



# First Aid Policy

**2025-2027**

Version: **October 2023**

Ratified by the Local Governing Body

Signed by the LGB: **March 2025**

To be reviewed every 2 years: **March 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](#), [health and safety in schools](#) and [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 pupils

This policy complies with our funding agreement and articles of association.

### **3. Roles and Responsibilities**

#### 3.1. Appointed Person(s) and First Aiders

##### 3.1.1. The school's Appointed Person is the Officer Manager- Laura Kilsby.

They are responsible for:

- 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.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.

##### 3.1.2. The school's Lead First Aider is Berni Winterburn

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

- Taking charge when someone is injured or becomes ill.
- 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. Their names will also be displayed prominently around the school.

#### 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 First Aiders are present in the school at all times.
- 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:

- 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 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 Officer Manager will contact parents immediately.
- The first aider or relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

**During coronavirus:** first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

#### 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, at minimum:
  - A leaflet giving general advice on first aid
  - individually wrapped sterile adhesive dressings
  - 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 pupils
  - Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 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 pupils off school premises.

There will always be at least 1 first aider on school trips and visits.

**During coronavirus:** we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

## 5. First aid equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- All Primary Classrooms
- All Secondary Classrooms
- Science Classroom
- Design and technology classroom
- The school kitchen
- School vehicles

## **6. Record-keeping and reporting**

### **6.1. First aid and accident record book**

- An accident form will be completed by the first aider or the relevant member of 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, 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 Officer 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 Officer 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 Officer 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 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.
- 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. Reporting to Ofsted and child protection agencies

The Officer Manager 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 Officer Manager will also notify relevant local child protection agencies 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 (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.

## **8. Monitoring arrangements**

This policy will be reviewed by the Officer Manager every 2 years.

At every review, the policy will be approved by the Headteacher and 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 Persons(s) and trained First Aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Berni Winterburn	Appointed Person	b.winterburn@wa.thrive.ac
Paul Hostead	Trained First Aider	p.hostead@wa.thrive.ac

Stef Jones	Trained First Aider	s.jones@wa.thrive.ac
Stacey Warrington	Trained First Aider	s.warrington@wa.thrive.ac
Vikki Long	Trained First Aider	v.long@wa.thrive.ac
Lisa Krusts	Trained First Aider	l.krusts@wa.thrive.ac
Nathan Howard	Trained First Aider	n.howard@wa.thrive.ac
Laura Kilsby	Trained First Aider	l.kilsby@wa.thrive.ac
Jayne Pierotti	Trained First Aider	j.pierotti@wa.thrive.ac
Jennifer Ireland	Trained First Aider	j.ireland@wa.thrive.ac
Kate Marshall	Trained First Aider	k.marshall@wa.thrive.ac
Andriana Terallis	Trained First Aider	a.terallis@wa.thrive.ac
Annabel Edmunds	Trained First Aider	a.edmunds@wa.thrive.ac
Megan Cross	Trained First Aider	m.cross@wa.thrive.ac
Jayne Pierotti	Trained First Aider	j.pierotti@wa.thrive.ac
Robert George	Trained First Aider	r.george@wa.thrive.ac
Beth Blakey	Trained First Aider	b.blakey@wa.thrive.ac
Beth Spencer	Trained First Aider	e.spencer@wa.thrive.ac
Abbie McCusker	Trained First Aider	a.mccusker@wa.thrive.ac
Abi Ravichandran	Trained First Aider	a.ravichandran@wa.thrive.ac
Adam Newberry	Trained First Aider	a.newberry@wa.thrive.ac
Callum Griffiths	Trained First Aider	c.griffiths@wa.thrive.ac
Candy Hudson	Trained First Aider	c.hudson@wa.thrive.ac
Courtney Erison	Trained First Aider	c.erison@wa.thrive.ac
Destiny Wright	Trained First Aider	d.wright@wa.thrive.ac
Donna Doonan	Trained First Aider	d.doonan@wa.thrive.ac
Ethan Gill	Trained First Aider	e.gill@wa.thrive.ac
Jasbir Kaur	Trained First Aider	j.kaur@wa.thrive.ac

Jessie Wilding	Trained First Aider	j.wilding@wa.thrive.ac
Jody Guthrie	Trained First Aider	j.guthrie@wa.thrive.ac
Kiran Bahra	Trained First Aider	k.bahra@wa.thrive.ac
Lisa Higgins	Trained First Aider	l.higgins@wa.thrive.ac
Malachi Balu	Trained First Aider	m.balu@wa.thrive.ac
Marie Stenberg-kofoed	Trained First Aider	m.stenberg-kofoed@wa.thrive.ac
Philip Muoghalu	Trained First Aider	p.muoghalu@wa.thrive.ac
Sahur Saleh	Trained First Aider	s.saleh@wa.thrive.ac
Sarah Grinell	Trained First Aider	s.grinell@wa.thrive.ac
Sarah Kake	Trainer First Aider	s.kake@wa.thrive.ac
Segun Adebisi	Trained First Aider	s.adebisi@wa.thrive.ac
Talkha Deen	Trained First Aider	t.deen@wa.thrive.ac
Vaishaly Uthayasegaran	Trained First Aider	v.uthayasegaran@wa.thrive.ac
Victoria Richards	Trained First Aider	v.richards@wa.thrive.ac
Victoria Cameron	Trained First Aider	v.cameron@wa.thrive.ac

## Appendix 2: Accident Report Form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
<b>INCIDENT DETAILS</b>			
Describe in detail what happened, how it happened and what injuries the person incurred			
<b>ACTION TAKEN</b>			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
<b>FOLLOW-UP ACTION REQUIRED</b>			
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	

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 UPDATED (WHERE APPLICABLE)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			

## 10. Changes

Description	Date	Page	Section
added a list of items in your portable first aid kit, as per DfE first aid guidance	15/04/2022	6/7	Section 4.2
added a list of items in a first aid box that any minibus/large vehicle carrying pupils must include - as per DfE first aid guidance	15/04/2022	6/7	Section 4.2
added a list of items in your first aid kits at school - as per DfE first aid guidance	15/04/2022	7/8	Section 5
clarified that your school should arrange for first aiders to retrain <b>before</b> their first aid certificate expires. If their certificate has already expired, they	15/04/2022	10	Section 7

need to retake the full first aid course			
Added a full list of First Aiders	22.02.2024	Part of 10 & full page 11	Section 9
Changed names of appointed person and lead first aider	05.03.2026	Page 3	3.1.1 & 3.1.2
Added a full list of First Aiders	05.03.2026	Page 11 & part of page 12	Appendix 1