

First Aid Policy

Willow Grove Primary School



'Be Safe, Be Kind, Be Positive'

Approved by:	Willow Grove Governing Body and Senior Leadership Team	Date: Awaiting Approval
Created by:	Claire Trevor – Middle Leader/Acting Deputy Headteacher Lindsay Glover – Headteacher	
Reviewed:	January 2026	
Reviewed by:	Leah Sergeant – School Business Manager	
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1. Introduction

Willow Grove Primary School is a specialist Social Emotional Mental Health (SEMH) provider and provides outreach support to mainstream schools in the Wigan Borough.

All pupils at Willow Grove have an identified Special Educational Need (SEN) - most of our pupils' primary area of need is SEMH. Many of our pupils have experienced early trauma and adversity, and many have attachment difficulties. Willow Grove Primary School is committed to providing an educational environment in which pupils can heal, thrive, learn, and play. All staff work in line with trauma-informed practices, and they have excellent knowledge of the strategies and resources that are available to meet the needs of pupils with SEMH and additional SEN.

Willow Grove Primary School has a PAN number of 72 pupils and employs approximately 45 staff. Site is split into 1 main building (8 classrooms, 3 corridors) and 1 Portakabin (2 classrooms).

2. Aims

The aims of this 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

3. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), and 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.
- [The 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

4. Roles and responsibilities

4.1 Appointed person(s) and first aiders

The school's appointed first aiders are responsible for:

- Taking charge when a staff member or pupil is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Contact the emergency services (Ambulance) when appropriate.

Admin Officer (Karen Green) is responsible for ensuring that main stock of first aid supplies is adequate. There is also a named person in each corridor responsible for keeping First Aid stations and First Aid Supplies stocked (this is updated on an annual basis in the Staff Handbook).

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 first aiders are available upon request from the school office. Their names will also be displayed prominently around the school site.

4.2 The local authority and governing board

Wigan 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.

4.3 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.

4.3 The Headteacher

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

- Making sure that there are first aiders always present in the school
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

4.4 Staff

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the appointed first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

5) First aid procedures

5.1 In-school procedures

In the event of an accident resulting in injury:

- Staff present will seek the assistance of a qualified first aider (via walkie talkies if unable to move from accident location)
- The first aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services.
- The first aider will also decide whether the injured person should be moved or placed in the recovery position
- If emergency services are required, First Aider must ask Office Team to call 999 (via walkie talkies if unable to move from accident location – **ask office team to turn to channel 2 on radios before broadcasting message**). First Aider to remain on the scene until help arrives.
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- If the first aider judges that a pupil is too unwell to remain in school, the first aider will liaise with an appropriate member of SLT, the Headteacher in the first instance, and will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, the first aider will contact parents/carers immediately
- The first aider will complete an accident report form **on the same day or as soon as is reasonably practicable** after an incident resulting in an injury
- All head injuries will be treated seriously and assessed promptly by a trained first aider. The pupil will be monitored for any signs of concussion or deterioration, and appropriate first aid will be provided while keeping them calm and supervised. Parents/carers will be informed as soon as possible, and the child may be sent home or asked to seek medical attention if symptoms warrant it. All incidents will be recorded, and staff will ensure that the pupil is not left unattended until it is safe to do so. If the accident has occurred close to home time, it may be necessary for parents/carers to collect their child from school, rather than sending them on their normal taxi transport, to ensure the child can continue to be monitored.

FIRST AID PROCEDURE

In the event of an accident/incident resulting in injury to pupil or staff:

Staff present will seek the assistance of a qualified first aider (via walkie talkies if unable to move from accident location)

The first aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services. The first aider will also decide whether the injured person should be moved or placed in the recovery position

If emergency services are required, First Aider must ask Office Team to call 999 (via walkie talkies if unable to move from accident location – **ask office team to turn to channel 2 on radios before broadcasting message**). First Aider to remain on the scene until help arrives.

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5.1 Off-site procedures

When taking pupils off the school premises, staff will make sure that they always have the following:

- A mobile phone
- A portable first aid kit including, at minimum:
 - individually wrapped sterile adhesive dressings
 - large sterile unmedicated dressing
 - triangular bandages – individually wrapped and preferably sterile
 - Individually wrapped moist cleansing wipes
 - Disposable gloves
- Information about the specific medical needs of pupils
- Parents/carers' contact details

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:

- Antiseptic wipes, foil packed
- Conforming disposable bandage
- Triangular bandages
- Packet of assorted adhesive dressings

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

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

There will always be **at least 1 first aider** on school trips and visits.

6 First aid equipment

A typical first aid kit at Willow Grove will include the following:

- Individually wrapped sterile adhesive dressings (assorted sizes)
- Individually wrapped triangular bandages
- Medium-sized individually wrapped sterile unmedicated wound dressings
- Large sterile individually wrapped unmedicated wound dressings
- Disposable gloves

No medication is kept in first aid kits. First aid kits are

stored in:

- Reception (at the desk)
- All design and technology classrooms
- The school kitchens
- School vehicles

See section 4.2 for first aid equipment off the school site.

7 Record-keeping and reporting

7.1 First aid and accident record book

- The accident book is a bound book kept in the School Business Manager's Office
- 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

- [First Aid Policy 2025/2026](#)
- As much detail as possible will 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 first aider
- 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 in line with our Records Retention Policy

7.2 Reporting to the HSE

The School Business Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business Manager 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 School Business Manager 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 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>

7.3 Notifying parents/carers

The first aider will inform parents/carers 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/carers will also be informed if emergency services are called.

8 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.

9 Monitoring arrangements

This policy will be monitored by SLT and reviewed by the governing board annually. At every review, the policy will be approved by the full governing board.

The first aid provision will be reviewed by the School Business Manager at least annually.

10 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
- Administering Medication policy

All the above policies/plans can be viewed via our school website. You can also find further information regarding the provision at Willow Grove Primary School on our school website.