

First Aid Procedures

Waddesdon Village Primary School – *a Pathway to Excellence*



Approved by: Laura Forchione

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Last reviewed on: October 2026

**Next review due
by:** October 2027

Please also refer to Supporting Pupils with Medical Conditions Policy

1.Training

All school staff are able to undertake first aid training.

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.

Staff are encouraged to renew their first aid training when it is no longer valid.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.

2.First aid kits

First aid kits are stored in the medical room/caretakers office and Key Stage shared areas. An emergency first aid kit is available for use during out of school visits. This is also stored in the medical room/caretakers office.

3.Cuts

All open cuts should be covered after they have been treated with water/a medi-wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing.

Minor cuts should be recorded in the accident file and, if the child is in EYFS/KS1 parents are informed; children in KS2 are asked to let their parents know.

ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING PROFUSELY SHOULD WEAR GLOVES. All blood waste should be placed in the yellow PHS Swabs and Dressings disposal bin located in the medical room/caretakers office.

4.Bumped heads

Any bump to the head, no matter how minor, should be treated as potentially serious. All bumped heads should be treated with an ice pack and the child should be given an advisory "Bumped Head" letter to take home. The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the incident book.

5.Fractures and breaks

Any child who comes to school with a fracture or break needs to complete a risk assessment form on arrival at school. The Headteacher (Deputy Headteacher in the Headteachers absence) must be informed that a child has a fracture or break so that parents can complete a risk assessment outlining the potential hazards and ways in which these will be eliminated. A copy of the risk assessment will be kept by the school and a copy given to parents. Children who have a fracture or break are to remain in the school building during break, lunch and PE sessions until the risk assessment is due for review.

6.First aid before school, at break times and when learning outside of the classroom

It may be that, due to a medical reason, a child is not to participate in break and lunch times outside. In this instance, the injured child is to stay inside the school building with a +1. These children must always be supervised by a staff member. The seating outside the school office is constantly supervised by either the Administration Assistant or the School Business Manager.

If first aid is required during break times or before/at the end of the school day the procedure is as follows:

Before school 8.30-8.50	Minor injuries - send the injured child in to school to locate a staff member. Ensure the child is escorted by a +1. Serious injuries – staff member on duty is to bring the child to the school office and the Administration Assistant/School Business Manager will locate a first aider.
During break times	Minor injuries – 1 of the 2 staff members on duty brings the injured child in to school and first aid is given. Where only 1 staff member is present, send the injured child in to school to locate a staff member. Ensure the child is escorted by a +1. Serious injuries – staff member on duty is to send the red card with a child to the school office and the Administration Assistant/School Business Manager will locate a first aider.
When learning outside of the classroom	Minor injuries – 1 of the 2 staff members on duty brings the injured child in to school and first aid is given. Where only 1 staff member is present, send the injured child in to school to locate a staff member. Ensure the child is escorted by a +1. Serious injuries – staff member on duty is to send the red card with a child to the school office and the Administration Assistant/School Business Manager will locate a first aider.
Before school / After school (injury happened outside of the school grounds)	Child will be brought to the school by a parent/carer. Staff member to administer first aid. Record in the accident book – be sure to record 'incident happened outside of school hours and outside of the school grounds'.

7. Record-keeping and reporting

a) First aid and accident record book

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury. The accident book is located in the first aid room/caretakers office and Key Stage shared areas.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form (appendix 1)
- Records held in the first aid and accident book will be retained by the school for 3 years after a child is 18, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

b)Reporting to the HSE

The Headteacher and 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 Headteacher and School Business Manager 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

See appendix 2 for FAQ.

8.Calling the emergency services

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number: **01296 651237**
2. Give your location as follows: **Waddesdon Village Primary School, Baker Street, School Lane, Waddesdon**
3. State that the postcode is: **HP18 0LQ**
4. Give exact location in the setting: **Waddesdon Village Primary School is adjacent to Waddesdon C of E Secondary School, next to the village park**
5. Give your name:
6. Give name of child and a brief description of child's symptoms:
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.

It is important to:

Speak clearly and slowly and be ready to repeat information if asked.

Appendix 1 – Accident reporting form

	Book No.		Page No.		/		/	Date Completed		Person Completed sheet handed to
	Book No.		Page No.		/		/	Date Completed		Person Completed sheet handed to

A SEPARATE RECORD SHOULD BE FILED FOR EACH PERSON INVOLVED. It should then be removed and handed to the person or department noted on the front of the book for safe keeping.

Accident Record

About the pupil who had the accident

Name.....
Year Form

About you, the person filling in this record

Teacher ☐ Pupil ☐ Other ☐

Name.....
Department/Form

Accident Details

Date Time
Place

Description of Accident and Cause

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

Pupil treated by.....
Position.....
Action taken

Parents informed? Yes ☐ No ☐ How?

Tick if risk assessment required ☐

Signed Date

Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

How was it reported?.....
Date reported..... Print Name..... Signature.....

Appendix 2 - Examples of reportable incidents

To help you decide whether or not an incident is reportable, here are some example questions:

Injuries in schools

Q. I report injuries to school pupils and college students. What category should I use on the F2508 form under 'Injured Person's Employment Status'?

A. Students and pupils are not at work and so are regarded as members of the public for this part of the form. The exception is when they are participating in a recognised training scheme or work experience. Under health and safety law, students and pupils (including children) are regarded as employees in such circumstances. The employer should report the injury as if they were one of their employees.

Q. Are accidents to pupils sustained in PE lessons reportable under RIDDOR?

A. No, most are not.

Such accidents only require reporting if:

- the pupil is killed or taken to hospital for treatment to an injury (ie not as a precautionary measure) and
- the accident was work-related in that it arose out of or in connection with the work of the school or college, rather than as a consequence of the normal risks associated with participation in physical activities. For example, if the accident was caused by faulty equipment or inadequate supervision

Q. Are sporting injuries reportable?

A. No, most are not, since they arise out of the normal participation in a sporting activity (eg a heavy tackle in football). Only report injuries if they arise out of or in connection with a work activity, such as those due to defective equipment or failings in the organisation and management of an event.

Q. What if the pupil is taken to hospital as a precaution, but the examination shows no injury?

A. No. RIDDOR only requires you to report injuries. If the medical advice is that the pupil was not injured in any way, there is no need to report this.

Q. Do I need to know what treatment the hospital gave before I report an injury to a pupil?

A. There is no requirement to check that the hospital actually gave treatment. The requirement to report is based on the pupil being taken to hospital for treatment to an injury. If an injury is identified at the scene as requiring hospital treatment, this should be reported. If no injury is evident, and the school receives no information that any injury has been treated, no report is required.

The key thing to consider when deciding whether to report an incident to a pupil or other person who is not at work is whether the accident arose out of or was connected with the work activity.

Q. Some of our pupils have been hurt in a road traffic accident on the way to school in the school bus. Should I report their injuries?

A. No. You do not usually have to report deaths and injuries that result from vehicle movement on a road (Road-traffic accidents/accidents caused by vehicles on a road).

Q. A pupil has been injured while on a school trip abroad. Should I report this to HSE?

A. No. HSE does not have jurisdiction when the pupil is outside the country, so RIDDOR does not apply. You may have to make a report to another appropriate authority though (eg the school may need to report the incident to other bodies, such as the local safeguarding committee).