



# GIGGLESWICK SCHOOL

## First Aid Policy

Lead Author(s)	School Nurse, AH(P)
Reviewed by	Bursar Second Master
Approval Committee	Health and Safety Committee, November 2025
Last review	November 2025
Review frequency	Annual
Next review	November 2026
Policy Type	Statutory

## Contents

<b>1. INTRODUCTION .....</b>	<b>3</b>
<b>1.1 Aim .....</b>	<b>3</b>
<b>1.2 Commitment.....</b>	<b>3</b>
<b>1.3 Concerns .....</b>	<b>3</b>
<b>1.4 Responsibilities .....</b>	<b>3</b>
<b>1.5 First aiders .....</b>	<b>4</b>
<b>2. ARRANGEMENTS .....</b>	<b>4</b>
<b>2.1 The Wellbeing Centre.....</b>	<b>5</b>
<b>2.2 Sporting activities – first aid.....</b>	<b>5</b>
<b>2.3 School transport – first aid .....</b>	<b>5</b>
<b>2.4 Informing parents .....</b>	<b>5</b>
<b>2.5 Arrangements for pupils with particular needs .....</b>	<b>6</b>
<b>2.6 First aid kits.....</b>	<b>6</b>
<b>2.7 Portable first aid kits.....</b>	<b>7</b>
<b>2.8 Defibrillators.....</b>	<b>7</b>
<b>2.9 Reporting accidents .....</b>	<b>7</b>

---

## 1. INTRODUCTION

---

Giggleswick School ('The School') must ensure the timely and competent administration of first aid to all persons who may become ill or are injured on site, be they employees, pupils, contractors or members of the public visiting the School.

### 1.1 AIM

This policy sets out the responsibilities and methods by which the School intends to make provision for the timely and competent administration of first aid. This policy has been developed with due regard to the requirements to provide a safe place of work stated in Section 2 of the Health and Safety at Work etc. Act 1974. Suitable provision for first aid is also a requirement under the Health and Safety (First Aid) Regulations 1981.

### 1.2 COMMITMENT

The School is committed to providing sufficient numbers of first aiders to deal with accidents and injuries occurring on site and to providing these personnel with sufficient training and equipment to ensure that they are able to carry out their duties competently.

All appointed first aiders will be briefed fully on their responsibilities and provided with information and training on first aid to ensure that the statutory requirements and the needs of the School/their department are met.

### 1.3 CONCERNS

Should any member of the School community have any concerns about the provision of first aid within the organisation, they should refer them to:

- the Bursar;
- the Health & Safety Advisor;
- the School Nurse; or
- their line manager.

These concerns will be investigated and an assessment will establish if any rectification action is required.

### 1.4 RESPONSIBILITIES

The Governors of Giggleswick School are responsible for health and safety across the site; this includes the provision of first aid. The Board of Governors will monitor the effectiveness of the implementation of this policy and will direct review and revision of the policy when necessary.

The Bursar is responsible to the Board of Governors for the implementation of this policy. The Bursar chairs meetings of the Health and Safety Operational Committee which take place on a monthly basis in order to provide routine analysis and assessment of the School's Accident Log as well as providing oversight and advice in relation to routine H&S issues and concerns in the course of routine school operations. The Health and Safety Operational Committee reports to the School Health and Safety Committee which normally meet termly and is responsible for monitoring the effectiveness of this policy and its implementation at all levels. The Bursar will bring to the attention of the Governors any relevant changes in legislation or other events that may require this policy to be reviewed.

The Bursar has responsibility for ensuring that suitable and sufficient arrangements are in place to implement the policy including:

- assessing the nature of activities within particular areas of the School to determine the number of first aiders to appoint and the level of training that they should receive;
- ensuring appropriate and sufficient training is provided for all appointed first aiders, and that refresher courses are planned and delivered; and

- monitoring all first aiders to ensure they are fulfilling their duties, for example, replenishing first aid kits within their departments if items have been used.

The Second Master, AH Staff, Estates Bursar, Health & Safety Advisor and School Nurse will assist with these activities.

### **1.5 FIRST AIDERS**

First aiders are qualified personnel who have received appropriate training and passed an examination. Refresher training will be provided at regular intervals to ensure that skills are maintained. The Health & Safety Advisor in conjunction with the HR Department maintains a list of all staff who hold a first aid qualification and at what level and liaises with the Senior Master to organise refresher training. First aid personnel will be provided with retraining at least every three years in order to ensure that their skills are maintained.

WBC staff are responsible for ensuring that a list of members of staff who are qualified First Aiders are displayed on noticeboards in key areas around the school site, including: the School Reception, Sports Hall office, Boarding Houses and Staff Common Rooms.

It is unlikely that first aid personnel rendering assistance will become subject to legal action because of deterioration in the injured person's condition. However, the School has arranged to guard against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists a person who becomes ill or injured either on or off the School premises, but only in association with School business.

The list of qualified first aiders includes names, qualifications and expiry dates. A First Aider's main duty is to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School.

First aiders are employees who have volunteered for the role and who have been assessed as competent.

In the Early Years setting, at least one person on the premises and at least one person on any outings must have a current paediatric first aid qualification.

---

## **2. ARRANGEMENTS**

---

The School implements this policy through:

- Considering first aid requirements in risk assessments of activities that take place on campus and off-site.
- Ensuring there are suitably trained personnel to act as First Aiders at all times when people are on the school premises and off premises whilst on school visits. There should be at least one qualified person on each school site when pupils are present.
- Maintaining a Wellbeing Centre with a dedicated first aid room for administering first aid in term time.
- Keeping detailed records of accidents and injuries together with an account of any first aid treatment given and that these records are reviewed regularly to minimise the likelihood of recurrence wherever possible. Reports of Accidents are reviewed at each H&S Operational Committee and SLT meeting.
- Providing an up-to-date list of First Aiders including their qualifications and expiry dates and arranging training and refresher training as recommended by HSE guidance on First Aid for Schools.
- Providing suitably equipped first aid boxes and kits in designated areas, minibuses and for trips or away matches and that these are checked at regular intervals or following use by the designated staff responsible. The Wellbeing Centre staff will oversee this process and replenish stock as needed.

- Reporting to the HSE any incidents that fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

## **2.1 THE WELLBEING CENTRE**

The Wellbeing Centre is the central First Aid point. It is staffed by qualified medical/first aid personnel who are available in term time.

The Wellbeing Centre personnel will treat all staff and students during term time. All staff, especially new employees, must be made aware of the location of the Wellbeing Centre.

The location of the Wellbeing Centre has been arranged so that corridors etc. are large enough to allow for a stretcher, wheelchair or carrying chair to be used safely and easily.

- Pupils must attend the Wellbeing Centre for first aid/assistance or treatment for all but the most minor injuries/illnesses, or if they are unable to obtain basic first aid assistance for minor injuries/illnesses. Members of staff must ensure that pupils do so wherever appropriate. Pupils who feel unwell should always be accompanied to the Wellbeing Centre either by a member of staff or fellow pupil as appropriate.
- Members of staff injured or taken ill whilst at work must, for all but the most minor injuries/illness, attend the Wellbeing Centre for initial first aid /assistance or treatment.
- The Wellbeing Centre staff must examine all cases of sickness or injury referred to the Medical Centre and record the examination and treatment (if any) given in iSams. Any further action taken or advised (e.g. to see a Doctor, or sent to Hospital), must also be recorded. Members of staff and pupils must co-operate by acting on any advice given by the Wellbeing Centre staff.
- If the Wellbeing Centre staff has any doubts as to the extent or seriousness of an illness or injury, they must refer the case to a Doctor or the hospital and record on iSams that this has been done. Members of staff and pupils must co-operate by acting on advice given.
- At times when the Wellbeing Centre is closed (e.g. outside of school term time) cases of sickness or injury whilst at work must report to the first aid post in the nearest department and call the nominated first aider. The first aider must record the treatment on the ant log and inform the Bursary.

The first aid room is located at the Wellbeing Centre.

## **2.2 SPORTING ACTIVITIES – FIRST AID**

The School employs a private company to provide emergency first aid treatment at most of the senior home rugby fixtures and some other sporting events in the School calendar. The company provides an equipped vehicle with emergency trained technicians and they liaise with and assist the nurse on duty at the School Wellbeing Centre.

The Director of Sport is responsible for briefing staff on first aid procedures to be followed during sporting activities.

## **2.3 SCHOOL TRANSPORT – FIRST AID**

Each of the School's minibuses has a supply of vomit bags and first aid kits for use in an emergency. Portable first aid kits for school trips will also include a vomit bag. Additional supplies can be obtained from the Wellbeing Centre.

## **2.4 INFORMING PARENTS**

In the event of illness/injury to a Senior School day pupil whilst at school the Wellbeing Centre staff will inform parents as soon as possible, and wherever possible and practical, pupils should be taken home. Parents will be told the nature of the injury and provided with details of the first aid treatment given.

For pupils at the Prep School, in the case of a minor incident not requiring attention at the Wellbeing Centre, details will be recorded on an accident form.

Any form of head injury, however minor, should be reported to parents and written advice given to day parents regarding ongoing observation.

In the event that an ambulance is called parents will be contacted immediately. A member of staff will accompany the pupil to hospital and remain with them until a parent or guardian arrives.

In accepting a place at the School, parents are required to give their consent for their child to receive, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthesia and surgical procedure under the NHS.

## **2.5 ARRANGEMENTS FOR PUPILS WITH PARTICULAR NEEDS**

Pupils with particular medical conditions are identified on the medical centre database and this list is reviewed and updated each term. The needs of these pupils should be considered in the planning and risk assessment for any trip and for residential trips should always be discussed with the Senior Sister at an early stage. For each of these pupils an individual Health Care Plan is produced and circulated to House Staff and shared appropriately with staff.

## **2.6 FIRST AID KITS**

The location of first aid boxes and the name of the person responsible for their upkeep are maintained by the Wellbeing Centre staff with a copy of the list being forwarded yearly or when changes are made to the Health and Safety Advisor. The kits contain adequate supplies for the nature of the hazards in that location. All boxes will contain at least the minimum supplies, which are required under current Health and safety Legislation. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept in these boxes. First aid boxes will contain a checklist of supplies and the date of latest inspection.

First aid boxes are maintained by the person responsible for their upkeep. The WBC staff will maintain the details of:

- a) The location of all First Aid Kits.
- b) The contents of each First Aid Kits (by location).
- c) Those responsible for inspection and maintenance of each First Aid Kits (by location).
- d) The date of the next inspection and/or res-stocking of each First aid Kit.

### **Emergency Medical Equipment**

First aid kits are maintained by the person responsible for their upkeep. The WBC staff will inform the responsible staff when they need to do the next inspection, and if supplies are needed the WBC will be responsible for stocking those supplies. The WBC staff will be responsible for ordering First Aid supplies.

**First Aid Kit Notification.** WBC staff are responsible for ensuring that a list of the location of First Aid Kits is displayed on noticeboards in key areas around the school site, including: the School Reception, Sports Hall office, Boarding Houses and Staff Common Rooms.

**Emergency First Aid Equipment Notification.** A list of the location of Emergency First Aid Equipment (including defibrillators, asthma kits, anaphylaxis kit, diabetes kit, eyewash stations, and burns kits) is contained within this policy. Additionally, WBC staff are responsible for ensuring that this list is also displayed on noticeboards in key areas around the school site, including: the School Reception, Sports Hall office, Science Block, DT Block, Boarding Houses and Staff Common Rooms.

## 2.7 PORTABLE FIRST AID KITS

A First Aid kit must be taken on all school trips. Portable first aid kits are available from the WBC for those members of staff who take trips away from the school site or who are required to work away from the normal workplace, where access to facilities may be restricted.

## 2.8 EMERGENCY FIRST AID EQUIPMENT NOTIFICATION.

**Defibrillators.** Are located in cabinets:

- a) Main School Entrance (inside main door)
- b) Catteral House
- c) Eshtons Pavilion
- d) Chapel.

Defibrillator equipment can be used by anyone. All staff with first aid training also receive training in the operation of the defibrillator

**Anaphylaxis kits.** Are located in:

- a) WBC
- b) Kitchen inside the staff room
- c) Dining Hall inside the kitchen
- d) Prep and Mill House School (lower dose of Epi Pen only in this location)– Head's PA office

**Diabetes kits.** Are located in:

- a) WBC

**Eye Wash Stations.** Are located in:

- a) WBC
- b) Science Labs
- c) Facilities

## 2.9 REPORTING ACCIDENTS

In all cases where an injury results from an accident in School or at work, the following procedures for reporting/recording must be strictly adhered to:

### Accident involving a pupil or visitor:

The member of staff supervising the activity or to whom the accident is first reported must record the details on the School Accident Report Form. Details of each accident are recorded electronically.

If the accident takes place away from the school site, an Accident Report form must be completed by the member of staff in charge of that trip or activity as soon as they return.

### Accident involving a member of staff:

All accidents must be recorded, however minor. It is the responsibility of employees to ensure that they complete an Accident Report Form. The member of staff (or, if incapacitated / prevented from doing so, a friend/or colleague) must report the accident to the relevant Head of Department/Supervisor giving the name(s) of any witness(es) to the incident.

Where the injured person is unable to complete an Accident Report Form, the nurse or first aider (where relevant) should enter details on the employee's behalf.

Where an accident results in admittance to hospital, or inability to continue work, the Headmaster or Bursar must be informed immediately. In cases of accidents causing serious



injuries resulting in death, or which could have resulted in death, of a member of staff, the Headmaster and Bursar must ensure that the Health and Safety Executive is notified of the accident/injury in accordance with the requirements of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).