



First Aid policy

Courthouse Junior School

Approved by:
Governing Board

Last reviewed: July 2025

Next review due: Summer 2026

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 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
- 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
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Roles and responsibilities

Appointed person(s) and first aiders

The school's appointed people are Fiona Hayes and Becky Brennan. 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 after consulting with the teacher
 - Filling in a medical record book on the same day, or as soon as is reasonably practicable, after an incident. For more serious injuries that require reporting to HSE or RIDDOR, please contact the School Business Manager
- Keeping their contact details up to date

The local authority and governing board

The Royal Borough of Windsor and Maidenhead 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 Executive Headteacher and staff members.

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The Executive Headteacher

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

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- 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
- 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 the 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 Executive 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 the First Aid at Work first aider, if appropriate, who will provide the required first aid treatment.
- The First Aid at Work 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 Aid at Work first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the First Aid at Work first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the Admin Staff or First Aid at Work first aider will contact parents immediately
- The First Aid at Work first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

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' contact details
- Prescribed medications held in school
- Risk assessments will be completed by the trip organiser prior to any educational visit that necessitates taking pupils off school premises.
- There will always be at least one first aider on school trips and visits.

First aid equipment

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

No medication is kept in first aid kits. First aid kits are stored in the medical room and the nurture room.

Record-keeping and reporting

Consent

We do not seek consent from parents to make decisions regarding a child's treatment, as we will always act in the best interests of the child's health and wellbeing.

First aid and accident record book

A medical record will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury.

For more serious injuries, as much detail as possible should be supplied when reporting an accident, including all of the information required (appendix 1).

Records held in the first aid and medical 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.

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>

Notifying parents

The class teacher will inform parents of any injury sustained by a pupil, and any first aid treatment given, on the same day. In the event of a head injury children will be given a red wrist band to ensure all adults collecting know there has been an incident involving a child's head. This avoids potential miscommunication between parents, school and third parties when using notes or slips.

Reporting to Ofsted and child protection agencies

The Executive Headteacher 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 Executive Headteacher will also notify the RBWM Local Safeguarding Children Board 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. Staff are encouraged to renew their first aid training when it is no longer valid.

Appendix 1

List of First Aiders with valid 3-year course

Staff member	Course completed on	Course expiring on
Batul Ghadiyali	30/10/2023	30/10/2026
Denise Harrold	30/10/2023	30/10/2026
Emma Robertson	30/10/2023	30/10/2026
Fiona Hayes	30/10/2023	30/10/2026
Joanne Dy	03/02/2025	03/02/2028
Josh Gray	30/10/2023	30/10/2026
Kelly Buxton	30/10/2023	30/10/2026
Liz Tapponnier	30/10/2023	30/10/2026
Maddie Gray	28/02/2025	28/02/2028
Matyaz Iqbal	03/02/2025	03/02/2028
Megan Lewis	30/10/2023	30/10/2026
Megan Webb	30/10/2023	30/10/2026
Natasha Lewis	20/03/2023	20/03/2026
Robyn Thompson	30/10/2023	30/10/2026
Sarah Bonner	28/02/2025	28/02/2028
Shani Smith	30/10/2023	30/10/2026
Sharon Bahra	30/10/2023	30/10/2026
Wai-Han Constant	30/10/2023	30/10/2026

Appendix 2

Accident reporting form

ACCIDENT/INCIDENT/NEAR MISS REPORT FORM

This form should be used in all instances where there has been a work-related accident, incident or near miss involving staff, clients, pupils, visitors or contractors. Acts of aggression against staff should also be reported on this form. Certain work-related injuries must be reported to the HSE. Please see Code of Practice 001

The Royal Borough



Windsor & Maidenhead

Complete all sections, keep the original and send a Copy to the Health & Safety Team or contact a Health & Safety Advisor on 01628 796111/796107

DETAILS OF PERSON INJURED/ASSAULTED

Forename:		Surname:	
Address:	Date of Birth:		
	Age:		
	Sex:		
	Job Title (or Client, student, visitor, contractor, etc):		
Postcode:			
Telephone No:		Team/Department:	
Place of Work:		Directorate/Service Area:	

DETAILS OF ACCIDENT/INCIDENT/NEAR MISS

Date of accident/ incident/near miss _____ Time _____ AM/PM

Address where accident/incident/near miss occurred:

Precise place (e.g. kitchen, classroom, etc.)		Nature of injury (e.g. cut, bruise, fracture, etc.)	
Part of body affected:		Treatment given:	

DESCRIBE WHAT HAPPENED:

Please give as much detail as you can, including names and parts played by any other persons (staff, client, pupil etc.) and identifying any substances or equipment involved.

(Continue on a separate sheet if necessary)

Was the injured person taken to hospital?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Number of days absent from work:	No of Days..... (If Over Seven days then reportable under RIDDOR)
Did the injured person continue to work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did the injured person continue to work in their normal capacity?	Yes <input type="checkbox"/> No <input type="checkbox"/> If No How many days were they incapacitated (If No for Over Seven days then reportable under RIDDOR)
Name and address of any witnesses:	

Date informed HSE(0845 300 99 23 **for Fatality or Major Injuries Only**):
RIDDOR Reportable Accidents/Incidents Must be reported on line by going to - : www.hse.gov.uk/riddor

Reference number:

OBSERVATIONS OF MANAGER AND PROPOSED ACTION TO AVOID RECURRENCE

General Observations:

Is any remedial action required? Give an indication as to whether action has been/ is being taken (e.g. further training provided, further security arrangements, review of risk assessments and working arrangements etc.)

Appendix 3

COURTHOUSE JUNIOR SCHOOL

Return to School Process for a Child with Significant Injury

1. Immediate Response to Incident

- **Notify Senior Leadership Team (SLT):** As soon as the incident occurs, the SLT should be notified immediately.

- **Gather Statements:** Collect statements from witnesses, staff, and any other involved parties as soon as possible to document the incident accurately.
- **Inform Parents:** Contact the child's parents or guardians promptly to inform them of the incident and discuss next steps.

2. First Day Back at School

- **Office Check-In:** On the child's first day back at school, they should report to the school office upon arrival.
- **Initial Assessment:** Conduct a brief assessment to understand the child's current condition and any immediate needs they may have.

3. Risk Assessment with Parents

- **Schedule a Meeting:** Arrange a meeting with the child's parents to discuss the child's needs and limitations.
- **Conduct Risk Assessment:** Collaboratively develop a risk assessment that considers the child's mobility, any necessary accommodations, and potential hazards within the school environment.
- **Agree on Action Plan:** Establish an action plan outlining steps to support the child, including any special arrangements for classroom seating, restroom access, or movement between classes.

4. Ongoing Review and Support

- **Regular Check-Ins:** Schedule regular check-ins with the child to monitor their progress and address any concerns.
- **Review Periods:** Establish review periods to evaluate the child's recovery progress and adjust the risk assessment and action plan as needed.
- **Communication with Parents:** Maintain open communication with the parents to keep them informed of their child's progress and any changes to the support plan.

Additional Considerations

- **Staff Training:** Ensure staff members are aware of the child's needs and any specific support they may require.
- **Peer Awareness:** Consider informing classmates about any necessary support the child may need, while respecting the child's privacy and dignity.

By following this process, you can help ensure the child's safe return to school and support their recovery journey. If you need any templates or further resources to assist with this process, feel free to ask.

Below is a sample risk assessment template that you can adapt to suit the needs of the child returning to school after a significant injury or bone break. This template will help you identify potential risks and outline the measures needed to mitigate them.

Risk Assessment Template for Returning Student

Potential Risks and Control Measures

Potential Risk	Likelihood	Impact	Control Measures	Responsible Person
Difficulty moving between classes	Medium	High	Arrange for the student to leave classes early to avoid crowded hallways.	Teacher/Support Staff
Risk of further injury during playtime	High	High	Supervised playtime; restrict access to certain areas or activities as needed.	Playground Supervisor
Inadequate seating arrangement	Medium	Medium	Provide ergonomic seating and desk arrangements to ensure comfort and support.	Classroom Teacher
Emergency evacuation complications	Low	High	Develop a Personal Emergency Evacuation Plan (PEEP) tailored to the student's needs.	Health & Safety Officer
Accessing restrooms	Medium	Medium	Ensure accessible restrooms are available; provide assistance if needed.	Support Staff
Pain management during school hours	Medium	Medium	Allow the student to take prescribed medications as needed and ensure access to a quiet resting area.	School Nurse

Action Plan

- **Short-term Actions:** [Actions to be taken immediately upon return]
- **Long-term Actions:** [Actions to be reviewed and adjusted over time]

Review and Monitoring

- **Review Date:** [Date for reviewing the risk assessment]
- **Progress Monitoring:** [Details on how progress will be monitored, e.g., regular meetings with parents, feedback from teachers]

Signatures

- **Assessor Signature:** _____

- **Parent/Guardian Signature:** _____
- **Date:** _____

Feel free to adapt this template according to the specific circumstances and needs of the child. This risk assessment aims to ensure the child's safety and well-being while they reintegrate into the school environment.