



**Wandle Valley  
Academy**

## **First Aid Policy**

<b>LAST REVIEW DATE</b>	January 2026	<b>REVIEW PERIOD</b>	Yearly
<b>NEXT REVIEW DATE</b>	January 2027	<b>APPROVED BY</b>	Governing Body

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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

This policy complies with our funding agreement and articles of association.

### Roles and responsibilities

#### 3.1 Appointed person(s) and first aiders

The school's appointed persons and/or first aiders are listed in appendix 1. They are 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 appropriate

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, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date
- All staff are required to undertake Educare First Aid at Work and Administering Medication, so that they can all undertake these tasks if required.

Our school's appointed person(s) and/or first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The local authority and governing board**

Sutton LA 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.

### **3.3 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.

### **3.4 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 where possible.
- 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
- All staff are required to undertake Educare First Aid at Work and Administering Medication, so that they can all undertake these tasks if required
- 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)

### **3.5 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
- Informing the headteacher or their manager of any specific health conditions or first aid needs

#### **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
- 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
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child, where possible or other appropriate measures will be put in place.
- If emergency services are called, the Headteacher or first aider or an appropriate person will contact parents/carers immediately
- The lead trip/visit staff member, will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

## 4.2 Off-site procedures

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

- A school 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 first aider prior to any educational visit that necessitates taking pupils off school premises.

All staff are required to undertake Educare First Aid at Work and Administering Medication, so that they can all undertake these tasks if required.

### First aid equipment

**First aid kits are stored in:**

- The medical room
- PE Hall
- Science classroom
- School vehicles
- Food Studies Room
- The school kitchen

### Record-keeping and Reporting

## 6.1 Reporting to the HSE

WVA have a new Health and Safety Team to **which** any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation will be put on the online WorkRite system and the Health and Safety Team will make the necessary assessments and complete a RIDDOR where appropriate.

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 scalding 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>

## **6.2 Notifying parents/carers**

An appropriate member of staff 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.

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

The Headteacher will notify the CEO of any serious accident, illness or injury to, or death of, a pupil while in the school's care within 1 hour of the incident happening for advice and guidance. The Headteacher will also formally notify Ofsted as soon as is reasonably practicable, and no later than 14 days after the incident. The Headteacher/DSL 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.

### **Training**

All staff are required to undertake Educare First Aid at Work and Administering Medication, so that they can all undertake these tasks if required

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

### **Monitoring arrangements**

This policy will be reviewed by the Headteacher every 3 years.

At every review, the policy will be approved by the Headteacher and Academy Council.

### **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

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

<b>Staff member's name</b>	<b>Role</b>	<b>Contact details</b>
Lynda Harris	Headteacher	07525 870387 <a href="mailto:lharris@wandlevalleyacademy.org.uk">lharris@wandlevalleyacademy.org.uk</a>
Tracey Barker	Teaching Assistant	<a href="mailto:tbarker@wandlevalleyacademy.org.uk">tbarker@wandlevalleyacademy.org.uk</a>
Alison Flint	Teaching Assistant	<a href="mailto:aflint@wandlevalleyacademy.org.uk">aflint@wandlevalleyacademy.org.uk</a>
Danni Lessey Edwards	Operational Behaviour Lead	<a href="mailto:dlesseyedwards@wandlevalleyacademy.org.uk">dlesseyedwards@wandlevalleyacademy.org.uk</a>
Antony Steer-Neophytou	Teaching Assistant	<a href="mailto:asteerneophytou@wandlevalleyacademy.org.uk">asteerneophytou@wandlevalleyacademy.org.uk</a>

## Appendix 2: First Aid Training Log

<b>Name/type of training</b>	<b>Staff who attended (individual staff members or groups)</b>	<b>Date attended</b>	<b>Date for training to be updated (where applicable)</b>
First Aid at Work Level 3	Tracey Barker	03/05/2024	02/05/2027
First Aid at Work Level 3	Alison Flint	24/01/2025	23/01/2028
First Aid at Work Level 3	Danni Lessey Edwards	03/05/2024	02/05/2027
First Aid at Work Level 3	Antony Steer-Neophytou	10/05/2024	09/05/2027