triangular bandages (preferably sterile)
- safety pins
- large sterile individually wrapped unmedicated wound dressings
- sterile gauze
- bandages
- sterile eye pads
- sterile eye wash

No medication is kept in first aid kits.

First aid kits are stored in:

- The stock room
- Reception (at the desk)
- The entrance hall
- Outside Ms. Barnett's Office
- The Year 3 Entrance
- Classrooms
- EYFS
- The Learnasaurus
- The cleaners cupboard
- 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/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
- 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.
- 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 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 Principal 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\*
- 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>

## **6.3 Notifying parents (early years only)**

The Class Teacher or person administering First Aid 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.

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

The Principal 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 Principal will also notify Tameside Safeguarding Team 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 3).

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.

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.

## **8. Monitoring arrangements**

This policy will be reviewed by the Principal annually.

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

## **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 FIRST AIDERS IN SCHOOL

Full Paediatric First Aid (expires)	Full Paediatric First Aid (expires)
Naznine Akbar (17.02.2026)	Kim Pizuti (14.02.2028)
Aklima Akhtar (17.02.2026)	Joanne Smith (14.02.2028)
Sophie Barnett(17.02.2026)	Hayley Parker (14.02.2028)
Eleanor Beswick(17.02.2026)	Amelia Mclean (14.02.2028)
Rachael Burgess(17.02.2026)	Aaron Small (14.02.2028)
Kate Donnellon(17.02.2026)	Janet Westall (14.02.2028)
Lucy Green(17.02.2026)	Rinkal Mistry (14.02.2028)
Angela Hardy(17.02.2026)	Kelly Bell (14.02.2028)
Yasmeen Hussain(17.02.2026)	Stephanie Wright (14.02.2028)
Aleena Imran(17.02.2026)	Mariam Usman (14.02.2028)
Yvonne Jackson (17.02.2026)	Julie Abram (14.02.2028)
Fiona Liddy (17.02.2026)	Asiya Akhtar (14.02.2028)
Joanne Lumb (17.02.2026)	Hajra Zaman (14.02.2028)
Rehana Mahmood (17.02.2026)	Nadia Shafiq (14.02.2028)
Amy Mather (17.02.2026)	Rabia Ali (14.02.2028)
Debra Merrington (17.02.2026)	Fozia Ehsan (14.02.2028)
Julie Millington (17.02.2026)	Andleeb Hussain (14.02.2028)
Purvi Mistry (17.02.2026)	Adrianna Barker (14.02.2028)
Rubi Naz (17.02.2026)	Tracey Walton (14.02.2028)
Rachael Ogden (17.02.2026)	Zinab Finneer (14.02.2028)
Louise Pearson (17.02.2026)	Sihana Dubovci (14.02.2028)
Becky Perry (17.02.2026)	
Staceylea Pomfret (17.02.2026)	
Sophie Taylor (17.02.2026)	
Stefanie Steadman (17.02.2026)	
Farida Uddin (17.02.2026)	
Clair Wright (17.02.2026)	
Jemma Vallow (17.02.2026)	
Jamila Kausar (18.02.2025)	
Hayley Parker (18.02.2025)	
Sharon White (18.02.2025)	

## Appendix 2: ACCIDENT REPORT FORM



### 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](mailto:healthandsafety@tameside.gov.uk)**

Directorate: \_\_\_\_\_

Service/School/Establishment: \_\_\_\_\_

#### 1. Injured Person

☐ **Employee**   ☐ Public   ☐ Agency   ☐ Contractor   ☐ Volunteer   ☐ Service User  
☐ Pupil

Forename: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Place of employment: \_\_\_\_\_

Surname: \_\_\_\_\_  
Age: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
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

<input type="checkbox"/> No
Were they detained in hospital: <span style="float: right;">If yes how long for in days?</span> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. Witnesses</b>
Name: _____ Name: _____ Address: _____ Address: _____ Contact No: _____ Contact No: _____
<b>5. Report Details</b>
Accident reported to <i>(i.e. Manager, supervisor, 1<sup>st</sup> Aider (inc name))</i> :
Contact details of person reported to <i>(dept &amp; 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 <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: _____
<b>6. Signature of Manager/Supervisor/Responsible Person</b>
Signed: _____ Print: _____ Date: _____
Did the injured person    YES <input type="checkbox"/> NO <input type="checkbox"/> continue to work?
<b>7. Accident Investigation F(to be completed by manager/supervisor/responsible person)</b>
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? <span style="float: right;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</span>
If Yes, what additional risk control measures are needed / recommended?
Is additional information, instruction and training required? <span style="float: right;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</span>

If Yes, detail what action has been taken:

Signed:

Date:

## Appendix 3: first aid training log Appendix 3: FIRST AID TRAINING LOG

Name/type of training	Staff who attended	Date attended	Date for training to be updated
<b>Paediatric first aid</b>	Kim Pizuti Joanne Smith Hayley Parker Amelia Mclean Aaron Small Janet Westall Rinkal Mistry Kelly Bell Stephanie Wright Mariam Usman Julie Abram Asiya Akhtar Hajra Zaman Nadia Shafiq Rabia Ali Fozia Ehsan Andleeb Hussain Adrianna Barker Tracey Walton Zinab Finneer Sihana Dubovci	14/02/25	14/02/2028
<b>Paediatric first aid</b>	Naznine Akbar Aklima Akhtar Sophie Barnett Eleanor Beswick Rachael Burgess Kate Donnellon Lucy Green Angela Hardy Yasmeen Hussain Aleena Imran Yvonne Jackson Fiona Liddy Joanne Lumb Rehana Mahmood Amy Mather Debra Merrington Julie Millington Purvi Mistry Rubi Naz Rachael Ogden Louise Pearson Becky Perry Stacey Lea Pomfret Stefanie Steadman Sophie Taylor	17/02/23	17/02/2026

	Farida Uddin Jemma Vallow Clair Wright		
<b>Paediatric first aid</b>	Jamila Kausar Rotna Chowdhury Noreen Akhtar Jackie Wild Gaina Smith Christopher Barnes Sharon White	18.02 2022	18.02.2025
Epi Pen Training – school nurser delivered	Middays, Teaching and assistants and teachers	05.11.24	Review annually

## ASHTON WEST END PRIMARY ACADEMY

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

0161 330 4234

[admin@awepa.org.uk](mailto:admin@awepa.org.uk)

[www.ashtonwestendprimary.co.uk](http://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:** \_\_\_\_\_

## ASHTON WEST END PRIMARY ACADEMY

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

0161 330 4234

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

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### 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: .....