A Member of Slough and East Berkshire C of E

Multi Academy Trust

First Aid Policy

Owner:	Mrs Deborah England
Ratified by Governing Body:	
Date Ratified:	October 2026
Date Policy to be renewed:	Autumn 2027

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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 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 Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of students

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and First Aiders

The school's appointed First Aider is Miss Lucy Clark (March 2025). She is 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 (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
- Sending students home to recover, where necessary

- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed person(s) and/or First Aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

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 appointed persons and/or 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
- 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 (see section 6)

3.5 Staff

School staff are responsible for:

- Ensuring they follow First Aid procedures
- Ensuring they know who the First Aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a First Aider/appointed person is not called
- Informing the Headteacher or their 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, if appropriate, 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 remain on the 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 lead 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
- If emergency services are called, the lead First Aider or member of Admin team will contact parents immediately
- The First Aider/relevant member of staff 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 school mobile phone
- A portable First Aid kit
- Information about the specific medical needs of students
- Parents' contact details

Risk assessments will be completed by the Trip/Visit team leader prior to any educational visit that necessitates taking students off school premises.

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
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Face shields for mouth to mouth

No medication is kept in First Aid kits.

The school also has a Defibrillator that is located in the main reception area.

First Aid kits are stored in:

- The Medical Room
- Reception (at the desk)
- The Main School Hall
- All Science labs

- All Design and Technology classrooms
- The school kitchens
- The Staff Room
- All School vehicles

6. Record-keeping and reporting

6.1 First Aid and accident record book

- An accident form will be completed by the First Aider/relevant member of staff 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, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the student's educational record by the Lead First Aider
- Records held in the First Aid and 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 School Business Manager 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 School Business Manager 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 scalping 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

The lead First Aider or member of the Admin team will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

The School Business Manager will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The School Business Manager will also notify local child protection agencies of any serious accident or injury to, or the death of, a student while in the school's care.

7. Training

All school staff are able to undertake First Aid training if they would like to or their role makes it necessary.

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 (see appendix 1).

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 Headteacher every two years.

At every review, the policy will be approved by the Headteacher and full governing board.

9. Links with other policies

This First Aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting students with medical conditions
- Trips and Visits policy
- Visitor Policy

10. Appendix 1: list of appointed person(s) for First Aid and/or trained First Aiders

	FIRST AIDERS	
NAME	**LOCATION**	**CERTIFICATE EXPIRES**
Saima Bhatti	LSA	May-25
Ali Frater	Admin	May-25
Attiya Abbas	Admin	May-25
Elizabeth Goswell	Science	May-25
Sonia Connor	Admin	Apr-26
Charlotte Miller	Drama	Apr-26
Tinaz Chacha	Lunchtime Supervisor	Apr-26
Aisha Qayyum	Science	Apr-26
Amba Bokenda	MFL	Apr-26
Brent Jones	Geography	Apr-26
Jess Woods	P.E	Sep-26
Saqlain Basharat	P.E	Sep-26
James Mountford	P.E	Sep-26
Sandra Brewer	Admin	Sep-26
Disha Thakkar	Admin	Sep-26
Joe Johns	Technology	Sep-26
Klaus Berran	Driver	Sep-26
Dorota Gierlik	Science	Sep-26
Maria Bynre	Science	Sep-26
Lauren Mason	R.E	Feb-27
Denis Hallahan	Lunchtime Supervisor	Feb-27
Azra Ali	Lunchtime Supervisor	Feb-27
Ash Hussain	Admin/Lettings	Feb-27
Aisha Samad	LSA	Feb-27
Nilesh Thakkar	Maths	Feb-27
Liberty Claydon	History	Feb-27
Tracy Ahearn	Admin	Sep-27
Charlotte Munro	Business and Operations Manager	Sep-27
Becci Fearnley	Library	Sep-27
Alex Sabal	LSA	Sep-27
Khadija Hassan	LSA	Sep-27
Cheryl Bennett	Admin	Sep-27
Danielle Horn	Technology	Sep-27
Natasha Malik	Psychology	Sep-27

11. Appendix

12. 2: Accident Report Form

Name of injured person		**Role/class**	
Date and time of incident		**Location of incident**	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any First Aid treatment, and what happened to the injured person immediately afterwards.			
Follow-up action required			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
Name of person attending the incident			
Signature		**Date**	