YARDLEY WOOD COMMUNITY PRIMARY SCHOOL

Accidents & Medical Emergencies/First Aid Policy

Autumn 2026
To be reviewed autumn 2027

Yardley Wood Community Primary School

Accidents & Medical Emergencies/First Aid Policy

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Accidents & Medical Emergencies/First Aid Policy

1. INTRODUCTION

1.1 This policy outlines Yardley Wood Community Primary School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. This policy applies to all pupils in school. The policy will be reviewed as required.

1.2 This policy is written alongside school's Allergy Policy, which addresses the specifics of management and treatment for pupils with allergies.

2. AIMS

2.1 To identify the first aid needs in line with the management of Health and Safety at Work Regulations 1992 and 1999 and to work within the DfE Guidance on First Aid in Schools (Good Practice for Schools Guide) 2000

2.2 To ensure that first aid provision is available at all times while pupils and staff are on school premises, and also off the school premises whilst on school visits.

3. RESPONSIBILITIES OF FIRST AID STAFF

3.1 The administration of providing first aid is the responsibility of appointed persons and qualified first aiders. In order to carry out their duties effectively, all first aid staff have the following duties and responsibilities.

3.1.1 First aiders are responsible for:

- responding promptly to all requests for first aid assistance
- summoning further help if necessary
- looking after the casualty until recovery has taken place or further medical assistance has arrived
- reporting details of any treatment provided

3.1.2 Appointed persons are responsible for:

- in the absence of a first-aider, taking charge when a person has been injured or falls ill
- calling an ambulance where necessary
- looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

3.2 Appendix 1 List of First Aiders and Appointed Person details who in school is responsible for first aid.

4 REPORTING ACCIDENTS

4.1 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE. The school must keep a record of any reportable injury, disease or dangerous occurrence. This must include:

- The date and method of reporting
- The date, time and place of the event
- The personal details of those involved
- A brief description of the nature of the event or disease

4.2 The Headteacher is responsible for ensuring timely reporting of these accidents/diseases/dangerous occurrences to the HSE.

5. PROCEDURES

5.1 All children who feel unwell or who have had an accident should, if possible be brought to the Main Reception Office. Those who have had minor accidents on the playground will be seen by the First Aider on duty situated at the bottom of the Year 6 staircase. Where it is unsafe to move the child, a 'helping hand' should be sent to the Main Reception Office for assistance.

5.2 Staff who are qualified in first aid will initially assess the child's need and administer basic first aid. In serious cases a second opinion will be sought from another qualified First Aider or a member of SLT.

5.3 For minor injuries a 'first aid' note home will be issued explaining the accident for staff to pass onto parents/carers along with a verbal explanation at the end of the school day or a telephone call home.

5.4 If there are concerns that a child may have suffered a significant injury parents/carers will be notified immediately.

5.5 For serious incidents and medical emergencies an ambulance will be called immediately.

5.6 Yardley Wood Community Primary School does not have a specific First Aid Room. Staff will consider the nature of the illness or injury in deciding on the most appropriate place for treatment. Staff will always consider the privacy of the patient in such circumstances.

5.7 Basic hygiene procedures will be followed by all staff dealing with First Aid. Single use disposable gloves must be worn when treatment involves blood or other body fluids. Care must be taken when disposing of dressings or equipment.

6. RECORD KEEPING

6.1 The school will keep readily accessible accident forms for a minimum of three years following the incident. Staff accident forms are kept separate from pupil accident forms and are available from the school office.

6.2 Records will include:
- Date, time and place of the incident
- Name of injured or ill person
- Details of the injury or illness
- What first aid was administered
- What happened to the person immediately afterwards (i.e. went back to class, went home etc)
- Name and signature of the first aider or appointed person dealing with the incident.

6.3 The Headteacher will periodically use the accident records to identify trends and areas for improvement, to identify training needs or other needs. These records may also be used for insurance or investigative purposes.

7. FIRST AID PROVISION

7.1 At Yardley Wood Community Primary School, First Aiders hold a valid certificate of competence issued by an organisation approved by the HSE. First Aiders will have completed either ‘Paediatric First Aid,’ ‘First Aid at Work,’ or an ‘Emergency First Aid’ course.

7.2 As part of Yardley Wood Community Primary School’s monitoring and evaluation procedures, the Headteacher will:
- carry out an annual risk assessment, as part of the Health and Safety annual review
- review the school’s first aid needs following any changes to staff, building, grounds, activities etc
- monitor and manage the number of First Aiders ensuring adequate coverage across the school

- ensure the contents of First Aid boxes are checked half termly.

7.3 There will be a qualified first aider accompanying pupils on all educational and residential visits. The extent and nature of first aid provided will depend on the type of the visit and risks identified. Organisers of educational/residential visits will undertake a risk assessment which will identify the level of first aid required and make appropriate arrangements for this. A first aid kit will be taken on all educational/residential visits.

7.4 There are adequate first aid kit provisions located around the site. A full list of first aid kits and their locations can be found in Appendix 2.

APPENDIX 1 – List of Appointed Persons and First Aiders

The following is true and correct at the time of publication

Appointed Person

Ms Sarah Ford – Pastoral Manager

First Aiders

Staff member	Training received	Date of training	Expiry date	Certification
Rosie Walls	First Aid at Work	05/12/2022	05/12/2025	Level 3
Hannah Jakeways	First Aid at Work	05/12/2022	05/12/2025	Level 3
Angela Burt	Paediatric First Aid	6/12/2023	6/12/2026	Level 3
Emma Weight	Paediatric First Aid	6/12/2023	6/12/2026	Level 3
Helen Harris	Paediatric First Aid	6/12/2023	6/12/2026	Level 3
Rahila Rahman	Paediatric First Aid	6/12/2023	6/12/2026	Level 3
Amanda Bennet	Paediatric First Aid	6/12/2023	6/12/2026	Level 3
Louise Byrne	Paediatric First Aid	6/12/2023	6/12/2026	Level 3
Gemma Kelly	Paediatric First Aid	6/12/2023	6/12/2026	Level 3
All TAs and Pastoral staff	Emergency first aid RQF	September 2024	September 2025	Level 3
All Teaching staff and TAs	Diabetes training	September 2024	September 2025	
All Teaching staff and TAs	Anaphylactic training	September 2024	September 2025	
All Teaching staff and TAs	Epilepsy training	September 2024	September 2025	
All Teaching staff and TAs	Asthma training	September 2024	September 2025	

APPENDIX 2 – Location of First Aid Kits

The following is true and correct at the time of publication

Type of First Aid Kit	Location
Full First Aid Kit	Pastoral office
Breakfast Club First Aid Kit	Community room
Educational Trips First Aid Kit	Each classroom
Classroom First Aid Kit	Each classroom
Lunchtime Supervisors First Aid Kit	Nursery/ Reception classrooms Dining Hall
Defibrillator x 2	Staffroom School office

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Approved by the Governing Board:

Signed ……..……. Chair of Safeguarding Committee

Date: …….