



# FIRST AID POLICY

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**Next review:** June 2026

**Reviewed by:** Rebecca Warhurst, Headteacher  
John Bolton, Governance Chair

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## 1.0 AIMS

The aims of our first aid policy are to:

- ensure the health and safety of all staff, pupils, and visitors
- ensure that staff, the Proprietor and those responsible for governance are aware of their responsibilities with regards to health and safety
- provide a framework for responding to an incident, recording and reporting the outcomes.

## 2.0 TERMINOLOGY

**First Aid** is the treatment of minor injuries that happen on the school or work premises that would otherwise receive no treatment or do not require treatment by a medical practitioner.

In cases **where a person requires help from a medical practitioner**, First Aid aims to preserve life and minimise the consequences of injury or illness until such help arrives.

**A First Aider** is a person who has undergone a training course in administering First Aid at work and holds a current First Aid certificate.

## 3.0 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 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 provide 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 pupils.

## **4.0 ROLES AND RESPONSIBILITIES**

### **4.1 First Aiders**

All staff in the school are trained to administer basic first aid. 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 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,
- arranging for pupils to go 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.

Some staff have received additional First Aid training and 'are fully qualified First Aiders' as part of their role, for example those leading practical subjects, including Food Technology, Science and Physical Education. Where this is the case, these staff should be the first to be called following an incident requiring first aid advice and/ or treatment.

### **4.2 The Proprietor and Directors**

Prosperity Children's Services has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the Group Health and Safety Manager. Under their oversight, they delegate operational matters and day to day tasks to the Headteacher and staff members.

### **4.3 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,
- First Aiders have an appropriate qualification, keep training up to date and remain competent to perform their role,
- all staff are aware of first aid procedures,
- appropriate risk assessments are completed, and appropriate measures are put in place,
- Risk Assessments are completed and kept updated e.g. for pupils, classrooms, activities and off-site visits, ensuring that measures are put in place to keep pupils and staff as safe as possible,
- adequate space is available for providing for the medical needs of pupils,
- specified incidents are reported to the HSE when necessary.

## 4.4 Staff

School staff are responsible for:

- ensuring they follow first aid procedure,
- completing accident reports for all incidents they attend.

## 5.0 FIRST AID PROCEDURES

### 5.1 In School Procedures

In the event of an accident resulting in injury:

- the First Aider takes charge of the first aid emergency treatment, in line with their training,
- following their assessment of the injured person, they should administer appropriate first aid and make a balanced decision about the need to call an ambulance. *If unsure at any time the First Aider should call the NHS (dial 111) for further advice*
- staff will decide whether the injured person should be moved, placed in a recovery position, or remain as they are, depending on injuries, until emergency services arrive,
- if the First Aider judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child,
- upon their arrival, the First Aider will recommend next steps to the parents for any ongoing observation or action.

### 5.2 If Emergency Services are Required

- the First Aider should dial 999 and speak to the emergency services switchboard, who will request key information,
- the caller will explain clearly what has happened, whether the casualty is conscious, breathing and describe the injuries. They will provide the casualty's name, date of birth/age and the location/postcode of the school (or location of incident if not at school),
- the staff member should gather information about the casualty e.g. any medication being taken, allergies, health conditions, next of kin, Social Worker contact details, etc.
- the person making the emergency call will update the staff who are with the casualty,
- the Headteacher will contact parents/carers immediately to advise them and keep them updated, invite them to be with their child, as is feasible given location, etc.,
- when the ambulance/paramedic arrives, they will take on responsibility for the situation and school staff should step back unless directed otherwise,
- a member of school staff should remain with the child or follow the ambulance, if they are taken to hospital, until a parent/carer can join them and assume responsibility,
- the member of staff involved will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

NB: Where there is a **lone staff member with a casualty**, they will have to consider the risks against what is required and make an informed decision about how to act to secure emergency treatment.

### 5.3 Off-site procedures

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

- school mobile phone,
- portable first aid kit,
- Information about the specific medical needs of pupils,
- Parent/carer emergency contact details,
- Risk Assessments\*

\*Risk Assessments will be completed by the teacher and signed off by the Headteacher or a senior leader, prior to any off-site/educational visit taking place.

All **educational visits and off-site activities** will be joined by at a designated First Aider, this will be recorded on the Risk Assessments, together with the staff member's name.

### 5.4 First aid equipment

**First Aid Kits are stored in:**

- the medical room
- reception (at the desk)
- Food Technology room
- Science room
- Art room
- Staff room

**In line with British Standard BS 8599-1:2019, a standard First Aid Kit for up to 25 people will include:**

- 1 x Disposable Heat Retaining Foil Blanket, Adult
- 1 x Microporous Tape, 2.5cm X 10m
- 2 x Sterile Moist Cleansing Wipes (Packs of 10)
- 2 x Non-Sterile Disposable Triangular Bandages 90cm X 90cm X 130cm
- 1 x Tuff-Kut Scissors
- 6 x Nitrile Powder-Free Gloves, Large (Pairs)
- 1 x Revive-Aid
- 1 x Burnshield® Dressing 10cm X 10cm
- 2 x No. 16 Sterile Eye Pad Dressings
- 2 x Medium HSE Sterile Dressings 12cm X 12cm
- 2 x Large HSE Sterile Dressing 18cm X 18cm
- 2 x Sterile Finger Dressings 3.5cm X 3.5cm
- 1 x Conforming Bandage 7.5cm X 4.5m
- 4 x Washproof Plasters, Assorted Sizes (packs of 10)
- 1 x First Aid in an Emergency Booklet
- 1 x Wall Bracket

NO medication is kept in First Aid Kits. Medication is stored securely. Please see Administration of Medication Policy.

## 6.0 REPORTING AND RECORD KEEPING

### 6.1 First Aid and Accident Records

- An accident form will be completed by the First Aider 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.
- A copy of the accident report form will also be added to the pupil's file.
- Records held in the Accident 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 of.

### 6.2 Reporting to the HSE

The Headteacher 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 Headteacher 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 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,
  - 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.

#### **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>

### **6.3 Notifying Parents or Carers**

The Headteacher will inform parents/carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day the accident or injury, or as soon as reasonably possible.

## **7.0 STAFF TRAINING**

All school staff undertake some basic first aid awareness training as part of their induction. At least 50% of our staff team will be trained and qualified in either Emergency First Aid at Work (EFAW) or Schools First Aid one day courses. Refresher courses take place every three years.

Staff in the **higher risk/practical** subjects will be trained to a higher level, including for:

- Science; Physical Education; Food Technology; Design and Technology; Forest Schools.

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 will be encouraged to renew their first aid training as required.

## **8.0 MONITORING**

This policy will be reviewed as guidance from the DfE is updated, and as a minimum annually by the Headteacher. At every review, the policy will be approved by Directors.

## **9.0 LINKS WITH OTHER POLICIES**

- Health and safety Policy
- Risk assessment Policy
- Administration of Medication Policy