



FIRST AID POLICY

Policy Owner: Sandeep Athwal

Full Name	Position	Signature	Date	Review Cycle
Sandeep Athwal	Director		V1 – 01/01/2024 V2 – 02/01/2025 V3 – 15/06/2026	Annual



1. Objectives

The objectives of our first aid policy are to:

- Ensure the health and safety of all staff, pupils, and visitors
- Ensure that staff and governors understand their responsibilities regarding health and safety
- Provide a framework for responding to incidents and recording and reporting outcomes

2. Legislation and Guidance

This policy is guided by advice from the Department for Education concerning first aid in schools and health and safety regulations in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which stipulate that employers must furnish adequate and appropriate equipment and facilities for administering first aid to employees, along with qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which necessitate employers to assess risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which mandate employers to conduct risk assessments, establish measures as needed, and arrange for appropriate information and training



- The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 2013, which specify that certain accidents must be reported to the Health and Safety Executive (HSE), and outline the timeframe for this reporting and the duration for retaining records of such accidents
 - Social Security (Claims and Payments) Regulations 1979, which outline regulations concerning the retention of accident records
 - The Education (Independent School Standards) Regulations 2014, which require suitable provisions to cater to the medical and therapeutic needs of pupils
- This policy adheres to our funding agreement and articles of association.

3. Roles and Responsibilities

3.1 Appointed Individuals and First Aiders

A list of the school's first aiders will be prominently displayed around the premises

They are responsible for:

- Taking charge in case of injuries or illness
 - Ensuring an adequate supply of medical supplies in first aid kits and replenishing them as needed
 - Summoning an ambulance or other professional medical assistance when necessary
- First aiders are trained and qualified for their role (refer to section 7) and are accountable for:
- Providing initial and appropriate treatment as first responders to any incidents involving injured or ill individuals
 - Informing the Year Leader if a pupil needs to be sent home
 - Completing an accident report on the same day or as soon as reasonably possible following an incident
 - Maintaining up-to-date contact information

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

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.

3.3 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 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 (delegated to the Business Manager)
- 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.

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 for all incidents they attend to where a first aider 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 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 Office staff/Year Leader will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable 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 school 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 trip organiser and approved by the Director



of Education and Quality, prior to any educational visit that necessitates taking pupils 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
- 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 medical room.

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
- A copy of the accident report form will also be added to the pupil's educational record by the allocated member of staff within school.
- 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 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 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 (StallardKane, the H&S provider for ALP will do this on our behalf):

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 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).

Staff are encouraged to renew their first aid training when it is no longer valid. The staff member should contact the Headteacher 2 months before the end of the certificate expiration if they have not already been contacted by the Director of Education and Quality.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher every year. At every review, the policy will be approved by the Director & full governing board.

9. Links with other policies

This first aid policy is linked to:

- Health and safety policy
- Risk assessment policy

