



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, students 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 \(First Aid\) 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 assess 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, 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 students.

3. Roles and responsibilities

3.1 Appointed person and first aiders

The school's appointed person is responsible for day to day tasks:

- Ensuring there is an adequate supply of medical materials in first aid room and first aid kits, and ensuring the contents of the room and kits are replenished and in date
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

First aiders are trained and qualified to carry out this role (see 'Training' in section 7), and responsible for:

- Taking charge when someone is injured, or becomes ill
- 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 injured or unwell students home to recover, where necessary
- Completing the first aid log book for minor incidents and an additional accident report form for the more significant or serious incidents on the same day, or as soon as is reasonably practicable, after an incident, when appropriate.

Primary first aid care, where possible, to the Science, Design and Technology departments, is given in the first instance by the departmental first aid trained technician who will ensure the first aid treatment complies with the specified procedures denoted on the safety data sheets should substances hazardous to health be involved. All first aiders assigned to the above departments are aware of these specified procedures.

Our school's appointed person and first aiders are listed in Appendix 1. Their names 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 responsibilities to the Headteacher.

3.3 The Headteacher

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

- Ensuring that an appropriate appointed person and required 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
- Undertaking, or ensuring that managers undertake, risk assessments, including annual reviews to the First Aid Needs Assessment, as required, and that adequate and appropriate measures are put in place
- Ensuring that adequate space is available to cater to medical needs
- The reporting of specified incidents to the HSE when necessary.

The Headteacher will delegate the operational matters to the Health and Safety Lead.

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- 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 a qualified first aider 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 instruct a member of staff to contact parents. 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 student 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.
- A member of staff will contact parents immediately if emergency services are called for more serious or significant incidents
- A member of staff will inform parents if a child suffers any head injury
- The first aider will complete an entry into the school's first aid log book, held in the Student Hub, on the same day or as soon as is reasonably practical for all minor incidents reported
- For the more serious or significant injuries the first aider will complete an additional accident form on the same day or as soon as is reasonably practical after an incident and submit to the Health and Safety Lead.

4.2 Off-site procedures

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

- A mobile phone (school mobile phone available)
- A travel first aid kit
- A first aid log book
- Information about the specific medical needs of students
- Parents' emergency contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking students off school premises. There will always be at least one first aider on school trips, visits and events.

Should an incident result in injury during any off-site activities, the first aider present will carry out their duty as per the same listed for in-school procedures (see 4.1). In addition to the accident form completion, should the child suffer a head injury (e.g. concussion at a sports event over the weekend), this will be communicated to the Pastoral team in the HUB and Health and Safety Lead without delay at commencement of the next school day.

5. Record-keeping and reporting

5.1 First aid and first aid log book

When a person reports to first aid a record will be completed in the first aid log book. Records held in the first aid log book 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. An accident report form will be completed where required (see H&S Policy).

5.2 Accident Reporting to SLT

The Health and Safety Lead will promptly report any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to children, to the Headteacher/SLT.

6. First aid equipment

The first aid medical room in the student HUB is fully equipped with first aid supplies. 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
- Safety scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits and eye wash can be found in the following locations:

Eye wash only - Room 30	First Aid Kit - Kitchen (Le Bistro - Main Prep Area)
Eye wash only - Room 33	First Aid Kit - Study Centre (Office)
Eye wash only - Room 37	First Aid Kit - Premises (Site Manager's Office)
Eye wash only - Room 38	First Aid Kit - Reception
Eye wash only - Room 39	First Aid Kit - PE # 1
Eye wash only - Room 40	First Aid Kit - PE # 2
Eye wash only - Room 41	First Aid Kit - PE # 3
Eye wash only - Room 42	First Aid Kit - PE # 4
Eye wash only - Room 43	First Aid Kit - Room 31
Eye wash only - Room 44	First Aid Kit - Room 80
Eye wash only - Room 45	First Aid Kit - Room 82
First Aid Kit - Biology Prep Room	First Aid Kit - Room 83
First Aid Kit - Chemistry Prep Room	First Aid Kit - Room 84
First Aid Kit - Physics Prep Room	First Aid Kit - Room 87
First Aid Kit - CCF Office	First Aid Kit - travel # 1
First Aid Kit - CCF Office #2 'Parade'	First Aid Kit - travel # 2
First Aid Kit - Student HUB Grab-bag	First Aid Kit - travel # 3
First Aid Kit - ICT Network Manager's Office	First Aid Kit - travel # 4
First Aid Kit - Library	First Aid Kit - Minibus HG56 WDK
First Aid Kit - Maths Office	First Aid Kit - Minibus YR12 HLW
First Aid Kit - MFL Office	

A defibrillator is located in Reception.

7. Training

The school will keep a register of all trained first aiders, what level training they have qualified to and the certification expiry date (see Appendix 1). This information is shared with staff and displayed across locations throughout the school. The first aid qualifications offered are:

- First Aid at Work - FAW (3 day course)
- Emergency First Aid at Work - EFAW (1 day course)

The school also has a qualified First Aid at Work, Paediatric First Aid and Defibrillation Instructor.

All staff who work in the student hub are required to administer first aid as per their job description and hold the FAW certification.

All other school staff are able to undertake EFAW training and are encouraged to renew their first aid training when it is no longer valid.

8. Monitoring arrangements

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

9. Links with other policies

This first aid policy is linked to the:

- Health and Safety Policy

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Appendix 1: Appointed Person and First Aiders

Key: FAW – First Aid at Work, EFAW – Emergency First Aid at Work

Member of staff	Role	Location	Valid to
R Graham	FAW, Paediatric First Aid and First Aid & Defib Instructor	Design Technology	01 Aug 2025
S Spears	FAW & Appointed Person	Student Hub	03 Nov 2025
E Barnard-Dyson	FAW	Study Centre	02 Mar 2024
L Briggs	FAW	Reception	02 Mar 2024
H Clark	FAW	Study Centre	01 Feb 2026
G Critchley	FAW	Student Hub	03 Mar 2026
C Goode	FAW	Student Hub	03 Nov 2025
D Baker	EFAW	Catering	23 Jun 2024
B Bonds	EFAW	History/Politics	29 Jun 2024
S Burgas	EFAW	ADT Technician	05 Jul 2025
K Castle	EFAW	History	09 Jul 2024
R Chauhan	EFAW	Science (Technician)	21 Jun 2025
R Cook	EFAW	Religious Studies	23 Jun 2024
N Crawford	EFAW	Geography	23 Jun 2024
S Dally	EFAW	CCF	10 Jul 2024
N Fengler	EFAW	MFL	05 Jul 2025
M Hampshire	EFAW	Physics	09 Jul 2024
L Hedges	EFAW	PE	29 Jun 2024
R Issott	EFAW	SLT	29 Jun 2024
M Matthews	EFAW	Technology	02 Jul 2024
P McCalister	EFAW	PE	05 Jul 2025
R McDonnell	EFAW	Art/Technology	02 Jul 2024
J Nichols	EFAW	Maths	05 Jul 2025
A O'Connell	EFAW	Religious Studies	02 Jul 2024
A Pardy	EFAW	PE	21 Jun 2025
N Peach	EFAW	Art/Technology	09 Jul 2024
T Player	EFAW	Premises	29 Jun 2024
T Riddles	EFAW	Geography	21 Jun 2025
M Rixon	EFAW	English	29 Jun 2024
D Robjohns	EFAW	PE	23 Jun 2024
J Roche	EFAW	Business Studies	05 Jul 2025
V Sedgley	EFAW	Science	09 Jul 2024
K Thorne	EFAW	English	21 Jun 2025
R Thomas	EFAW	PE	02 Jul 2024
D Wallis	EFAW	CCF	29 Jun 2024
P Watson	EFAW	PE	09 Jul 2024
C Whitehead	EFAW	Music	02 Jul 2024
C Wood	EFAW	SLT	05 Jul 2025
D Zukakshivilli	EFAW	Lunch Supervisor	21 Jun 2025