



First Aid Policy

Policy & Procedure Number: 27

Date of Board of Governors Review: Autumn 2026 Next

Review Due: Autumn 2027

School Link: Miss Mollie Rainford Revision

Number: v08

A GREAT
PLACE
**TO BE A
PART OF**

Contents

1. Aims.....	3
2. Legislation and Guidance.....	3
3. Roles and Responsibilities.....	3
4. First Aid Procedures	5
5. First Aid Equipment	7
6. Administering Medicines	7
7. Record-Keeping and Reporting	8
8. Reporting to the HSE.....	8
9. Notifying Parents.....	9
10. Reporting to Ofsted and Child Protection Agencies	9
11. Training.....	10
12. Monitoring Arrangements.....	10

1. Aims

1.1. 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

2. 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 at Work etc. Act 1974](#), which places a duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and others affected by their activities
- [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

3. Roles and Responsibilities

3.1 Appointed person(s) and first aiders

3.1.1 The Lead First Aider is responsible for the management of the First Aid services to pupils, staff and visitors. The school's appointed person is Mrs Ormesher (Lead First Aider). Responsibilities include:

- Acting as the main First Aid contact in school and taking charge when someone is injured or becomes ill
- Liaising with outside medical agencies where required
- Dealing with all enquiries of a First Aid nature including the management of the First Aid Room, First Aid equipment, wheelchairs and ordering of necessary First Aid kits and replacement kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Complying with Health & Safety regulations in accordance with accidents, reporting procedures and management systems in school
- Being responsible for prescribed drugs from a Doctor for students and storage/security of the medicines in the drugs cabinet. To ensure that parental consent forms for the prescribed drugs are completed and filed accordingly
- Being trained for specific medical conditions on how to use and administer specialist equipment such as EpiPens and any other relevant issues
- Liaising with the School Nurse to organise health checks as required by the Local Health Authority
- Contacting the parents/carers of students to report incidents, sickness, accidents and emergencies
- Assisting in the training of work placement trainees

3.1.2 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 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

Our school's first aiders and defibrillator trained staff lists are stored electronically in a shared staff folder accessible to all staff and is reviewed regularly by the Lead First Aider.

The Governing Board

3.1.3 The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters to the Executive Principal/Head of School who delegates the implementation of the policy to the School Business Manager on a day-to-day basis.

3.2 Executive Principal/Head of School

3.2.1 The Executive Principal/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
- 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

3.3 Staff

3.3.1 School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the Executive Principal/Head of School or their manager of any specific health conditions or first aid needs

4. First Aid Procedures

4.1 In-school procedures

4.1.1 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 or a representative nominated by the parent will be contacted and asked to collect their child. Upon their arrival, the first aider will update parents/carers/representative and give suggestions of potential next steps. It is for the parents/representative to decide on the next course of action
- If emergency services are called, the relevant member of staff will seek to make contact with the parents/carers or emergency contacts as soon as practically possible.
- The first aider/relevant member of staff 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

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parent/carers contact details

4.2.2 Risk assessments will be completed by the relevant individual prior to any educational visit that necessitates taking pupils off school premises.

4.2.3 There will always be at least one first aider on school trips and visits.

5. First Aid Equipment

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

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

5.2 No medication is kept in first aid kits.

5.3 First aid kits are stored in:

- The first aid room
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The school kitchens
- PE Department

5.4 The school has five defibrillators strategically located across the site (Track Building, Inclusion Building, First Aid Room, 1st Floor Middle, 2nd Floor Middle). There is at least one defibrillator available on each floor to ensure all areas of the school have rapid access to a defibrillator in the event of an emergency. This provision supports best practice guidance for emergency preparedness and access to lifesaving equipment. Designated first aid personnel are trained in the use of defibrillators and can respond appropriately in the event of a medical emergency.

6. Administering Medicines

6.1 Parents/ Carers

It is the responsibility of parents/carers to:

- Inform the school of their child's medical needs

- Provide any prescribed medication in a container clearly labelled with the child's name and dosage (non-prescribed medication will be administered according to the dosage instructions on the container for example Ibuprofen or Paracetamol, in line with the age guidance)
- Collect and dispose of any medicines held in school at the at the end of the condition if it is not an ongoing health condition. Medication not collected will be disposed of in the appropriate manner.
- Ensure that medicines have not passed the expiry date.

6.1.2 Parents must complete the medicine consent form before staff can administer medicine to a child.

6.2 Storage

6.2.1 All medicine will be kept in a dedicated cabinet or fridge and will be locked where necessary.

6.3 Records

6.3.1 Staff will record medication given to a child on Arbor. The record will state:

- Name of student
- Date and time of administration
- Who supervised the administration
- Dosage given
- Name of medication

7. **Record-Keeping and Reporting**

7.1 First aid and accident record book

- An accident will be logged on a pupil's educational record in by the first aider/relevant member of staff 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 provided by the first aider
- All accidents must be reported on 'I am Compliant', the school's cloud-based health, safety and estates management system.
- Records of accidents will be retained in accordance with the school's records retention schedule and relevant statutory requirements.
- Any RIDDOR reportable accidents are reported to the school governors

8. **Reporting to the HSE**

8.1 The relevant school nominated member of staff will keep a record of any accidents which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

8.2 Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident but including weekends and other rest days) must be reported within 15 days of the accident.

8.3 Compliance Education will report these on behalf of the school 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

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

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

9. Notifying Parents

9.1 The relevant school nominated member of staff will inform parents 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.

10. Reporting to Ofsted and Child Protection Agencies

10.1 If the relevant school nominated member of staff has a safeguarding concern relating to an accident or injury, they will record this on CPOMS. The CPOMS record will be reviewed by a member of the Safeguarding Team and will be dealt with accordingly in line with the safeguarding policy.

10.2 The relevant school nominated member of staff will notify Ofsted (if applicable) 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.

10.3 The relevant school nominated member of staff will also notify any relevant child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

11. Training

11.1 All school staff are able to undertake first aid training if they would like to.

11.2 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. (Saved in first aid folder). This is the responsibility of the Lead First Aider who will update all relevant documentation.

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

12. Monitoring Arrangements

12.1 This policy will be reviewed by the School Business Manager every year. At every review, the policy will be approved by the **Full** Governing Body.

12.2 This first aid policy is linked to the

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Pupils with Medical Conditions Policy