

First aid policy

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Contents

| | | |
|-----|---|----|
| 1 | Aims | 3 |
| 2 | Legislation and guidance | 3 |
| 3 | Roles and responsibilities | 3 |
| 3.1 | Appointed person(s) and first aiders | 3 |
| 3.2 | The academy trust board | 4 |
| 3.3 | The principal..... | 4 |
| 3.4 | Staff | 4 |
| 4 | First aid procedures..... | 5 |
| 4.1 | In-school procedures..... | 5 |
| 4.2 | Off-site procedures | 5 |
| 5 | First aid equipment | 6 |
| 6 | Record-keeping and reporting | 6 |
| 6.1 | First aid and accident record book..... | 6 |
| 6.2 | Reporting to the HSE..... | 7 |
| 6.3 | Notifying parents / carers (early years only)..... | 8 |
| 6.4 | Reporting to Ofsted and child protection agencies | 8 |
| 7 | Training..... | 8 |
| 8 | Monitoring arrangements | 9 |
| 9 | Links with other policies | 9 |
| 10 | Appendix 1: List of appointed person(s) for first aid and/ or trained first aiders..... | 9 |
| 11 | Appendix 2: accident report form..... | 12 |
| 12 | Appendix 3: first aid training log..... | 13 |

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 trustees 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 the [Statutory Framework for the Early Years Foundation Stage](#) advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak> 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

At CCS we have an Early Years Foundation Stage provision, therefore we have at least 1 person who has a current pediatric first aid (PFA) certificate and we ensure that they are on the premises at all times.

The school will have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school.

The appointed person does not need to be a trained first aider.

3.1 Appointed person(s) and first aiders

The school's appointed persons 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 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 persons and/or first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The academy trust board

The academy trust board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the principal and staff members.

3.3 The principal

The principal 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 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)

3.4 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 principal 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 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 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 admin team will contact parents immediately
- The first aider/relevant member of staff will (record the incident on Medical Tracker) complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

There will be at least 1 person who has a current pediatric first aid (PFA) certificate on the premises at all times.

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 including as a minimum.
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of students
- Parents/carers' contact details

When transporting students using a minibuss or large vehicle the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at a minimum.

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

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

There will always be at least 1 first aider with a current pediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5 First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 Triangular bandages (preferably sterile)
- Adhesive tape
- 6 Safety pins
- 3 pairs disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- Scissors
- Cold compresses
- Burns dressings
- iPad

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical rooms
- Staff bases
- Primary/Secondary Reception (at the desk)
- Curriculum support/reprographics
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles
- Pastoral office

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, found on staff intranet.
- 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 admin or pastoral team.

- 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 principal's PA 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 principal's PA 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 except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case the principals PA will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include
 - Carpel 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 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

Students 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 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)

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

6.3 Notifying parents / carers (early years only)

The admin/first aid 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.

For other years parents/carers will be notified for all head injuries, if emergency services are called or if further medical treatment is required.

6.4 Reporting to Ofsted and child protection agencies

The principal's PA 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 DSL will also notify the local MASH 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.

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 3).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current pediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8 Monitoring arrangements

This policy will be reviewed by the assistant principal responsible for first aid annually.

At every review, the policy will be approved by the academy trust 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

10 Appendix 1: List of appointed person(s) for first aid and/ or trained first aiders.

| Staff member's name | Role | Contact details |
|---------------------|---------------------|-----------------|
| Amy McCormack | Primary Teacher | Primary |
| James Wood | Primary Teacher | Primary |
| Emma Carter | Primary Teacher | Primary |
| Emily Smeby | Primary TLSA | Primary |
| Sue Oswin | Primary TLSA | Primary |
| Lucy Gotch | Primary TLSA | Primary |
| Lynsey Robson | Primary TLSA | Primary |
| Victoria Strickland | Primary TLSA | Primary |
| Liz Williams | Primary TLSA | Primary |
| Laura Wild | Primary TLSA | Primary |
| Carly Shatford | Primary TLSA | Primary |
| Hazel Barnes | Primary TLSA | Primary |
| Helen Richardson | Primary TLSA | Primary |
| Sally Barnes | Primary TLSA | Primary |
| Becca Kelly | Primary Teacher | Primary |
| Keeley Jeffery | Primary Teacher | Primary |
| Nicola Cairns | Assistant Principal | Primary |
| Emma Lightwing | Primary TLSA | Primary |
| Emily Wolmarans | Primary HLTA | Primary |
| Debra Smith | Primary TLSA | Primary |
| Andree Spedding | Primary TLSA | Primary |
| Annette Murdin | First Aider | Secondary |
| Hayley Brooke | Teacher of PE | Secondary |

| Staff member's name | Role | Contact details |
|-------------------------|--|---------------------|
| Hannah Linsley | Administrator | Secondary |
| Anna Roworth | Teacher of PE | Secondary |
| Nicola Blissett | Receptionist | Secondary |
| Jane Chamberlain | Administrator PE | Secondary |
| Abbey Cottee | Teacher of PE | Secondary |
| Donna Edwards | Learning Support | Secondary |
| Jack Jones | Teacher of PE | Secondary |
| Ben Musgrove | Teacher of PE | Secondary |
| Chloe Cozens | Teacher of PE | Secondary |
| Amanda Evans | Teacher of PE | Secondary |
| Louise Reynolds | Science Technician | Secondary |
| Joseph Rich | Progress Leader - Year 9 | Secondary |
| Steve Walker | Teacher of Art and Faculty leader of Art | Secondary |
| Nicola Pinch | Administrator | Secondary |
| Pragna Mistry | Reprographics | Secondary |
| Libby Dawson | Pastoral | Secondary |
| Michelle Slade | SEN Administrator | Secondary |
| Mandy Atkins | HR | Secondary |
| Adrian Colman | Assistant Principal | Secondary |
| Sam Sharp | Pastoral | Secondary |
| Kathryn Wittich-Jackson | Assistant Principal | Secondary |
| Jane Trelvelick | HR | Secondary |
| Amanda Brown | SEN Administrator | Secondary |
| Jo Howes | LRC Manager | Secondary |
| Jordan Marshall | Teacher of PE | Secondary |
| Alison Burnell | Lunchtime Sup/admin | Secondary |
| Megan Innes | Marketing | Secondary |
| Emma Treagus | 6th form | Secondary |
| Porsha McTaggart | Assistant Principal | Secondary |
| Sophie Price | Cover Supervisor | Secondary |
| Anitha Regupathy | Network Manager IT | Primary / Secondary |
| Annie Whitehead | CPD Admin | Secondary |
| Chloe Scalzo | Cover Supervisor | Primary / Secondary |
| Claire Walton | Admin | Secondary |
| Kerry Jones | Learning Support Ass | Secondary |
| Madilyn Graglia | Exam Assistant Admin | Secondary |

| Staff member's name | Role | Contact details |
|---------------------|---------------------|---------------------|
| Susan Squire | Cover Supervisor | Primary / Secondary |
| Leo Webb | IT Admin | Primary / Secondary |
| Gary Wakefield | Vice Principal | Secondary |
| Ben Ullmann | Teacher | Secondary |
| Rebecca Trevorrow | Teacher | Secondary |
| David Robson | Teacher | Secondary |
| Helen Richardson | Primary TLSA | Primary |
| Aless Cambio | Assistant principal | Secondary |
| Kirsten Burrows | Teacher | Secondary |
| Clair Brammer | Teacher | Secondary |
| | | |

1 1 Appendix 2: accident report form

The accident form is completed by staff on the staff intranet electronically

| | | | |
|--|--|----------------------|--|
| 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 | |

1 2 Appendix 3: first aid training log

| NAME/TYPE OF TRAINING | STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS) | DATE ATTENDED | DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE) |
|---------------------------|---|---------------|--|
| E.g. first aid | | | |
| E.g. paediatric first aid | | | |
| E.g. anaphylaxis | | | |
| | | | |
| | | | |
| | | | |