



**WHINLESS DOWN**  
**ACADEMY TRUST**

# First Aid Policy

Autumn 2025

## **1. Aims**

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that Trustees and staff 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**

- 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 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: Appendix One**

The school will appoint a first aid lead. They are:

Katie Banes PF – Emma Jenkins - VV & Amy Buddle– STM

They are responsible for:

- Ensuring there are competent First Aiders when someone falls ill or is injured.
- 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 and are responsible for:

- Reacting 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. A member of Leadership should authorise this action.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

Our school's first aiders are listed and displayed prominently around the schools.

### **3.2 Whinless Down Academy Trust**

The Trust Board has ultimate responsibility for health and safety matters in the schools, but delegate's responsibility for the strategic management of such matters to the CEO. The CEO delegates operational matters and day-to-day tasks to the Trust Business Manager, Headteacher and staff.

### **3.3 The Headteacher**

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or 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, following the Trust's protocols and procedures.
- 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 in school are.
- Completing accident reports for all incidents they attend to where a first aider is not called.
- Informing the Headteacher or their line manager of any specific health conditions or first aid needs in timely fashion.

## **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. Children who have a minor injury only, can be escorted to the nearest first aider if they are accompanied by an adult.
- 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. Contact will be made with parent/carer if necessary.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position, with consent of the injured party.
- 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, another member of staff will contact parents immediately.
- The first aider on the scene 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 form will be completed fully with as much information as possible.
- When children have been sent home or having received medical attention following an accident, this will be followed up when the child returns to ensure that outcomes can be fully explored to ensure such accidents will be minimised to an acceptable level of risk.

### **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/carers contact details.

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

Where possible there will always be at least one first aider.

For more information regarding accompanying school trips and visits see Educational visits policy.

## **5. First aid equipment**

First aid kits will be well stocked and checked regularly by the Appointed Person.

The location of first aid kits will be updated regularly and displayed prominently around the schools.

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- For recording Head Bumps, please follow the procedure set out in **Appendix One**.
- For a pupil, a pupil accident form will be completed by the first aider on the scene on the same day the incident happened resulting in an injury. **Appendix Two**.
- For staff, visitors or pupils that have been sent home or taken to hospital due to their injury, the appointed person in the school will complete the WDAT accident form. Witness statements will be obtained. As much detail as possible should be supplied when reporting an accident. Once the appointed person has completed the details of the accident, the form needs to be given to the Headteacher for assessment and carry out further investigations if needed. **Appendix Three**.
- The appointed person is responsible for ensuring that the WDAT form is completed by all parties and that a follow up and outcome of the accident is recorded on the form.
- The appointed person must send a completed copy of the WDAT form to the Trust Business Manager within 7 days of the accident. The full document must be scanned and emailed to the TBM.
- 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.
- A senior member of staff will review the accident book weekly.

**6.2 Near Miss Definition** - a near miss has been defined as an event that, while not causing actual harm, has the potential to cause injury, ill health or damage to property.

All near misses are opportunities to learn how we can avoid similar events that might lead to major, or even fatal, injuries. Examples of common near miss incidents include the following:

- Slips, trips or falls - Unauthorised vehicles entering a work area
- Moving vehicles passing unacceptably close or too fast
- Mishandling a load
- Falling objects
- Use of unsafe equipment
- Incorrect use of equipment

### 6.3 Reporting a Near Miss

If you see or are involved in a near miss, you should report it using the Near Miss Report form (**Appendix Four**) in order to allow consideration of how to prevent a possible accident happening in the future. The location of this form is:

- The Staffroom
- The School Office

If you see something you believe to be an immediate / significant hazard, you should instantly report it to the Site Manager. Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard which could lead to a near miss. Reporting should be conducted verbally to the Site Manager as soon as possible, who will then inform the Estates Manager and Headteacher as appropriate. If an individual reports a near miss, the remedial action must be detailed on the reporting form. **Appendix Four.**

#### **6.4 Reporting to the HSE**

The Trust 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 Trust Business Manager will ensure that the school reports 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 defined in:

- Death
- 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)

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>

#### **6.5 Notifying parents**

The School Office will inform parents of any accident or injury sustained by a pupil if considered necessary, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Any injury to the head **MUST** be treated as high priority: children must take home a letter notifying the family of the injury. The staff member who deals with the injury should also ensure that the School Office is notified and a call made to the parent/carer.

#### **6.6 Reporting to Ofsted and child protection agencies**

The Headteacher 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 Headteacher will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

#### **6.7 RIDDOR reporting to the Trust Central Office**

All RIDDOR reports will be notified to Whinless Down Academy Trust Office within 24 hours.

## **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.

This will be displayed in the schools and updated regularly. Staff are encouraged to renew their first aid training when it is no longer valid.

## **8. Monitoring arrangements**

This policy will be reviewed by the Trust Board every three years.

At every review, the policy will be approved by the Trust Board with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Educational Visits policy
- Safeguarding Policy

## **List of Appendices**

- 1. Procedure for Head Bumps**
- 2. First Aid Accident Report – Pupil (minor)**
- 3. Accident/Incident Report Form - Adult & Pupil**
- 4. Near Miss Report Form**



## Procedure for Head Bumps

1. All Head Bumps should be referred to a qualified First Aider.
2. First Aid is administered.
3. First Aider should notify the office in order for a call home to be made; the First Aid report should be made in full in the relevant folder at this stage.
4. First Aider to notify the class team to ensure that the child does not participate in PE and to ensure that the child is monitored closely for the remainder of the day.
5. Office staff should log call home in the log.
6. Head Bump note to be issued and put in the child's book bag or given to parent on collection.
7. Class team to monitor the child and if there are signs of deterioration parents must be called, or in severe cases 999.

# First Aid Accident Report



Child's Name: \_\_\_\_\_

Child's Class: \_\_\_\_\_

Date	Time	Location	Details of Incident	Treatment	Follow up Action	Full Name

Date	Time	Location	Details of Incident	Treatment	Follow up Action	Full Name

# APPENDIX THREE

## Accident/Incident Report Form



**Person injured/affected:**  
 Name: \_\_\_\_\_ Gender: male  female   
 Home address: \_\_\_\_\_  
 Status:  
 Employee  Pupil  Visitor  Contractor  Volunteer   
 Agency  Client/Service User

**This section must be completed for WDAT employees**  
 School: \_\_\_\_\_ Job title: \_\_\_\_\_

**Accident/Incident details:**  
 Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_  
 Premises/location \_\_\_\_\_  
 Exact location (e.g. room number) \_\_\_\_\_

**About the accident/incident:**  
 What happened (who was doing what at the time of the incident) Use continuation sheet if necessary:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Witnesses name and contact details: \_\_\_\_\_  
 Statements/Incident form attached: yes  No

**Accident /Incident Type** (please tick one box only)

moving/handling of objects <input type="checkbox"/>	hazardous substance <input type="checkbox"/>	road traffic collision <input type="checkbox"/>
moving/handling of people <input type="checkbox"/>	slip/trip/fall on same level <input type="checkbox"/>	animal contact <input type="checkbox"/>
Struck against <input type="checkbox"/>	fall from height <input type="checkbox"/>	hot/cold contact <input type="checkbox"/>
Struck by object <input type="checkbox"/>	machinery/equipment <input type="checkbox"/>	near miss <input type="checkbox"/>
sharp object <input type="checkbox"/>	electrical injury <input type="checkbox"/>	other <input type="checkbox"/>
Sports / PE <input type="checkbox"/>	awkward Movement <input type="checkbox"/>	(tick if no other suitable option)

**Violent Behaviour**   
 (Please complete the box below if you have ticked this box)

**Complete for violent incidences only:** If boxes marked are ticked, notification to the Health and Safety Executive (HSE of a RIDDOR accident/incident may be required. Check guidance notes on HSE's website for advice prior to reporting.

**(Please tick one box only)**

**Nature of Incident**  
 threats/verbal  Self harm  **physical assault**  property

**Nature of Activity**  
 Teaching/assisting  personal care  transporting  parent / pupil Interview

**Other Factors**

Was employee working alone <input type="checkbox"/>	were police involved <input type="checkbox"/>
Physical intervention/ restraint <input type="checkbox"/>	was a weapon involved <input type="checkbox"/>
Challenging behaviour <input type="checkbox"/>	some form of prejudice <input type="checkbox"/>

**If injured:** If boxes marked are ticked, notification to the Health and Safety Executive (HSE of a RIDDOR accident/incident may be required. Check guidance notes on HSE's website for advice prior to reporting.

What part of the body were affected:  
e.g head, arm (please say left or right, upper or lower)

**If injured, detail injury:**

cut/abrasion  bruise  burn/scald  twist/strain  fracture   
foreign object

**Consequences:**

Continued activity  first aid received  first aiders name:  
sent home  sent to hospital  duration of hospital stay:

Any other details: (details of first aid should be here and records kept locally)

**Outcome of Accident and Measures immediately taken:**

In accordance with GDPR regulations access to confidential information on this form is restricted to authorized parties including Health and Safety, Insurance, Human Resources and Safety Representatives, for the purpose of monitoring and managing incidents and data. All records are held securely in hard copy or on computer.

- I understand information on this form may need to be shared with relevant parties for the purpose of monitoring and managing incidents and data only.
- I consent to my information being shared for the above purpose.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If signing on behalf of the affecting person, please state you:  
Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Work address: \_\_\_\_\_

**To be completed by Headteacher.**

What action has been/could be taken to prevent a re-occurrence?

**Investigation/follow up**

Does this incident need further investigation Yes  No   
Is a referral to Occupational Health required Yes  No

**To be completed for WDAT employees only**

Status of Accident/Incident (please tick 1 box in section 1 and section 2 if applicable.)

**Section 1**

No lost time  less than 1 day lost  1-3 days lost  4-7 days lost   
over 7 days lost

**Section 2 if applicable**

specified injury  fatality  disease  dangerous occurrence

**For RIDDOR accidents/incidents do not include the day of the accident.**

**Headteacher completing this form**

Name: \_\_\_\_\_ Signed: \_\_\_\_\_  
School: \_\_\_\_\_

**TBM to complete**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Comments: \_\_\_\_\_

**APPENDIX FOUR****NEAR MISS REPORT FORM**

<b>School of Incident:</b> PF / VV / STM	<b>Incident Date:</b>
<b>Incident Location:</b>	<b>Incident Time:</b>
<b>Report Date:</b>	<b>Reporting Staff Name:</b>
<b>Name of Workers Involved:</b>	<b>Near Miss Description:</b>
<b>Corrective Action needed:</b>	<b>Corrective Completion Date:</b>
<b>H&amp;S School Representative Name:</b>	
<b>Signature:</b>	<b>Date:</b>