



FIRST AID POLICY

Version Control		
Date	Version	Comments
Nov 2024	2	



Title: First Aid Policy

Procedure Code: TBC

Source: St Paul's Way Trust Secondary and Primary School

Document Owner: Director of Learning (AEN) and Deputy Headteacher Primary School

Review & Update By: Director of Learning (AEN) and Deputy Headteacher Primary School

Advisory Committee: X

Approval Committee: School Committee

Date Approved: December 2025

Date of Publication: December 2025

Date of Next Review: December 2026

Required on Website: Yes

Version Control		
Date	Version	Comments
Nov 2024	2	

0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
	5.3	Amended procedure
Nov 2024	6	Amended procedures in event of calling emergency services
	8	Recording incidents for HSE on medical tracker
	8	Training - secondary First Aiders refresher training 3 times per year
	9	Appendix 1 Key members of staff
	11	Appendix 3 List of First Aiders
	12	Appendix 4 First Aid Training Log
November 2025	1	Definition of 'First Aid' added
	5.2	Updated roles to reflect current staff structure
	5.3	Specified use of online recording system
	6	Amended First Aid Procedures
	7	Updated 'First Aid Equipment' in line with DfE guidance
	11	Appendix 3 - List of Appointer persons for First Aid
	12	Appendix 4 First Aid training log

Version Control		
Date	Version	Comments
Nov 2024	2	



Contents

0. Document Control.....	3
1. Definitions.....	5
2. Scope of the Policy.....	5
3. Policy Aims and Ethos	6
4. Links to Legislation and Guidance Documents	6
4.1. Relevant Internal Policies	6
5. Roles and Responsibilities.....	7
5.1. Trust Board.....	7
5.2. Headteacher.....	7
5.3. Appointed Person(s) and First Aiders	7
5.4. Designated Policy Lead	8
5.5. All Staff	8
6. First Aid Procedures.....	8
7. First Aid Equipment.....	9
8. Record Keeping and Reporting	9
Training	11
9. Appendix 1 – Key Members of Staff Referenced	11
10. Appendix 2 – Links to Legislation and Guidance Documents	11
11. Appendix 3 – List of appointed persons for First Aid and/or Trained First Aiders	12
12. Appendix 4 First Aid Training Log and Guidance on Infection Control.....	13
13. Guidance on Infection Control.....	16
14. Approval Signature	16

Version Control		
Date	Version	Comments
Nov 2024	2	

1. Definitions

The “Trust” refers to the company known as the University Schools Trust, East London and all Trustees, Governors and Staff who work within it.

A “School” refers to an individual academy within the Trust, as denoted by their Unique Reference Number. As such a ‘school’ may span one or several phases of education to the individual academies within the Trust. Depending on the context the term “School” may refer to a singular academy or to all of the academies within the Trust but as separate entities.

The “Staff” refers to any individual who is employed by the Trust or who operates on the Trust’s behalf, e.g. Trustees and Governors.

A “Parent” includes the natural or adoptive parent of a pupil as well as any non-parent / carer who has parental responsibility including being involved in the day-to-day care of a pupil.

A “Pupil” includes any incoming or current pupil at any School within the Trust. It also includes any individual who was previously a pupil at any School within the Trust and who has left within the appropriate timeframe for consideration as necessary, e.g. complaints. The term pupil is used as standard by the UST in its policy documents but can be replaced with the term “student” or “child” with no change of definition.

The “Headteacher” is defined as the individual who has ultimate responsibility for a school in line with UST strategy, approach, ethos and values. Individual schools may have alternative titles for this position such as Executive Headteacher or Principal.

A “First Aider” refers to any individual who holds a current and up to date First Aid qualification.

“First aid” is defined using the following definition, used by Wirral NHS Foundation Trust, “First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR while awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut. First aid is generally performed by the layperson, with many people trained in providing basic levels of first aid, and others willing to do so from acquired knowledge.”

2. Scope of the Policy

This policy applies to all staff employed by St Paul’s Way Primary and Secondary school.

Version Control		
Date	Version	Comments
Nov 2024	2	

3. Policy Aims and Ethos

This policy aims 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.

4. Links to Legislation and Guidance Documents

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), 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.

4.1. Relevant Internal Policies

This policy should be read in conjunction with the following policies;

- Health and Safety Policy
- Risk Assessment Policy
- Medical Needs Policy.

Version Control		
Date	Version	Comments
Nov 2024	2	

5. Roles and Responsibilities

5.1. Trust Board

The Trust board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Executive Headteacher/Headteacher and staff members.

5.2. Executive Headteacher/ Head of School

The Executive Headteacher/Head of School 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
 - 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 and know who the first aiders are
 - 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
1. Reporting specified incidents to the HSE when necessary (see section 6).
 2. Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.

5.3. Appointed Person(s) and First Aiders

The school's appointed persons are the Pastoral Co-ordinator in the Primary School and the Director of Learning AEN and Student Welfare Co-ordinator in the Secondary 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 (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, having sought permission from a member of executive SLT
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident using Medical Tracker online software.
- Keeping their contact details up to date.

Our school's appointed persons and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

Version Control		
Date	Version	Comments
Nov 2024	2	

5.4. Designated Policy Lead

The designated policy lead will ensure that this policy is reviewed and updated annually across the primary and secondary school and that it shared with all staff.

5.5. All 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/appointed person is not called
- Informing the Executive Headteacher/Headteacher or their manager of any specific health conditions or first aid needs.

6. 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. If it is a serious incident, they may decide to call for an ambulance as well as asking a first aider for assistance.
- 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 follow the instructions of the operator, which may include administering first aid, and 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 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 Director of Learning / Assistant Headteacher for the phase or the Student Welfare Co-ordinator (Secondary)/Pastoral Co-ordinator (Primary) will ensure that parents are contacted immediately
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, parents will be called and informed that the child must be taken to a medical setting.
- The first aider/relevant member of staff will complete an incident form on Medical Tracker 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:

- Access to a mobile phone and that the school has an appropriate contact number for the lead member of staff. St Paul's Way Secondary School have school phones available if staff wish to use a school device.
- A portable first aid kit

Version Control		
Date	Version	Comments
Nov 2024	2	

- Information about the specific medical needs of pupils
- Parents' contact details.

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

In the Early Years Foundation Stage there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

In KS1 and 2, there will always be at least one first aider on school trips and visits. In KS 3, 4 and 5 it is recommended that there will be at least one first aider on school trips and visits. Where this is not possible first aid measures will be addressed in the risk assessment.

In the Secondary school it is recommended as good practice that there is a first aider on school trips and visits. Where this is not possible first aid measures will be addressed in the risk assessment.

7. First Aid Equipment

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

- A leaflet with general first aid advice
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 2 x Sterile eye pads
- Triangular bandages x 2
- Adhesive tape
- 6x Safety pins
- Disposable gloves x 3 pairs
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings.

No medication is kept in first aid kits. First aid kits are stored in: The medical room and in classrooms.

8. Record Keeping and Reporting

First Aid and Medical Tracker

- We record all incidents and injuries on the secure online platform Medical Tracker.
- An incident form will be completed on Medical Tracker by the first aider on the same day or as soon as possible after an incident resulting in an injury for both students and staff
- As much detail as possible should be supplied when reporting an accident

Version Control		
Date	Version	Comments
Nov 2024	2	



- Records held on Medical Tracker 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 DHT Pastoral in the Primary School or DHT in the Secondary school 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). Such incidents will be recorded on Medical Tracker.

The DHT Pastoral in the Primary School or DHT in the Secondary school 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 in 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 first aider will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable if a parent has requested

Version Control		
Date	Version	Comments
Nov 2024	2	

to be informed. In the secondary school parents will be notified by the Student Welfare Co-ordinator. In the Primary School, parents will receive an email notification when an incident form is completed on Medical Tracker by a First Aider. All parents will be contacted if their child has a head injury.

Reporting to Ofsted and Child Protection Agencies

The DHT Pastoral in the Primary School or DHT in the Secondary school will notify Ofsted of any serious accident, illness or injury to, or death of, a student 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 DHT Pastoral or DHT in the Secondary school will also notify MAST of any serious accident or injury to, or the death of, a student while in the school's care.

Training

The DHT Pastoral in the Primary School or DHT in the Secondary school are responsible for ensuring an adequate number of staff have undertaken first aid training. 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 2). Staff are expected to renew their first aid training when it is no longer valid. In the secondary school all trained First Aiders engage in refresher training sessions three times a year as part of the INSET programme.

At all times in the Early Years Foundation Stage, at least 1 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 and is updated at least every 3 years.

9. Appendix 1 – Key Members of Staff Referenced

Role	
Executive Headteacher	Cath Smith
Head of School (Secondary)	Firdusi Uddin
Deputy Headteacher Pastoral (Primary)	David Ash-Uwadiae
Deputy Headteacher (Secondary)	Gwil Goulson
Director of Learning (AEN)	John Bradley
Pastoral Co-ordinator (Primary)	Naznin Begum
Student Welfare Co-ordinator (Secondary)	Aisha Uddin

10. Appendix 2 – Links to Legislation and Guidance Documents

- [Statutory Framework for the Early Years Foundation Stage](#),
- [first aid in schools](#)
- [health and safety in schools](#),
- [The Health and Safety \(First Aid\) Regulations 1981](#),
- [The Management of Health and Safety at Work Regulations 1992](#),
- [The Management of Health and Safety at Work Regulations 1999](#),
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#),

Version Control		
Date	Version	Comments
Nov 2024	2	

- [Social Security \(Claims and Payments\) Regulations 1979,](#)
- [The Education \(Independent School Standards\) Regulations 2014,](#)

11. Appendix 3 – List of appointed persons for First Aid and/or Trained First Aiders

Secondary School

Staff members name	Role	Contact details
John Bradley	Director of Learning	Ext: 1604
Matt Williams	Director of Learning	Ext: 1602
Hena Begum	Inclusion Lead	Ext: 1210
Melissa Carroll	Higher Level Teaching Assistant (HLTA)	Ext: 1323
Seyna Kadjali	Learning Support Assistant (LSA)	Ext: 1507
Bodrul Hoque	Year Team Leader (YTL)	Ext: 1116
Athina Christou	Year Team Leader (YTL)	Ext: 1126
Masuma Ahmed	Year Team Leader (YTL)	Ext: 1320
Sonia Marquis	Student Achievement Co-ordinator (SAC)	Ext: 1116
Rosie Staley	Student Achievement Co-ordinator (SAC)	Ext: 1505
Alfonso Gonzalez	Student Achievement Co-ordinator (SAC)	Ext: 1110
Dionne Mottley	Safeguarding Officer	Ext: 1212
Husna Khanom	SSA	
Aisha Uddin	Student Welfare Co-ordinator	Ext : 1128
Louise Hartley	Higher Level Teaching Assistant - LS	Teams On Call
Stefan Jeffrey	Reset Room Manager	Teams On Call
Humayra Khanom	Higher Level Teaching Assistant	Teams On Call
Nobert Egeoku	Higher Level Teaching Assis	Teams On Call
Md Sooklall (Abraar)	Learning Support Assistant	Teams On Call
Helal Uzzaman	Learning Support Assistant	Teams On Call
Magdalena Plewa Ould	Technician	Teams On Call
Michael Wordley	Technician	Teams On Call
William Maynard	Director	Teams On Call
James Mackay	RE Teacher /DoE Lead	Teams On Call
Djellza Zeka	Learning Support Assistant	Teams On Call
Mehwish Shabbir	Learning Support Assistant	Teams On Call
Billy Winter	Director of PE	Teams On Call
Eny Okoro	PE Teacher	Teams On Call
Remi Clarke	YTL/ PE teacher	Teams On Call
Daniella Peters	YTL/ PE teacher	Teams On Call
Casey Nolan Smauels	Student Achievement Co-ordinator	Teams On Call
Kawtar El Ouraini	Careers and Education Guidance	Teams On Call

Version Control		
Date	Version	Comments
Nov 2024	2	

Primary School		
Staff member's name	Role	Contact details
Naznin Begum	Pastoral Co-Ordinator	Primaryadmin@spwt.net Extension 1804
Farhana Begum	LSA	Primaryadmin@spwt.net
Shazia Begum	LSA	Primaryadmin@spwt.net
Tharana Ajmin	LSA	Primaryadmin@spwt.net
Sultana Parvin	Midday Assistant	Primaryadmin@spwt.net
Shanaz Uddin	Midday Assistant	Primaryadmin@spwt.net
Shrouvina Kashem	Midday Assistant	Primaryadmin@spwt.net
Anisa Miah	LSA	Primaryadmin@spwt.net
Mema Begum	Midday Assistant	Primaryadmin@spwt.net
Jasmina Andrasz	LSA	Primaryadmin@spwt.net
Zerin Alom	Classroom Teacher	Primaryadmin@spwt.net
Khadiza Begum	LSA	Primaryadmin@spwt.net
Khadijah Siddique	LSA	Primaryadmin@spwt.net
Chinwe Okafor	LSA	Primaryadmin@spwt.net
Mitzi McQueen	LSA	Primaryadmin@spwt.net
Tamanna Begum	LSA	Primaryadmin@spwt.net
Leeba Siddiqua	LSA	Primaryadmin@spwt.net
Suemya Begum	LSA	Primaryadmin@spwt.net
Farihah Begum	LSA	Primaryadmin@spwt.net
Julien Mills	LSA	Primaryadmin@spwt.net
Iris Allain	LSA	Primaryadmin@spwt.net
Rahma Abyan	LSA	Primaryadmin@spwt.net
Emama Chowdhury	Midday Assistant	Primaryadmin@spwt.net
Parvin Sultana	Wraparound care supervisor	Primaryadmin@spwt.net

12. Appendix 4 First Aid Training Log and Guidance on Infection Control

Secondary School

Type of Training	Staff members name	Date Attended	Date for training to be updated
<i>Emergency First Aid at work</i>	John Bradley	January 2024	January 2027
	Aisha Uddin	January 2024	January 2027
	Husna Khanom	January 2024	January 2027
	Seyna Kadjali	March 2023	March 2026
	Bodrul Hoque	March 2023	March 2026
	Athina Christou	March 2023	March 2026
	Masuma Ahmed	March 2023	March 2026
	Sonia Marquis	March 2023	March 2026

Version Control		
Date	Version	Comments
Nov 2024	2	



	Rosie Staley	March 2023	March 2026
	Alfonso Gonzalez	March 2023	March 2026
	Dionne Mottley	March 2023	March 2026
	Louise Hartley	January 2024	January 2027
	Stefan Jeffrey	January 2024	January 2027
	Humayra Khanom	January 2024	January 2027
	Nobert Egeoku	January 2024	January 2027
	Md Sooklall (Abraar)	January 2024	January 2027
	Helal Uzzaman	January 2024	January 2027
	Kawtar El Ouiraini	January 2024	January 2027
	Melissa Carroll	March 2025	March 2028
	Husna Khanom	March 2025	March 2028
	Billy Winter	March 2025	March 2028
	Eny Okoro	March 2025	March 2028
	Remi Clarke	March 2025	March 2028
	Daniella Peters	March 2025	March 2028
	Matt Williams	March 2025	March 2028
	Casey Nolan Smauels	March 2025	March 2028
	Tim Tokley	March 2025	March 2028
	Magdalena Plewa Ould	March 2025	March 2028
	Michael Wordley	March 2025	March 2028
	William Maynard	March 2025	March 2028
	James Mackay	March 2025	March 2028
	Djellza Zeka	March 2025	March 2028
	Mehwish Shabbir	March 2025	March 2028
	Md Sooklall (Abraar)	March 2025	March 2028

Primary School			
Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
Emergency First Aid At Work	Chinwe Okafor	July 2023	July 2026
	Shanaz Uddin	July 2023	July 2026
<i>Paediatric First Aid</i>	Farhana Begum	September 2024	September 2027
	Tharana Ajmin	July 2023	July 2024
	Shazia Begum	June 2023	June 2026
	Amina Noori	July 2023	July 2026
	Mema Begum	July 2023	July 2026
	Jasmina Andrasz	July 2023	July 2026

Version Control		
Date	Version	Comments
Nov 2024	2	



	Zerin Alom	July 2023	July 2026
	Khadijah Siddique	July 2023	July 2026
	Naznin Begum	July 2023	July 2026
	Khadiza Begum	July 2023	July 2026
	Mitzi McQueen	July 2023	July 2026
	Tamanna Begum	December 2023	September 2026
	Leeba Siddiqua	September 2024	September 2027
	Suemya Begum	September 2024	September 2027
	Farihah Begum	September 2024	September 2027
	Julien Mills	September 2024	September 2027
	Iris Allain	September 2024	September 2027
	Maria Yasmin	September 2024	September 2027
	Rahma Abyan	September 2024	September 2027

Version Control		
Date	Version	Comments
Nov 2024	2	

13. Guidance on Infection Control

[illegible]

14. Approval Signature

Signature of Executive Headteacher

Print name

Date

Cathy Smith

Cath Smith
December 2025

Signature of Chair of Governors

Print name

Date _____

One Hour

Dr Joe Hall
December 2025

Version Control		
Date	Version	Comments
Nov 2024	2	