

# First aid policy

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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, health and safety in schools and actions for schools during the coronavirus outbreak, 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

## 3. Roles and responsibilities

### 3.1 Appointed welfare lead and first aiders

The school has an appointed Welfare Lead, Ms Mel Izzett, and they are responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Making sure 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
- 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

Details of first aiders are available from the School Office in North Wing and South Wing.

### **3.2 The governing board**

The governing board 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.

### **3.4 The Headteacher**

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

- Ensuring that an appropriate number of trained first aiders 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 students
- Reporting specified incidents to the HSE when necessary

### **3.5 Staff**

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the welfare lead and first aiders in school are
- Completing accident reports for all incidents they attend to where the welfare lead or a first aider is not called
- Informing the Headteacher or their line 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 the welfare lead or a qualified first aider, if appropriate, who will provide the required first aid treatment

- The welfare lead or 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 welfare lead or first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the welfare lead or first aider judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the welfare lead or first aider will recommend next steps to the parents
- If emergency services are called, the welfare lead, first aider or a member of staff will contact parents immediately
- The welfare lead or first aider or 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**

When taking students 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 students

Risk assessments will be completed by members of staff leading any visit that necessitates taking students off school premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents.

## **5. 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
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical rooms
- Reception desks
- Science labs
- Design and technology classrooms

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record**

- A first aid and accident form will be completed by the welfare lead 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 or the administration of first aid

### **6.2 Reporting to the HSE**

The welfare lead will inform the Director of Operations 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) who 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.

## **7. Training**

All school staff can express an interest in first aid training if they would like to become a first aider.

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.

## **8. Monitoring arrangements**

This policy will be reviewed by the Director of Operations annually and will be approved by the governing body.

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| <b>Policy date:</b>                | March 2026 |
| <b>Review cycle:</b>               | Annual     |
| <b>Approved by governing body:</b> | March 2026 |