



**Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service**

The Federation First Aid Policy

**Approved by the Full Governing Board: February 2026
Due for review: February 2027**

Aims

The aims of the Federation's First Aid policy are to:

- Ensure the health and safety of all staff, Children and Young People (CYP) 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

2. Legislation and Guidance

This policy is based on the advice from a number of key sources:

- The Statutory Framework for the Early Years Foundation Stage, [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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of CYP

3. Roles and Responsibilities

Both schools have Early Years Foundation Stage provision and therefore at least one person must have a current Paediatric First Aid (PFA) certificate and must be on the premises at all times.

Both schools and the College Park satellites have sufficient number of suitably trained First Aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an "Appointed Person" to take charge of the first aid arrangements, provided the assessment of need has taken into account the nature of the employees' work, the number of staff, and the layout and location of the schools. The Appointed Person" does not need to be trained First Aider.

The section below sets out our expectations of Appointed Persons and first aiders as set out in the 1981 first aid regulations and the DFE guidance listed in section 2.

3.1

The Federation's Appointed Persons are **Claire Shepherd** for **College Park School** main site and the three satellites and **Pamela Murphy** for **QEII Jubilee School**

. 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 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 CYP home to recover, where necessary or appropriate, It will be necessary for the parent/carer to come to collect the CYP.
- If a School Nurse is on site they may be consulted but the decision remains with the school.
- If the person is ill (as opposed to having had an accident or being involved in an incident) then the First Aider must complete a first aid log form

- An accident report must be completed on the same day of the accident or incident. In exceptional circumstances only, where this is genuinely not possible, it must be completed no later than the end of the next working day, with the reason for the delay recorded. If the event has taken place on a trip then it must be reported on return to school.
- Keeping their contact details up to date

Lists of each School's First Aiders team are displayed prominently around the school.

It should be noted that external providers leading the QEII Hydrotherapy Pool or any other facility will be expected to make their own first aid arrangements and not rely on Federation staff in this respect

3.2 The Local Authority and Federation Governing Board

Westminster City Council has ultimate responsibility for health and safety matters in our schools, but it delegates responsibility for the strategic management of such matters to the Federation Governing Board

The Governing Board delegates operational matters and day-to-day tasks to the School Headteachers and their staff members.

3.3 The School Headteacher

The School Headteachers are 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 their school (and College Park satellites) 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 CYP
- Reporting specified incidents to the Health & Safety Executive (HSE) when necessary (see section 6)

3.4 Staff

All School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the First Aiders and Appointed Person(s) in school are
- Completing accident reports onto the schools recording system for all occasions they attend where a First Aider or Appointed Person is not called (First Aider must report on First Aid administered)
- Informing the Headteacher and their manager of any specific health conditions or first aid needs

4. 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 the 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 (CYP) is too unwell to remain in school, parents/carers will be contacted and requested to collect their CYP. Upon their arrival, the First Aider will recommend next steps to the parents/carers
- If emergency services are called, a member of staff supported by a member of the Senior Leadership Team (SLT) will contact parents/carers immediately
- The first aider/relevant member of staff will record any CYP's injuries onto the school recording system and for staff injuries to complete the relevant form, on the same day or as soon as is reasonably practical after an incident resulting in an injury
- If there is a head injury a letter must be sent home and communicated with the transport provider or any intermediary care before they go home.
- For premises where there is Early Years Foundation Stage provision there must be at least one person with a current paediatric first Aid certificate on the premises at all times.

- A member of SLT is always be available for support whenever an ambulance is called
- Nursing staff (at QEII) may contact parents if their CYP is unwell (given the complexity of needs of CYP at the school)

4.2 Off-site Procedures

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

- A mobile phone
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of CYP - Health Care plans where appropriate
- Parents' contact details are on the Health Care plan

When transporting CYP using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked standard first aid box.

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking CYP off school premises.

For CYP at Early Years Foundation Stage - there will always be at least one First Aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5. First Aid equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)

- 6 safety pins
- 6 medium-sized individually wrapped sterile unmediated wound dressings
- 2 large sterile individually wrapped unmediated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in: at various points around the school for First Aiders to access and a list is displayed.

There is a kit in each school kitchen and in each school minibus

Defibrillators are available in College Park and QEII School main sites

6. Record-keeping and reporting

6.1 First Aid and Accident Record Book

- All accidents are completed on the school recording system (for CYP) by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- Any BIS staff should report and record any incident at the school where it occurs and advise the Head of BIS so it can be recorded by the Federation.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
- A copy of the accident report form will also be added to the CYP's educational record by the relevant member of staff and is recorded onto the school recording system.
- Records will be retained by the school until the CYP reaches the age of 25 years

6.2 Reporting to the HSE and Westminster City Council

The School Headteacher 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 Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within ten days of the incident. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e by telephone) and followed up in writing within ten days.

If appropriate the School Headteacher should also report the matter as soon as possible to Assistant Director SEN & Educational Psychology at Westminster City Council and also Westminster City Council Health & Safety team

The Associate Executive Headteacher will be kept updated as needed.

School Staff: 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) which either cover 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 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
- Work related 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). In this case the member of SLT will report these to the HSE as soon as practicably possible 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 eg 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 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

CYP and other people who are not at work (eg 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 (eg inadequate supervision of a field trip)*
- *The way equipment or substances were used (eg lifts, machinery, experiments etc) and/or*
- *The condition of the premises (eg poorly maintained or slippery floors)*

Information on RIDDOR and how to make a report is available here:

<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying Parents/Carers

The relevant staff member will inform parents of any accident or injury sustained by a CYP and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and Child Protection agencies

The School Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a CYP 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 School Headteacher will also notify City of Westminster and the Local Authority of the CYP (if not a Westminster resident) of any serious accident or injury to, or the death of, a CYP while in the school's care.

7. Training

We provide a variety of first aid training opportunities for staff and any member of staff interested in undertaking a first aid qualification, in addition to any you may be directed to – they should let their line manager or the school's CPD co-ordinator know.

All First Aiders must have completed a training course, and must hold a valid certificate of competence to show this. Each school will keep a register of all trained First Aiders, what training they have received and when this is valid until. Lists of First Aiders will be displayed prominently at all school sites.

The First Aid Certificate must be displayed in EYFS classes

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.

At all times, at least one 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. (see above) The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This Federation Policy should be reviewed by the Headteachers of College Park and QEII Schools in consultation with the Executive Headteacher. It must be submitted annually to the FGB annually for approval

9. Links with other related Federation policies

This First Aid Policy is linked to :

- Health and Safety
- Supporting CYP with medical conditions.