



First Aid Policy

Date of Review: September 2023

**Reviewed by: Mrs R Fawcett, Operations Manager
Mrs J McCauley, First Aid Lead
Ms J Kelly, Consilium Safety Services (Independent H&S
Advisor)**

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1. 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

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 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 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.

3. Roles and responsibilities

3.1 Appointed person and first aiders

The school's appointed person is Mrs Jannette McCauley. She is responsible for:

- Taking charge when someone is injured or becomes ill
- To assist other First Aiders as required
- 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

- Raising staff awareness of specific medical details in respect of individual students
- Ensure that out of date medication is returned to parents/carers or disposed by first aider at a pharmacy.

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.
- Ensuring that any casualty who has sustained a severe head injury is seen by professionals; either by sending straight to hospital or requesting that parents collect their child for immediate transportation to hospital.
- Ensuring that a casualty who has sustained a head injury is assessed by a First Aider and the parent/carer or next of kin will be notified.
- Ensuring that the parent/carer is informed when a student has sustained a minor injury, i.e. injury considered to be more than a 'bump/bruise'.
- Liaising with parents/carers about students going home to recover, where appropriate
- Recording details of the accident on Smartlog and on CPOMS on the same day, or as soon as is reasonably practicable, after an incident.

Our school's appointed person and First Aiders are listed in Appendix 1. This appendix also notes the date that the first aid qualification expires on. The names of the First Aiders will be displayed prominently around the school.

3.2 The Governing Body

The Governing Body 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.

3.3 The Headteacher

The 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)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the First Aiders and/or appointed person in school are
- Familiarise themselves with the location of First Aid boxes
- Completing accident reports for all incidents they attend to in the event that a First Aider/appointed person is not available
- Informing the headteacher or their line manager of any specific health conditions or first aid needs that might be helpful in case of emergencies involving themselves.
- Be aware of specific medical details of individual students and develop appropriate health care plans.
- Ensure that the school has a current medical consent form (details contained on the annually updated student data collection sheet) for every student who is taken on an educational visit of any kind.
- Distinguishing when students simply 'feel unwell' and directing them to their college teams at an appropriate time
- Distinguishing when students need First Aid treatment by a trained colleague

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 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 First Aider will contact parents immediately
- The First Aider will record details of the accident on Smartlog and on CPOMS on the same day, or as soon as is reasonably practicable, after an incident.

4.2 Off-site procedures

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

- 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 pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

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

The school will endeavour where possible to have a trained First Aider on the school trips and in some circumstances, First Aid cover may be provided by staff at the venue for the visit.

4.3 Taking Students to Hospital

Parents/carers will always be informed if their child is being taken to hospital. Dependent on the injury or illness, arrangements should be made for the parents to either take the child to hospital themselves or to meet the child at hospital. Medical treatment will not be delayed pending the arrival at school of parents/carers.

A responsible adult will always accompany a student wherever possible to the hospital. Should a student require emergency medical treatment, e.g. operation, the hospital would, under normal circumstances, hold full responsibility for authorising of treatment.

5. First aid equipment

A typical first aid kit in our 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 unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings

- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The Student Reception/First Aid room
- Reception
- Science prep rooms
- Science staffroom
- Maths staffroom
- English staffroom
- Humanities staffroom
- All design and technology classrooms
- PE offices
- The Hub
- G25 -The Bridge
- School minibuses

The school also has two Automated External Defibrillators (AEDs). One is kept in Student Reception/First Aid room, the other is kept in the Sports block. All First Aiders receive training on how to use the AED as part of their First Aid training.

6. Record-keeping and reporting

6.1 First aid and Smartlog

- For accidents involving students, the First Aider will record the details in the school First Aid and Smartlog on the same day or as soon as possible after an incident resulting in an injury
- Details of the accident will also be recorded on CPOMS by the First Aider. This will automatically alert the Designated Safeguarding Lead, the Deputy Designated Safeguarding Lead, Operations Manager and the college team of the student concerned.
- For accidents involving members of staff, details must be submitted on Smartlog. The Operations Manager can review details and investigate where necessary.
- Records will be retained in line with the school's Data Retention Policy.

6.2 Reporting to the HSE

The Operations 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 Operations Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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:
 - Covers 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 that lead to an employee being 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 Operations Manager will report these to the HSE as soon as reasonably practicable 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, e.g. 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

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

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

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

7. Training

School staff are encouraged to undertake first aid training if they work in a department deemed high-risk, such as PE, Science and Design & Technology, if they are involved with taking students off-site for fixtures or trips and/or their role is fundamental to the operation of the school, such as site services and admin.

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. Details of the qualification expiry dates are shown in Appendix 1.

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.

8. Monitoring arrangements

This policy will be reviewed annually by the Operations Manager, the Designated Safeguarding Lead, and the school’s Appointed person.

At every review, the policy will be approved by the Local Governing Body.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions

Appendix 1: List of school First Aiders



Name	Department	Course	Renewal Date
Cheryl Bunn	Admin	EFAW	01-Mar-24
Myshola Kirkham	Teacher – D&T/DofE	FAW	21-May-24
Steve Garlick	Teacher – PE	EFAW	20-Jul-24
Pete Secondino	Teacher – PE	EFAW	20-Jul-24
Nathan Lee	The Hub	EFAW	20-Jul-24
Dave Keddie	Science	FAW	21-Oct-25
Alexandra Hon	D&T	FAW	21-Oct-25
Jordan Booth	Site Services	FAW	21-Oct-25
Kirsty Knibbs	The Bridge	FAW	21-Oct-25
Neil Milliner	Site Services	FAW	24-Nov-25
Janette McCauley	Lead First Aid	FAW	24-Nov-25
Richard Beattie	Teacher – Geography/DofE	FAW	24-Nov-25
Jo Sharp	The Hub	FAW	24-Nov-25
Keeleigh Timms	D&T	FAW	24-Nov-25
Aneesh Singh	Admin	FAW	12-May-26
Paul Biddle	Minibus Driver	FAW	17-Jul-26
Amiee Connolly-Jones	The Bridge	FAW	17-Jul-26
Debbie Downs	Year 8 College	FAW	17-Jul-26
Caroline Hemus	Cover	FAW	17-Jul-26
Marta Kwiatkowska	Science	FAW	17-Jul-26
Magda Rataj	Year 10 College	FAW	17-Jul-26
Rhys Skyrme	Year 9 College	FAW	17-Jul-26
Emily Wright-Thompson	Admin	FAW	17-Jul-26