FIRST AID POLICY AND PROCEDURES

Policy Owner	Date Reviewed	Policy Version No.	Next Review Date
Teacher in Charge	August 2026	2026/0001	September 2027

Contents

First Aid Policy and Procedures

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 senior management 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 (DfE) on first aid in schools and health and safety in schools, and guidance from the Health and Safety Executive (HSE) on incident reporting 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 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, 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

Appointed Person/s and First Aiders

Our school's first aiders will be displayed prominently around the school. 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 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
- Contacting the Teacher in Charge if the pupils need to be sent home
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date.

It is emphasised that the qualified First Aiders are NOT trained doctors or nurses.

The Governing Body

The governing body will oversee the implementation of this policy and has shared responsibility for health and safety matters in the school. The governing body delegates operational matters and day-to-day tasks to the Teacher in Charge and staff members.

The Teacher in Charge

The Teacher in Charge is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are always present in the school
- 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 staff 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.

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 for all incidents they attend to where a first aider is not called
- Informing the Teacher in Charge or their manager of any specific health conditions or first aid needs.

4. First Aid Arrangements

The Teacher in Charge will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents
- The arrangements for First Aid
- Those employees with qualifications in first Aid
- The location of First Aid kits.

In addition, the Teacher in Charge will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with first aid qualifications
- Location of first aid boxes.

All members of staff will be made aware of the school's first aid policy.

Use of Plasters in First Aid

The school's first aid cabinets/boxes, grab bags and vehicle kits are supplied with Wash-proof Low Allergy Plasters. However, plasters should not be applied to persons with a known allergic reaction to adhesive plaster.

Where parents/carers inform the school that the pupils have such an allergy, or a skin condition negates the use of an adhesive plaster, a standard lint free dressing will be used.

Aspirin

Under no circumstances will Aspirin be either stored or dispensed on site for pupils, except for medication supplied by parents/carers, as part of prescribed medication, authorised by a GP.

5. First Aid Procedures

Infection Control

First Aid Staff must:

- Ensure all own injuries are covered with waterproof dressings before commencing treatment.
- Wash their hands before and after applying dressings.
- Only use mouth pieces when administering mouth-to-mouth if trained to do so.
- Use disposable gloves whenever blood or other bodily fluids are handled.
- Use disposable materials such as paper towels and sanitizing powder to clear up spills of bodily fluid.
- Dispose of blood and bodily waste in a way that does not allow others to come into contact with it. (Seek medical advice if contact is made with any other person's bodily fluids).

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.
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment).
- 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, parent/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers.

- If emergency services are called, the Teacher in Charge or senior member of staff will contact parent/carers 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.

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
- Information about the specific medical needs of individual pupils
- Parent/carers' contact details

Risk assessments will be completed by the trip organiser and approved by the Teacher in Charge/SLT, prior to any educational visit that necessitates taking pupils off school premises.

Threshold for calling an Ambulance

The decision will vary from case to case, but it is strongly advised to administer First Aid and **call an ambulance if someone**:

- Appears not to be breathing.
- Is having chest pain, difficulty breathing or experiencing weakness, numbness or difficulty speaking.
- Experiencing severe bleeding that you are unable to stop with direct pressure on the wound.
- Is struggling for breath, possibly breathing in a strange way appearing to 'suck in' below their rib cage as they use other muscles to help them to breathe.
- Is unconscious or unaware of what is going on around them.
- Has a fit for the first time, even if they seem to recover from it later.
- If they are having a severe allergic reaction accompanied by difficulty in breathing or collapse – get an ambulance to you, rather than risk things getting worse whilst you are in the car.
- If a child is burnt and the burn is severe enough that you think it will need dressing – treat the burn under cool running water and call an ambulance. Keep cooling the burn until the paramedics arrive and look out for signs of shock.
- If someone has fallen from a height, been hit by something travelling at speed or has been hit with force.
- If you suspect that someone may have sustained a spinal injury – do not attempt to move them and keep them still whilst awaiting an ambulance.

6. 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
- Sterile eye pads/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:

- Teacher in Charge's Office
- Medical room
- School kitchen
- School vehicles

First Aid kits will be checked routinely every term and contents audited and replenished or replaced, as necessary. Kits will also be checked after reported incidents have occurred. Records of routine and intermediate checks will be held within the school First Aid file.

7. Record Keeping and Recording

First aid and accident reporting and recording

- An accident form will be completed by 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
- A copy of the accident report form will also be added to the pupil's educational file
- Records 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.

Accidents and incidents are reported to the Teacher in Charge. We also encourage all employees, pupils, and visitors to report health and safety related concerns so that we can consider them in terms of accident prevention.

Pupil Accidents involving their Head

The school recognises that head injuries can be difficult to assess because symptoms may not be immediately visible and may develop later. All bumps, knocks or impacts to the head, face or neck must be treated cautiously and assessed by a trained first aider.

- All head bumps will be recorded on the accident record on the same day, or as soon as reasonably practicable, including the time, location, witnesses where known, treatment given, observations made and parent/carer contact.
- Where emergency treatment is required, staff will call 999, inform the Headteacher or senior member of staff, and contact parents/carers immediately. If a neck or spinal injury is suspected, the pupil must not be moved unless this is necessary to preserve life.
- Emergency medical advice must be sought immediately for red-flag symptoms including loss of consciousness, difficulty staying awake, seizure, repeated vomiting, severe or worsening headache, clear fluid or bleeding from the ears or nose, bruising behind the ears, changes in vision or hearing, unequal pupils, confusion, unusual behaviour, new weakness or numbness, balance or walking difficulties, problems speaking, understanding, reading or writing, a high-speed impact, a fall from height, a dent to the head, or a wound with something embedded.
- Where emergency treatment is not required, a first aider will provide appropriate first aid, which may include a cold compress, and will ensure the pupil is observed during the school day. The pupil should avoid PE, rough play and contact activities for the remainder of the day, or longer if advised by a medical professional.
- The class teacher and relevant staff must be told that the pupil has had a head bump so they can monitor for any change in presentation.
- Parents/carers and social worker (if applicable) will be contacted by telephone and in writing in the daily handover notes, for any head injury. If direct contact is not achieved, staff will continue reasonable attempts to contact the parent/carer and will send the Appendix 2 notification home with the accident record.
- If symptoms develop or staff become concerned at any point, the pupil will be reassessed by a first aider and the school will contact parents/carers and/or seek NHS 111, GP, A&E or emergency medical advice as appropriate.
- Where the account of the injury is inconsistent, the injury is unexplained, there are repeated incidents, there is a delay in seeking help, or staff have any concern that the injury may indicate abuse, neglect or inadequate supervision, this must be reported to the DSL in line with KCSIE and the school's safeguarding procedures.

Reporting to the HSE

The Teacher in Charge 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 Teacher in Charge 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 scalding 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
    - Absorption of any substance by inhalation, ingestion or through the skin causing acute illness requiring medical treatment or loss of consciousness.
- 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

Training

All school staff undertake first aid training.

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. The staff member should contact the Teacher in Charge 2 months before the end of the certificate expiration if they have not already been contacted.

8. Off-site Activities/ Transportation

At least one first aid kit will be taken on all off-site activities, along with individual pupil/pupil's medication as appropriate.

A person who has been trained in first aid will accompany all off site visits.

Transport to Hospital and Home

- The Teacher in Charge will determine what is a reasonable and sensible action to take in each case
- Where the injury is an emergency, an ambulance will be called following which the parent/ carers will be called
- Where hospital treatment is required but it is not an emergency, then the Teacher in Charge will contact the parent/carers for them to take over responsibility for the child
- If the parent/carers cannot be contacted, then the Teacher in Charge may decide to transport the pupil to hospital.

Where the Teacher in Charge makes arrangements for transporting a child then the following points will be observed:

- Only vehicles insured to cover such transportation will be used
- A risk assessment will be considered to determine if more than one member of staff is required on the journey
- The second member of staff if required, will be present to provide supervision for the injured pupil.

9. Monitoring Arrangements

This policy will be reviewed by the Teacher in Charge every year.

At every review, the policy will be approved by the Director of Education.

10. Links to other Policies

This first aid policy is linked to:

- Health and safety policy
- Risk assessment policy
- Medical Needs Policy

Appendix 1 – List of First Aiders

Our schools First Aid Lead is: **Teacher in Charge – Kayleigh Funnell**

Additional First Aiders are:

Any of these person/s or the Teacher in Charge can call the emergency services.

These people or the Teacher in Charge/Deputy may contact parent/carers.

Name of First Aider	Photo	Type of Certification	Expiry date
Kayleigh Funnell		EFAW – 3 Days	18 August 2029

Appendix 2 - Bumped Head Notification to Parents/Carers

Please keep this notification with your child for the next 24 hours and seek medical advice if you are concerned.

Child's name:	
Date:	
Time of incident:	
Location:	
How the injury happened:	
First aid given:	
Parent/carer contacted: Yes / No Time:	
Staff member completing form:	

Your child received first aid today for a bump, knock or impact to the head, face or neck.

Treatment/observation given: [ ] Cold compress [ ] Cleaned wound [ ] Plaster/dressing [ ] Observed in school [ ] Other:

Please monitor your child for the next 24 hours. Seek urgent medical advice if your child becomes sick, dizzy, unusually sleepy, confused, has a severe or worsening headache, has a seizure, has clear fluid or bleeding from the ears or nose, has problems with balance, walking, speaking, understanding, vision or hearing, or if their behaviour changes.

Call 999 immediately if your child cannot stay awake, has been knocked out and has not woken up, has a seizure, has new weakness or numbness, has clear fluid from the ears or nose, has bleeding from the ears or bruising behind the ears, has a dent in the head or an embedded object, or you are seriously worried.

For minor symptoms or advice, contact NHS 111, your GP or attend A&E if advised. Children should rest and avoid rough play, PE and contact sport until fully recovered or advised by a medical professional.