

West Bridgford Junior School



First Aid Policy 2025

This policy was reviewed and agreed at the Summer 2025 strategic meeting of the Governing Body. It will be reviewed again in Summer 2026.

Head Teacher Signature:	
Chair of Governor Signature:	
Date Adopted:	
Review Date:	

West Bridgford Junior School

First Aid Policy

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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 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
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is Lynn Eadie (School Business Manager). 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, 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.

3.2 The local authority and governing board

Nottinghamshire County 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.

3.3 The headteacher/head of school

The headteacher and head of school are 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 the 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 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 class teacher will contact parents immediately

- The first aider will record the accident, using Medical Tracker, 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
- 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 on school trips and visits.

5. First aid equipment

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

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Cleaning wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The school office (fully stocked first aid provision)
- Each classroom (for minor injuries)
- The main school corridor
- The annexe kitchen
- The school kitchen

6. Record-keeping and reporting

6.1 First aid and accident recording

- A report of the incident using Medical Tracker will be completed by the first aider 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

6.2 Reporting to the HSE

The School Business Manager 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 Local Authority 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>

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 1).

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 School Business Manager 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
- School Emergency Plan
- Administration of Medicines Policy

Appendix 1: list of appointed persons for first aid and trained first aiders

Name	Location	Qualification	Expiry
Katya Aleksic	Main School	Emergency First Aid at Work	30/10/25
Beth Arnold	Main School	Emergency First Aid at Work	30/10/25
Cat Bancroft	Deputy's Office	Emergency First Aid at Work	30/10/25
Julie Barker	Main School	Emergency Paediatric First Aid	20/09/26
Sarah Brown	Main School	Emergency Paediatric First Aid	06/06/25
Rachel Cawthorne	Midday	Emergency Paediatric First Aid	06/06/25
Becky Cox	Main School	Emergency First Aid at Work	30/10/25
Rachel Creasey	Main School	3 day First Aid at Work	11/01/27
Alison Cresswell	Cottages	Emergency First Aid at Work	30/10/25
Jackie Danby	Midday	Emergency First Aid at Work	17/01/26
Laura Dix	Main School	Emergency First Aid at Work	14/11/26
Pete Dudgeon	Main School	Emergency First Aid at Work	30/10/25
Maria Galvez	Main School	Emergency First Aid at Work	16/04/27
Gurwinder Kaur	Midday	Emergency First Aid at Work	20/09/26
Marie King	Midday	Emergency First Aid at Work	17/01/26
Julie Lewis	Main School	Emergency First Aid at Work	17/10/26
Craig Martin	Cottages	Emergency First Aid at Work	30/10/25
Becky Minta	Main School	Emergency First Aid at Work	30/10/25
Hannah Moss	Main School	Emergency First Aid at Work	30/10/25
Hanna Myring	Cottages	Emergency First Aid at Work	30/10/25
Alice Nelson	Main School	Emergency First Aid at Work	14/11/26
Emma Owen-Jones	Main School	Emergency First Aid at Work	30/10/25
Urvashi Parekh	Midday	Emergency First Aid at Work	06/06/25
Emma Parkes	Midday	Emergency First Aid at Work	06/06/25
Heather Peacock	Midday	Emergency First Aid at Work	06/06/25
Kara Rimington	Main School	First Aid at Work 3 day full	09/11/25
Michelle Sampson	Main School	Emergency First Aid at Work	07/09/26
Maxine Sellars	Main School	Emergency First Aid at Work	06/06/25
Neil Simmonds	Main school	Emergency First Aid at Work	11/09/25

Rebecca Southgate	Main School	Emergency First Aid at Work	16/04/27
Karen Stephenson	Main School	Emergency First Aid at Work	06/06/25
Ben Watson	Main School	Emergency First Aid at Work	27/11/26
Becky White	Main School	Emergency First Aid at Work	06/06/25
James Willis	Head's Office	Emergency First Aid at Work	30/10/25
Aimee Wood	Main School	Emergency First Aid at Work	17/01/26
Harriet Woodford	Main School	Emergency First Aid at Work	06/06/25