



Partnership Learning

# **Thames View Junior School**

## **First Aid Policy**

### **September 2025**





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## 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

## 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils



## Roles and responsibilities:

### Appointed person(s) and first aiders

The school's appointed **Medical Officer** is 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 needed or appropriate
- Sending pupils home to recover, where necessary

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
- Filling in Medical Tracker 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 **First Aider's** are listed in Appendix 1. Their names will also be displayed prominently around the school.

### **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.

### **The headteacher**

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

- Ensuring that an appropriate number of **First Aid Trained members of staff** are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, have up to date training 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)



## Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who in school are the first aiders
- Completing Medical Tracker for all incidents
- Informing the headteacher or their line manager of any specific health conditions or first aid needs

## First aid procedures

### 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 Medical lead or SLT, 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 and seek further assistance
- If a staff member believes that a pupil is too unwell to remain in school, this must first be approved either by a member of the Senior Leadership Team or by the current Medical Lead (Jo Wellwood). Parents are then to be contacted and asked to collect their child. Upon their arrival, a member of staff will recommend next steps to the parents
- If emergency services are called, **the Medical Officer** will contact parents immediately
- The **First Aider** will log the injury onto Medical Tracker on the same day or as soon as is reasonably practical after an incident resulting in an injury
- Minor first aid, such as small cuts/grazes and nose bleeds (unless severe) can be completed by the teacher in the class

### Bumped Heads

In the event of a child taking a bump to the head or face:

- A bumped head sticker must be given
- The school first aid log must be completed with as much detail as possible regarding the incident
- A bumped head injury once logged parents to be notified by Medical Tracker or Phone call
- The pupil should have ice applied and monitored for at least 15 minutes
- If a child feels sick after sustaining a head injury they must be sent home



## Vomiting and Diarrhoea

In the event of a pupil having any of the above conditions in school:

- This must first be approved either by a member of the Senior Leadership Team or by the current Medical Lead (Jo Wellwood). Parents are then to be contacted and asked to collect their child. Upon their arrival, a member of staff will recommend next steps to the parents
- Pupils should not return to school for a full 48 hours after they have last had any sickness or diarrhoea

## Toileting

- If a pupil has an accident in school, staff are to contact the Medical Lead (Jo Wellwood) to receive a change of clothes. This should be added to CPOMs and the Medical Tracker by the staff member who identified the need.
- The staff member is to notify the pupils parent/guardian that a change of clothes have been given and that they will need to be washed and returned within the week.

## Cleaning of accidents

If a pupil has had an accident in school that requires cleaning, the staff member must contact the front office who are to then contact the school caretaker to clean the affected area (as per RIDDOR requirements)

## Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A portable first aid kit which includes a pen and a book (any first aid given must be logged on to Medical Tracker when back on site)
- A set of spare school uniform and underwear in case of emergency
- Information about the specific medical needs of pupils and any medication
- Parents' contact details

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

## Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Head teacher in the first instance. If the Head teacher cannot resolve the matter, they will direct parents to the school's complaints procedure.



## **First Aid Equipment:**

### **First aid equipment in Classrooms**

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

- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Sick Bags
- Plasters of assorted sizes
- Mouth Shields

No medication is kept in first aid kits.

### **First aid equipment in Medical Room**

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Mouth Shields
- Tape
- Sick Bags
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors



## Record-keeping and reporting:

### First aid and accident record

- An accident form will be completed on Medical Tracker by a member of staff who is first aid trained 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
- A copy of the accident report form will also be kept as a log on Medical Tracker
- Records held on Medical Tracker and will be retained by the school.

### 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 **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

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>

## **Notifying parents**

The First Aider will inform parents of any serious accident or injury sustained by a pupil, and any medicine being administered. This will be via Medical Tracker.

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

The Head Teacher 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 Designated Safeguarding Lead or Deputy Safeguarding Lead will also notify Barking and Dagenham Children's Services of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **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).

Staff will be sent on first aid courses for training when it is no longer valid.

## **Monitoring arrangements**

This policy will be reviewed by policy will be reviewed by the Medical Officer Every 2Years.

At every review, the policy will be approved by the [Head Teacher](#).

## **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 and administering medicine



**Appendix 1: list of [appointed person(s) for first aid and/or trained first aiders]**

Staff member's name	Role	Contact details
Joanna Wellwood	Lead Medical Officer / LSA / Midday Assistant	
James Hall	SENDCo / DDSL / Medical Lead	
Charlie Ballinger	Assistant Head Teacher	
Sandy Sanghera	Deputy Head Teacher	
James Smith	Head Teacher	
Marie Allen	Midday Assistant	
Leyna Hardman	Midday Assistant	
Nazia Habib	LSA / Midday Assistant	
Adefolakemi Adetayo	LSA / Midday Assistant	
Nneyra Pass	Class Teacher	
Chase Dodd	Class Teacher	
Hedvika Padayachee	Class Teacher	
Komal Hussein	Class Teacher	
Bronwyn Yeoman	Class Teacher	
Nadia Quayum	Class Teacher	



Naz Khan	Class Teacher	
Aliyah Khan	Class Teacher	
Sanam Sher	Class Teacher	
Adekunbi Champion	Class Teacher	
Damien Pettit	HLTA	
Manuela Alungulesei	HLTA	
Kerin Augustine	HLTA	
Sarbjit Hunjan	HLTA	
Karen Hastilow	Finance Assistant	
Daniel Gwilliam	Site Manager	
Rachel Deativo	LSA / Midday Assistant	
Alison Jones	Counsellor	
Catherine Bannigan	Teacher	



## Appendix 2: accident report form

Thames View Junior S...

Students

Staff

Medication Use

Medication Expiry

Medical Conditions

Incidents

Reports

Incidents

New incidentUseful links

All0

Injury0

Bumps & Scrapes0

Illness0

Near Miss0

Staff & Visitors0

RIDDOR0

Notifiable Diseases0

Intimate Care0

From

01-12-2023

To

01-12-2023

An incident-free day

You can sort, search, and filter to find what you need and hide what you don't.

## Appendix 3: first aid training log

Thames View Junior S...

Students

Staff

Medication Use

Medication Expiry

Medical Conditions

Incidents

Reports

Reports

Healthcare plans & medication

- Healthcare plans overview
- Student Medication use
- Medical conditions
- Daily medication use

Injury & Illness

- Top 10 first aid room visitors
- Weekly first aid room visitors
- Notifiable Disease ( COVID-19 )

Illness

- Student illness by month
- Illness symptoms analysis
- Procedures following illness

Injury, Bumps & Scrapes

- Student injury by month
- RIDDOR report
- Incident analysis
- Injured area analysis
- Injury location
- Bumps & scrapes by location
- How it happened
- Procedures following injury
- Staff & visitor incidents

Other

- Staff Qualifications
- Education visit report

REPORTS

Staff Qualifications

1-20 of 69 records

Staff name	Qualification	Expiry Date
MS [REDACTED]	First Aid	05/09/2026
Ms [REDACTED]	First Aid	05/09/2026
Mrs [REDACTED]	First Aid	01/09/2025
Mrs [REDACTED]	Anaphylaxis	13/07/2024
Mrs [REDACTED]	First Aid	05/01/2026
Mrs [REDACTED]	Anaphylaxis	28/09/2024
Mrs [REDACTED]	First Aid	05/09/2026
Mrs [REDACTED]	First Aid	05/01/2026
Mrs Lynn Dove	Anaphylaxis	29/09/2024