First Aid Policy

Approved by:	Governing Board	**Date:** November 2026
Next review due by:	October 2027	

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils 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 pupils

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 person is Lead First aider - Mrs. Leyla Fernandes, Support First Aider -Mrs Nadya Razzaque. 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 (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 pupils 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 and first aiders are listed in appendix 1.

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 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 pupils
- Reporting specified incidents to the HSE when necessary (see section 6)
- Ensuring that PPE is available for staff where necessary

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/incident reports (see appendix 2) for all incidents they attend to where the appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

The lead first aider primary responsibility is:

To ensure the provision of emergency and routine first-aid treatment for students, staff and visitors, overseeing the management of the first aid room and ensuring that all first aid incidents are recorded on the student's medical record in Medical Tracker.
Emergency stock of prescribed medicines and tablets for distribution to certain students, as and when required, in line with parental consent with the appropriate documentation completed.

- First-aid kits are prepared for use during all school's activities, e.g. school trips and maintain first aid boxes placed around the school
- All related first aid equipment, wheelchairs and the first aid room are maintained

including ordering of supplies for the first aid provision.

To support the School Business Manager to produce a range of reports in relation to first aid incidents and photographic medical lists for all students with specific medical needs and ensure that the relevant staff are made aware of the information respecting confidentiality where necessary.

- To undertake first aid duties providing cover in the first aid room, as required.
- To assist in school emergencies as required, including locating staff, contacting emergency services and completing necessary documentation.
- To attend relevant meetings and training sessions.
- Shall undertake first aid training and responsibilities as required.

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 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 pupil 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 first aid lead or person appointed by them at the time will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury they also need to update Medical Tracker with the information that day.

4.2 Off-site procedures

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

- A school mobile phone
- A portable first aid kit including 2 AAI's
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the lead teacher prior to any educational visit that necessitates taking pupils off school premises.

Further to the above (section 4. First aid procedures) in the event of a hospital admission or 999 call out the First Aid Lead also completes an incident report form for sharing at subsequent health and safety meetings.

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
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- 2 Auto Adrenalin Injectors

No medication is kept in first aid kits.

First aid kits are stored in:

Food Technology
Reception
Science prep room
Science room M002
Science room M003
Science room M014
Science room M015
Science room M016
P.E. office
Design and Technology G 001
Minibus
Main kitchen
First Aid Room (main take-out box)

6. Record-keeping and reporting

6.1 First aid and accident record book

- 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, if a paper form used then the first aider will update on the Medical

Tracker application.

- 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 pupil's educational record by the Operations Manager.
- 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
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
    - Carpal tunnel syndrome
    - Severe cramp of the hand or forearm
    - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
    - Hand-arm vibration syndrome
    - Occupational asthma, e.g from wood dust
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any occupational cancer
    - Any disease attributed to an occupational exposure to a biological agent

- 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 is 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment
- *An accident "arises out of" or is "connected with a work activity" if it was caused by:
- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)
-

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

7. Training

All school staff can undertake first aid training if they would like to.

All first aiders must have completed a training course and must have 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 3).

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 school business manager every year. At every review, the policy will be approved by the 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 pupils with medical conditions

Appendix 1: list of appointed person for first aid and trained first aiders

First Aid at Work

Staff member's name	Role	Contact details
Leyla Fernandes	First Aid Lead Student Support	2230
Nadya Razzaque	Support staff	2228
Charlotte Moore	Student Services	2237
Niamh Farrell	Business Manager	2110
Nathalie Pannell	Finance Officer	2229
Kyle Harvey	SLT/ PE Department	5010

Appendix 1: list of [appointed person(s) for first aid and/or trained first aiders] continued

Diabetes Training

Leyla Fernandes	First Aid Lead & Student Support	2230

Medical Awareness Training (Auto-injector, Asthma and Epilepsy Basic)

Nadya Razzaque	First Aid Lead & tudent Support	2228
All Staff	Allergies training	

Appendix 2: accident report form

NAME OF INJURED PERSON	
DATE AND TIME 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	

Appendix 3: first aid training log

Ameen Ameen Level 3 Award in Emergency First Aid at Work (RQF)
25/07/2026
Charlotte Moore Level 3 Award in Emergency First Aid at Work (RQF)
14/12/2028
Nadya Razzaque Level 3 Emergency First Aid at Work (RQF)
30/04/2027
Ranj Bariya Level 3 Emergency First Aid at Work (RQF)
30/04/2027
Niamh Farrell Level 3 Award in Emergency First Aid at Work (RQF)
29/07/2028
Nadya Razzaque
Medical Awareness, Auto injector, asthma and epilepsy
18/05/2027
Ameen Ameen Level 3 Award in Emergency First Aid at Work (RQF)
25/07/2026
Lorraine Flegg- Level 3 Emergency First Aid at Work (RQF)
11/02/2029
Naveeda Akram - Level 3 Emergency First Aid at Work (RQF)
11/02/2029
Nathan Wellum – First Aid training – (intercity training ltd)
16/04/2027