

# First Aid Policy



**Approved by:** Governing Body

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## **1. Aims**

The aims of this first aid policy are to:

- To provide adequate first aid provision, and identify the number of qualified First aiders, who hold the 'Emergency First Aid at Work' certificate or equivalent
- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff 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

## **3. Roles and responsibilities**

### **3.1 Appointed person(s) and first aiders**

The school's appointed person(s) are:

Raluca Savu  
Nicole Douglas  
Tony Thompson

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Being readily available and following the principles, practices and aims of First Aid (to preserve life, prevent the condition worsening and promote recovery)
- Quickly and accurately assess the situation and take charge when someone is injured or becomes ill
- Give immediate and appropriate treatment
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Staying with the pupil or casualty until they are handed over to the care of an appropriate person or department (doctor, nurse, paramedic, Accident and Emergency department)
- **Safeguard the patient at all times** – not ignoring accidents or illnesses or refusing to give treatment or assistance, not undressing the patient unnecessarily, storing safely any of the patient's clothing or possessions
- Sending pupils home to recover, where necessary
- Ensuring there is an adequate supply of medical materials in first aid kits and reporting any deficiencies in the first aid kits
- 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

### **3.2 The Governing Body**

The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Head Teacher and staff members.

### **3.3 The Head Teacher**

The Head Teacher 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)

### **3.4 Staff**

School staff are responsible for:

- Acting in a manner that ensures the welfare of the children in their care at all times
- Familiarising themselves with the First Aid policy and any updates
- Ensuring they follow the first aid procedures detailed in this policy
- Comply with all instructions, whether verbal or written, that are given to ensure their personal safety and the safety of others
- Ensuring they know who the first aiders in school are
- Take basic precautions to avoid infection by following hygiene procedures
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Reporting any unsafe materials, equipment or conditions within their work space
- Informing the Head Teacher or their manager of any specific health conditions or first aid needs
- Ensure that any application of first aid is communicated to parents by the end of the school day. Details communicated by discussion with parents will be documented and held by the school within the school accident book and/or MIS (Arbor) with clear recording of the relevant dates and times.

## **4. First aid procedures**

### **4.1 In-school procedures (see also flowchart, appendix 1, for staff guidance)**

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 a head injury has been sustained, the child's parents/carers must be requested to come and assess the injury, even if there no physical presentation of injury
- If emergency services are called, the school administrator 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

## **4.2 Off-site procedures**

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

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

Risk assessments will be completed by the organiser and approved by an SLT member prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits.

## **5. First aid equipment**

A first aid kit in our school will typically 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

No medication is kept in first aid kits.

First aid kits are stored in:

- The school office
- Reception

- The Medical room
- School vehicles

The first aid kits are easily accessible and details of the nearest first aid boxes (along with a list of qualified staff) are contained within prominent notices throughout the school site.

## **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
- 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 school administrator
- 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 Head Teacher 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 Head Teacher will ensure a report is made 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)

<http://www.hse.gov.uk/riddor/report.htm>

### **6.3 Notifying parents/carers**

The Head Teacher will ensure parents or carers are informed of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. It remains the responsibility of the class teacher to ensure that any application of first aid is communicated to parents by the end of the school day. Details associated via discussion with parents will be documented and held by the school within the pupils school record (date/time) and/or MIS (Arbor).

### **6.4 Reporting to Ofsted and child protection agencies**

The Head Teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil 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 Head Teacher will also notify Kent Child Protection and Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

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

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 are encouraged to renew their first aid training when it is no longer valid.



## **8. Monitoring arrangements**

This policy will be reviewed by the Governing Body, with support from the Advisory Panel, every year.

At every review, the policy will be approved by the Head Teacher and the Governing Body.

## **9. Links with the curriculum**

The curriculum has:

- Risk assessments available for all activities
- Closely monitored behaviour and classroom management that aims to minimise the risk to the health and safety of pupils
- Programmes of study that promote personal safety and awareness of basic first aid

Pupils learn:

- Basic first aid for their own personal care
- Learn how to adopt calming techniques to support themselves in emergency situations
- CPR

## **10. Links with other policies**

This first aid policy is linked to the:

- Health and safety policy

## Appendix 1: List of First Aiders

Staff member's name	Role
Tony Thompson	Head Teacher
Emma Goode	Head of safeguarding and SENCo
Raluca Savu	Tutor
Libbi Mai Waters	PEG

**Appendix 2: Accident Report Form**

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<b>Action taken</b>			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards</i>			
<b>Follow-up action required</b>			
<i>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</i>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

## Guidance for First Aid action by staff when an injury requiring first aid has taken place at school or a pupil becomes unwell at school

