



St Christopher's the Hall School



First Aid Policy

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1. Aims and introduction

This policy is applicable to staff, pupils, parents/carers, visitors and contractors.

St Dunstan's Education Group (the Group) have overall responsibility for the health, safety and welfare of staff, students and visitors to its sites. They are committed to the provision of a safe and healthy environment for all staff, pupils and visitors whilst working at, or carrying out activities across St Christopher's the Hall School, which includes ensuring that there is adequate first aid provision in place.

St Christopher's the Hall School will ensure that there is an appropriate number of first-aid qualified persons onsite when the school is in operation, including out of hours and school holidays. First aid provision is to be available at all times whilst pupils are on the school premises and off the school premises when on school visits.

St Christopher's the Hall School (the school) aims to:

- Ensure the health, safety and wellbeing of all pupils, staff, visitors, contractors and other buildings users
- Identify, assess and manage risks effectively
- Provide a clear, structured framework for the effective management of accidents, injuries and medical emergencies within the school
- Ensure that first aid procedures are accessible, appropriate and carried out in a timely and efficient manner
- Ensure that all staff understand their roles and responsibilities in the event of an emergency or medical situation
- Promote a culture of safety awareness and encourage reporting of hazards, incidents and near misses.

2. Legislation

This policy is based on advice from health and safety consultants Judicium Education, the Department of Education's first aid in schools advice, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, the Statutory Framework for Early Years Foundation Stage, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which states 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 1999, which requires 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, and 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 accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which sets out rules on the retention of accident records.

3. Roles and responsibilities

3.1 St Dunstan's Education Group

In accordance with health and safety legislation it is the responsibility of the Governing Body to provide safe, appropriate first aid (the initial assurance or treatment given to someone who is injured or suddenly taken ill) to pupils, staff and visitors. It includes arrangements for first aid within the school environment and for activities off site involving pupils and members of staff. Whilst the governing body has ultimate responsibility for the provision of first aid, it delegates day-to-day responsibility to the Chief Executive Officer of St Dunstan's Education Group.

The governing body has a duty to:

- Ensure that the school complies with all relevant health and safety legislation, including first aid requirements
- Review and approve annually the school's First Aid Policy
- Seek reassurance that there is adequate provision, appropriate equipment and facilities and personnel for providing first aid
- Seek reassurance that there is timely and competent administration of first aid, and the overall effective implementation of the First Aid Policy
- Ensure that adequate resources are available to ensure that the school has sufficient first aid provision
- Monitor and review the effectiveness of the first aid arrangements at the school through regular reports from the COO.

The governor who oversees first aid is the health and safety link governor.

3.2 The Chief Executive Officer of St Dunstan's Education Group

The Chief Executive Officer of St Dunstan's Education Group (CEO) is responsible for ensuring that this First Aid Policy and associated procedures are fully implemented. This involves:

- Ensuring the effectiveness of first aid arrangements, including the annual review of the First Aid Needs Assessment
- Ensuring that staff are aware of the roles and responsibilities detailed in this policy
- Ensuring that there is an adequate accident reporting procedures and that serious accidents and near misses are investigated in accordance with the Accident Investigation Policy.

3.3 The Head of St Christopher's the Hall School

The Head of St Christopher's the Hall School is responsible for ensuring that this First Aid Policy and associated procedures are suitable for their school and are fully implemented. This involves:

- Ensuring the effectiveness of first aid arrangements for their setting, including the annual review of the First Aid Needs Assessment
- Ensuring that staff in their schools are aware of the roles and responsibilities detailed in this policy
- Ensuring that there is an adequate accident reporting procedures and that serious accidents and near misses are investigated in accordance with the Group's Accident Investigation Policy
- Chairing the school's Health and Safety Committee and ensuring that accidents, investigations and possible trends are reported to the Health and Safety Committee.

3.4 Chief Operating Officer

The Chief Operating Officer (COO) is responsible for:

- Overseeing the procedures outlined in the First Aid Policy
- Confirming that an appropriate number of trained first aiders are present in the school at all times
- Confirming that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring that an annual first aid needs assessment is completed
- Receiving regular reports of any accidents, injuries or near misses that occur
- Investigating serious accidents and near misses; reporting those that fall within RIDDOR to the Health and Safety Executive and, where appropriate, notifying the Head of the school of EYFS accidents that need to be referred to Ofsted

- Notifying the Group Health and Safety Committee, Finance and Resources Committee or Full Governing Body regarding significant incidents or causes of concern regarding first aid management and provision
- Line management of the Head of Health and Safety.

3.5 Head of Learning Enrichment

The Head of Learning Enrichment is responsible for:

- Overseeing the provision for individual pupils with medical conditions as outlined in the Supporting Pupils with Specific Medical Needs Policy
- Confirming that adequate space is available for catering to the medical needs of pupils.

3.6 First Aid Coordinator / Learning Enrichment Support

The First Aid Coordinator / Learning Enrichment Support is responsible for:

- Coordinating the recruitment of first aiders
- Monitoring first aider training records and arranging training sessions for those with qualifications due to expire
- Supporting departments with arranging supplementary first aid training where this is identified
- Communicating to first aiders any changes to practice or arrangements, managing logs of this communication
- Any medical administration of over the counter or prescribed medication for individual pupils in accordance with the Supporting Pupils with Specific Medical Needs Policy
- Determining if a pupil, following an injury or sudden illness, should be sent home, liaising with parents /carers as appropriate
- Ensuring that first aid kits and equipment are appropriately maintained and updating digital logs to evidence checks
- Ensuring suitable and sufficient first aid signage is provided and maintained
- Ensuring records of AED equipment are maintained, to demonstrate a suitable and sufficient maintenance and testing program and arranging for any items that are due to expire to be replaced
- Reviewing and closing-down all accident forms, reporting trends to the Health and Safety Committee
- Creating the individual healthcare plans for pupils with medical conditions as outlined in the Supporting Pupils with Specific Medical Needs Policy

- Ensuring that the first aid kits used for specific trips contain the necessary equipment
- Carrying out checks and organising maintenance of AED devices. This will be based on the manufacturer's handbook and where applicable will include checking for correct storage, any flashing / warning lights, battery low/failures, pads present and in date, cables intact, any other damage, requirement for service.

3.7 Educational Visits Coordinator

The Educational Visits Coordinator (EVC) is responsible for:

- Ensuring that all educational visits and adventurous activities' risk assessments give sufficient consideration to first aid
- Advising trip leaders on first aid provision
- Liaising with the First Aid Coordinator to ensure that the first aid kits used for specific trips contain the necessary equipment.

3.8 Head of Health and Safety

The Head of Health and Safety is responsible for:

- Completing termly spot checks of first aid kits and signage and reviewing the First Aid Coordinator's checklists
- Ensuring new starter induction information includes details regarding first aid provision.

3.9 First aiders

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
- Ensuring that an ambulance or professional medical help is summoned as appropriate
- Suggesting individuals go home to recover where necessary, referring pupils to the First Aid Coordinator and staff to their line manager where appropriate
- Always using single-use disposable gloves when dealing with bodily fluids
- Ensuring waste from bodily fluids is 'double-bagged' in yellow plastic bags and then secured and deposited in the yellow clinical waste bins provided in the Reception Year area

- Using the Medical Tracker platform to record all accidents on the same day as, or as soon is reasonably practicable after, an incident, and informing the Site Manager of any remedial actions if required to prevent a reoccurrence
- Notifying the First Aid Coordinator of any gaps in first aid supplies following use
- Ensuring their qualification is in date and attending refresher training.

First aider details will be displayed prominently around the two sites and a formal log maintained by the First Aid Coordinator.

3.10 Site Manager

The site manager is responsible for:

- Safely cleaning up bodily-fluid spillages using spill kits and appropriate PPE
- Ensuring the timely collection of yellow bin clinical waste.

3.11 All staff

All staff are expected to use their best endeavours, particularly in emergencies, to secure the health, safety and welfare of pupils, staff, and visitors. All staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring that they know who the first aiders at the school are
- Completing an online accident form for all incidents they attend
- Completing an online near-miss form for incidents they witness that could have resulted in injury
- Highlighting gaps in the first aid provision that they may observe
- Using precautions to avoid infection and following basic hygiene procedures
- Ensuring that spilt bodily fluids are cleaned up quickly by reporting to the site team
- Informing People Operations, or their line manager, of any specific health conditions or first aid needs.

4. First Aid Needs Assessment

The level of first aid provision required at the school will be assessed by considering the following factors:

<p>The nature of the school environment and associated hazards and risk</p>	<p>Local risk assessments will identify if there are any specific high-risk activities or hazards within the area. For example, areas where machinery or chemicals are used would be a higher risk than in areas or floors of general classrooms. These higher risk areas require a greater level of first aid provision and may require additional specific equipment such as burn kits, or eyewash stations.</p> <p>Where different work activities are carried out in different parts or floors of the school, separate First Aid Needs Assessments may need to be carried out. There areas include, but are not limited to, Early Years, Art and Sport.</p>
<p>Size and layout of the school</p>	<p>With the school site comprising of more than one building, and commercial activities also being run across the year, first aid provision will be assessed for each building and the time of year (e.g. term-time or holidays).</p> <p>Where there are multi-floored buildings, consideration will be given to the number of first aiders required to provide prompt attention to an event occurring on each floor.</p>
<p>Type and number of occupants</p>	<p>Consideration will be given to the number of occupants in an area and how this may vary during the school day, or out of hours.</p>
<p>Work patterns</p>	<p>When the school is occupied outside normal working hours, sufficient provision will be made to ensure that there is always first aid cover to meet the minimum requirement identified in the First Aid Needs Assessment. Lone working will be discouraged, and activities limited to low risk, to reduce the likelihood of injuries occurring.</p> <p>For further information see the Lone Working Policy.</p>
<p>Proximity of site to hospital</p>	<p>The closest A&E is University Hospital Lewisham, located on Lewisham High Street, London SE13 6LH. It is 3.2 miles from the school, approximately 20 minutes in a car.</p> <p>Beckenham Beacon Urgent Care Centre is 0.9 miles from the school, approximately five minutes in a car.</p>
<p>History / likelihood of accidents and near misses</p>	<p>The monitoring of the number, type, frequency and location of accidents may assist to ensure appropriate first aid provision is focused in specific areas.</p>
<p>The use of shared or multiple occupied sites</p>	<p>Where a site is a shared or there is multiple occupancy, any specific shared arrangements for the responsibility of first aid provision must be taken into account and the arrangements must be formalised in a written agreement, this includes lettings agreements such as for after school clubs and holiday camps. For further detail see the Lettings Policy.</p>

Foreseeable absences of first aiders	First aid cover must be maintained to the level identified in the first aid needs assessment. Potential staff absence will be taken into consideration when determining the number of first aiders. For example, whenever EYFS pupils are onsite there must be at least one person who has a current Paediatric First Aid (PFA) certificate on the premises at all times. To ensure sufficient coverage in times of staff absence, all EYFS staff are PFA trained.
First aid provision for visitors	The First Aid Needs Assessment will consider the likely presence of visitors on site and the specific need for additional first aid provision during large events, such as concerts.

See Appendix C for the First Aid Needs Assessment.

5. Appointment of first aiders

Any member of staff may be asked to undertake first aid tasks, but they cannot be required to, unless it is included in their job description. All staff are expected to always use their best endeavours, particularly in emergencies, to secure the welfare of pupils, in the same way that parents might be expected to act towards their children. In general, the consequences of no action taken are likely to be more serious than of those trying to assist in an emergency.

New members of staff should be asked at induction whether they are trained in first aid. If so, their details should be passed on to the First Aid Coordinator with a view to them being added to the first aider list and their qualification dates being noted.

All staff including EYFS are required to hold the paediatric first aid which will be renewed every three years.

6. First aid rooms and equipment

6.1 First aid room

The first aid area is located on the ground floor of the main building. It includes:

- Medical bed with enough space for first aid to be administered
- Clean washable surfaces and adequate heating, ventilation and lighting, tidy, accessible and available for use at all times
- Sink with hot and cold running water
- Drinking water and disposable cups

- Secure store for first aid materials
- A refrigerator
- Foot-operated bins lined with disposable yellow clinical waste bags or a container for safe disposal of clinical waste
- Toilet located in main lobby and shower facilities upper floor of the Heard Block.

6.2 First aid kits

The minimum level of first aid equipment is suitably stocked and properly identified first aid kits. These must be readily available and accessible and contain at least a number of individually wrapped sterile plasters, wound dressings, triangular bandages and eye pads as well as disposable gloves and safety pins. The number of items will vary depending on the size of the kit. The size of the kit, number of items and addition of any other items such as sterile water, scissors, adhesive tape and disposable apron will be identified in the First Aid Needs Assessment.

First aid kits will be located in areas as identified in the First Aid Needs Assessment, including all high-risk areas. First aid kits will not be locked away to ensure that anyone in the building can always have access to them, for example kitchens or reception areas. The contents of first aid kits will be checked half-termly by the First Aid Coordinator and all first aiders are required to notify the First Aid Coordinator when first aid kits have been used.

All first aid kits for trips, including the minibus are available from First Aid Coordinator who is responsible for all checks and maintenance of the first aid kits.

The PE department hold their own set of first aid kits which are used onsite and at fixtures, these are maintained and checked by the First Aid Coordinator half-termly and the PE department are required to notify the First Aid Coordinator when first aid kits have been used.

First aid kits must not contain medicine. First aid does not include administering medication. The Supporting Pupils with Specific Medical Conditions Policy details how medication administration is managed.

6.3 Additional first aid facilities

6.3.1 Automated External Defibrillator

The school recognises that there is an increase in chance of survival following a cardiac arrest if an Automated External Defibrillator (AED) is used. There is one AED, this is located in Main Lobby.

The AEDs are maintained by the First Aid Coordinator.

While the UK Resuscitation Council guidelines state that training is not necessary to operate this equipment, provision of training is considered best practice, therefore AED training is incorporated into First Aid at Work, Emergency First Aid at Work and Paediatric First Aid courses.

6.3.2 Eyewash stations

Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers will be provided. Once the seal has been broken, the containers must not be kept for reuse.

6.3.3 Spillage kits

The First Aid Needs Assessment will identify where spillage kits for clearing up and disinfecting spillages of blood or other body fluids should be located. The kits will be stored in the Site Manager's workshop. Spillage kits will contain absorbent granules, a disinfectant (unless incorporated in the granules), gloves and a scoop for picking up the granules. The kits will be checked half-termly by the Site Manager.

6.3.4 Actions to be taken for specific medical conditions

The specific conditions of asthma, epilepsy and allergies are covered in the Pupils with Specific Medical Conditions Policy and for instructions on the use of the emergency salbutamol inhaler, the school refers to the Department of Health document Guidance on the use of emergency salbutamol inhalers in schools (March 2015).

6.4 Off site provision

Risk assessments must be completed by the Trip Leader and reviewed by the EVC prior to any educational visit. There will always be at least one appropriately trained first aider on school trips. For trips including EYFS pupils, there will be at least one first aider with a Paediatric First Aid certificate, as required by the statutory framework for the EYFS. The nominated first aider for the trip will be responsible for taking a suitable and sufficient first aid kit with them which is obtainable from the First Aid Coordinator. The contents of the first aid kit should be determined during the risk assessment approval process, so additional items can be requested and supplied as necessary.

7. Communication

Communication is key in ensuring first aid arrangements operate efficiently in an emergency and this will require everyone at the school to be aware of, understand, and accept them. Arrangements will be clear and easily understood. All staff, pupils and other site users will be informed of first aid arrangements including the location of:

- Equipment
- Facilities
- Signage
- Emergency phone numbers
- First aiders and how to contact them.

This information is provided to building users in a variety of ways:

- New starter staff inductions
- Mandatory health and safety awareness training for all staff
- Termly health and safety briefings for new staff
- Termly health and safety refresher sessions for all pupils
- A visitor guide that details how to obtain first aid and accident reporting procedures.

The Head of Health and Safety will ensure that briefing information is kept up to date. The First Aid Coordinator is responsible for posting signs on doors indicating where first aid kits, EpiPens and inhalers are located and detailing the nearest first aiders.

8. Training

8.1 Selecting a first aid training provider

Following the guidance provided by HSE GEIS3 - Selecting a first aid training provider - A guide for employers to support with the selection of a competent first aid provider, the First Aid Training Coordinator will ensure that the provider has:

- The correct qualifications
- Relevant quality assurance systems and teaching standards in place
- Offers accredited training with appropriate syllabus content.

8.2 Levels of training

All school staff, regardless of role, are expected to undertake first aid training.

All first aiders must have completed a training course and hold a valid certificate of competence to show this. The school will keep a register and certificates of all trained first aiders, what training they have received and when this is valid until. This register is maintained by the First Aid Coordinator.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, staff will need to retake the full qualification.

The courses offered to staff include:

<p>First Aid at Work (FAW)</p>	<p>Three-day course covered in 18 hours over a minimum of 3 days. On completion of training, successful candidates should be able to:</p> <ul style="list-style-type: none"> (a) provide emergency first aid at work (see below) (b) administer first aid to a casualty with: <ul style="list-style-type: none"> injuries to bones, muscles and joints, including suspected spinal injuries chest injuries burns and scalds eye injuries sudden poisoning anaphylactic shock. (c) recognise the presence of major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid. <p>Certificates last for three years. Before the certificates expire, first aiders will need to undertake a two-day requalification course as appropriate, to obtain another three-year certificate.</p>
<p>Emergency First Aid at Work (EFAW)</p>	<p>One day course covered in a minimum of 6 hours. On completion of training, successful candidates should be able to:</p> <ul style="list-style-type: none"> (a) understand the role of the first aider including reference to: <ul style="list-style-type: none"> the importance of preventing cross-infection the need for recording incidents and actions use of available equipment (b) assess the situation and circumstances in order to act safely, promptly and effectively in an emergency (c) administer first aid to a casualty who is unconscious (including seizure) (d) administer cardiopulmonary resuscitation (e) administer first aid to a casualty who is choking (f) administer first aid to a casualty who is wounded and bleeding (g) administer first aid to a casualty who is suffering from shock

	<p>(h) provide appropriate first aid for minor injuries including small cuts, grazes and bruises, minor burns and scalds, small splinters).</p> <p>Certificates last for three years. The full course must be re-completed to obtain further three-year certificate.</p>
<p>Paediatric First Aid</p>	<p>Two-day course covered in a minimum of twelve hours with resuscitation and other equipment including baby and junior models, as appropriate.</p> <p>On completion of training, successful candidates should be aware of the appropriate contents of a first aid kit and the need to record accidents and incidents.</p> <p>The course will cover the following areas:</p> <p>planning for first aid emergencies dealing with emergencies</p> <ul style="list-style-type: none"> (a) resuscitation procedures appropriate to the age of children being cared for (b) recognising and dealing with shock (c) recognising and responding appropriately to anaphylactic shock (d) recognising and responding appropriately to electric shock (e) recognising and responding appropriately to bleeding; (f) responding appropriately to burns and scalds (g) responding appropriately to choking (h) responding appropriately to suspected fractures (i) responding appropriately to head, neck and back injuries (j) recognising and responding appropriately to cases of poisoning (k) responding appropriately to foreign bodies in eyes, ears and noses (l) responding appropriately to eye injuries (m) responding appropriately to bites and stings (n) responding appropriately to the effects of extreme heat and cold (o) responding appropriately to febrile convulsions (p) recognising and responding appropriately to the emergency (q) (q) needs of children with chronic medical conditions, including (r) epilepsy, asthma, sickle cell anaemia, diabetes (s) recognising and responding appropriately to meningitis and other serious sudden illnesses. <p>Certificates last for three years. The full course must be re-completed to obtain a further three-year certificate.</p>

9. Record keeping

9.1 Medical Tracker

Accidents or incidents that happen on the premises, regardless of if the individual is a member of the school or not, must be recorded via Medical Tracker. In the case of pupil incidents, Medical Tracker should be completed by the member of staff initially responsible for supervising the respective pupil. Medical Tracker is reviewed half-terminly by the First Aid Coordinator and School Operations Manager to ascertain the nature of the incidents and to spot trends and areas of concern. Summaries of the data and observations are shared with the school Health and Safety Committee, the executive and governors as appropriate.

Any non-employee that experiences an accident or incident whilst on the premises, for example a contractor, must also report the incident immediately to the person responsible for their presence on site.

A record of all first aid treatment is to be recorded using the injury form on Medical Tracker. The form should be completed by the relevant member of staff on the same day, or as soon as possible after an incident resulting in sudden illness or injury.

As much detail as possible should be supplied when reporting an accident or sudden illness, including all the information included in the accident form which is detailed in Appendix B. This includes:

- The date, time and location of the incident
- The name, year and class (if applicable) of the injured or ill person
- The injured or ill person's contact details if they are not a member of the school
- Details of the injury and illness
- What first aid was given
- What happened to the person immediately afterwards
- The name of the first aider and / or person who dealt with the incident
- Whether the accident needs reporting elsewhere or further investigating.

Parents / carers are notified on the same day of significant accidents and any head injuries by the first aider that administrated treatment.

Records held in the accident book will be retained for a minimum of three years. In accordance with Regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed.

9.2 Reporting to the HSE

The COO will keep a record of, and formally investigate, any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation.

The COO will report these to the HSE as soon as is reasonably practicable and in any event within ten days of the incident. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within ten days.

Further information is provided in the Group's Accident Investigation Policy.

10. Monitoring and review

This policy will be reviewed by the COO and the Head of Health and Safety annually.

This will include a review of the adequacy and effectiveness of emergency arrangements and will include feedback received from the school's external annual health and safety audit. Significant changes to departmental activities, site organisation (e.g. moving to a new building) will demand at least a partial review of first aid arrangements.

At every review, the policy will be approved by the Finance and Resources Committee.

11. Links with other policies

This First Aid Policy links to the following policies:

- Risk and Compliance Policy (Group)
- Accident and Investigation Policy (Group)
- Critical Incident Plan (school)
- Fleet Vehicles Policy (Group)
- Health and Safety Policy (Group)
- Lettings Policy (school)
- Minibus Policy (school)
- Supporting Pupils with Specific Medical Conditions (school)
- Trips and Visits Policy (school)

Appendix A: Example of accident form

Injury

Student/Staff*

Name of first aider*

Incident date & time* (24-hours format)

Location of incident* ?

Injured area*

Injury / Symptoms*

Injury description

How it happened?*

More information

Referred by (staff member)

Treatment administered*

What happened next?*

Notes

Additional fields

- Confidential?
Only teams with confidential access will be able to view this record
- Request accident/incident investigation?
- RIDDOR reportable?
If uncertain, please read HSE guidance

Appendix B: First Aid Needs Assessment

The level of first aid provision required at the school has been assessed by considering the following factors.

1. Activities, types of hazards and injuries and high-risk areas

A review of activities across the school indicates the likelihood of moderate injury, increasing to high-risk in EYFS, Art, Drama, Estates, IT and Sport.

Area	Hazards	Possible cause of accident	Possible injuries	Additional first aid equipment
Use of general classrooms	Slips, trips, falls	Uneven flooring, obstructions, trailing cables, slippery surfaces, worn carpets / rugs	Cuts, bruises, slips, trips, head injuries	
Playtime	Slips, trips, falls	Uneven outdoor surface or grounds, adverse weather, obstructions, collisions	Cuts, bruises, slips, trips, head injuries	Ice packs Additional sterile wipes and plasters
Dining Hall	Burns Choking, Allergies, Slips, trips, falls	Contact with hot items or surfaces, slippery surfaces, uneven flooring	Allergic reaction, burns, cuts, bruises, slips, trips, head injuries, choking	
Early Years	Slips, trips, falls, exposure to bodily fluids,	Uneven flooring, obstructions, trailing cables, slippery surfaces, worn carpets / rugs	Cuts, bruises, slips, trips, burns, head injuries, choking, infection	Ice packs Additional sterile wipes and plasters Burns kit
Art	Chemicals Heat Sharps	Exposure to chemicals whilst handling, spillages, splashing, leaks, incorrect use of sharp tools	Cuts, burns, allergic reaction, eye injury, breathing difficulties	Eye wash station
Drama	Electricity Machinery, Working at	Failure to securely isolate electrical systems and equipment, poorly	Electric shock, burns, head and physical injuries, allergic	

	height Manual handling	maintained equipment, incorrect working at height or manual handling	reaction, eye injury, musculoskeletal injury	
Site Team	Electricity Machinery Chemicals, Working at height Manual handling Exposure to bodily fluid Workplace transport	Failure to securely isolate electrical systems and equipment, poorly maintained equipment, exposure to chemicals, incorrect working at height or manual handling, involvement in road traffic accidents	Electric shock, burns, head and physical injuries, allergic reaction, eye injury, musculoskeletal injury, infection	Burns kit Eye wash stations
IT	Electricity Working at height	Failure to securely isolate electrical systems and equipment, poorly maintained equipment, incorrect working at height or manual handling	Electric shock, burns, head and physical injuries, musculoskeletal injury	
Sport	Manual handling Workplace transport	Incorrect manual handling, collisions in sport, involvement in road traffic accidents	Head injuries, sprains, fractures, breathing difficulties, musculoskeletal injury	Ice packs

2. Size and layout of the school

The main school site is split across several buildings and multiple floors. Buildings are connected excepted the Stable Block and Pre School which are approximately 10m from the main building.

3. Type and number of occupants on a typical school day

EYFS	61
Pre Prep and Prep School	160
Staff	~54 onsite during term time
Visitors	~ 5
TOTAL	280

There are on average 43 staff trained as first aiders at one time (allowing for some flex with certificates expiring, staff leaving etc.) Assuming that 80% of first aiders are on site at any one time, that is 34 first aiders on site during the normal school day, this is a ratio of 1:8 occupants to each first aider. This is a more than sufficient ratio, given that the HSE considers it to be good practice to have one first aider for every 50 occupants.

4. First aider coverage

First aid coverage across the buildings and levels is summarised in the table below. Coverage is good across the buildings, including in all 'high risk' areas.

Georgian Building	
Basement	0
Ground Floor (Level 1)	2
2 nd Floor	3
3 rd Floor	1
Heard Block	
Ground Floor	12
First Floor	8
Preschool	
Single Storey	6
PE Block	
Single Storey	3

The table below summarises the arrangements for the school day and out of hours. During a typical out-of-hours day (e.g. school holidays) there are normally a maximum of 10 employees on site. Where out of hours pupil events are arranged, first aid provision must be allocated before the activity is approved.

School day	All staff onsite: Approximately 43 first aiders available, with good spread across buildings and floors	EYFS: all EYFS staff Paediatric First Aid trained Prep School break times: always at least one member of staff on duty is a first aider (playground and dinner hall) and first aid kit carried at all times. Sport: all sports staff trained
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<p>Out of hours</p>	<p>Whenever the building is open, there is always at least one member of the site team are first aid trained. Events: all event risk assessments require a nominated first aider, with a ratio of one first aider to 120 visitors.</p>	<p>If EYFS children are onsite out of hours, there will always be a paediatric first aider assigned to the activity (e.g. Saturday admissions-related activity).</p> <p>If pupils are onsite the activity is treated as ‘out of hours’ event, requiring a risk assessment that includes the event organiser to allocate a first aider.</p>
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Given the regular work patterns of most staff at the school, foreseeable and unforeseeable absences during term-time can be managed due to the number of first aid trained staff. During the holidays and out of hours, foreseeable absence is addressed by ensuring that both the site team and administration team (the two teams that oversee out of hours activities), have at least one qualified first aider due to be on shift, with rotas adjusted to ensure this.

For all off-site activities involving pupils, the educational visits risk assessment requires an appropriately trained first aider to be assigned to the trip, based on an appropriate ratio of pupils to first aiders, informed by the likely risks associated with the visit. The EVC is competent to advise on such provision, which will occur during the normal risk assessment process. Where possible, when using an external provider, providers that have appropriate first aid training will be chosen to deliver trip provision and adventurous activities.

5. Proximity to A&E

The closest A&E is University Hospital Lewisham, located on Lewisham High Street, London SE13 6LH. It is 3.2 miles from the school, approximately 20 minutes in a car.
Beckenham Beacon Urgent Care Centre is 0.9 miles from the school, approximately five minutes in a car.

6. Review of accident data

A review of 2024/25 accident data indicates the highest risk areas are:

- Playtime and use of play equipment: cuts, bruises and minor head injuries
- Sport: bruises, sprains and a small number of fractures

The majority of accidents happen during the school day.

The accident data indicates that first aid has been promptly given. Given the level of first aid coverage and the nature of injuries most often incurred, the current first aid provision is considered appropriate.

7. First aid provision for visitors

During the normal school day, due to the school being a secure site, there are unlikely to be more than five visitors or ad-hoc contractors onsite at any time. These numbers are manageable due to the number of first aiders available during the school day.

Where events exceed 20 visitors, the events risk assessment requires identification of an 'allocated first aider' for the event.

8. Shared site arrangements

The table below summarises the first aid arrangements for external users of the site (e.g. hirers).

After school club providers	Required to hold first aid qualification as part of room hire agreement
Out of hours hirers	If a group activity required to confirm the level of first aid provision in place
Holiday Camps	Providers expected to evidence own first aid provision as part of agreement, keeping school apprised of any accidents / incidents that relate to fabric of building, poor facility management etc.
Service contracts (cleaning & catering)	Contractors expected to organise own first aid provision, keeping school apprised of any accidents / incidents that relate to fabric of building, poor facility management etc.