Alderman White School

A member of The White Hills Park Trust

First Aid Policy

MAY 2026

Statutory or non-statutory:	**Non-statutory**
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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 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 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

The school ensures that it has an appropriate number of 3 day and 1 day trained first aiders who have completed their training within the required time period. They 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 students home to recover, where necessary
- Filling in an incident report on IamCompliant on the same day, or as soon as is reasonably practicable, after an incident
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

Our school's 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 Operations Manager.

3.3 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring a process is in place for appropriate risk assessments to be completed and appropriate measures put in place
- Ensuring that adequate space is available for catering to the medical needs of students and staff
- Reporting specified incidents to the HSE when necessary (see section 6)

3.3 The member of SLT with responsibility for the first aid policy

The following responsibilities are delegated to the Operations Manager:

- Ensuring that an appropriate number of trained first aiders 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
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Reviewing First Aid incidents on IamCompliant, and reporting an analysis to SLT and to Governors

3.4 Qualified First Aiders

- To attend a first aid incident in an emergency, where it is part of their duties, or if they are available to do so, and provide first aid within their capabilities and qualification, seeking support from other first aiders within school or by phoning 999 where necessary
- Completing an incident report on IamCompliant for all accidents or first aid incidents they attend to
- To discuss any concerns about first aid with the Operations Manager
- Attend training to ensure they become or remain accredited

3.5 All members of staff

- Ensuring they know who the first aiders in school are
- Reporting any accidents or first aid incidents immediately on Team SOS or sending a colleague to student to get support if needed
- Supervise an injured or unwell person until a first aider arrives, seeking advice from a first aider or by calling 999 if necessary
- Supporting a first aider or providing emergency first aid if necessary, under the direction of a qualified person if possible

- Ensure personal details of health conditions or first aid needs are kept up to date on BROMCOM

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 using Team SOS or sending a colleague or student to get help, 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 the 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 or injured to remain in school, their parents / carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- Where a student is injured at school or receives first aid, parents will be notified. Where appropriate, guidance will be provided on monitoring and when to seek medical advice / assistance, although responsibility for this decision rests with the parents.
- If emergency services are called, an appropriate member of staff (SLT, admin team or pastoral team) will contact parents immediately.
- The first aider will complete an incident report form on IamCompliant on the same day or as soon as is reasonably practical after an incident resulting in an injury. Where they have provided a first aid assessment or treatment in relation to an injury or accident that has not occurred on site or while on a school organised activity, this will be recorded on IamCompliant.

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
    - 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 involved in the activity
- 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 7.5cm 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 organiser prior to any educational visit that necessitates taking students off school premises. This will be checked and overseen by the School Administrator and member of SLT with responsibility for School Visits.

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

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:

- Student Reception
- Admin Office / Visitor Reception
- All science labs
- All design and technology classrooms
- The school kitchens
- PE Office (taken to lessons)

In line with government guidance the school also has a spare adrenaline auto-injector (AAI) which is located in the main office in case a student or adult goes into anaphylactic shock. This can be administered to students at risk of anaphylaxis where both medical authorisation and written parental consent for use of the spare AAI have been provided.

The school also has 2 defibrillators which are located outside the PE changing rooms on the main courtyard and in Main Reception.

First-aiders receive training in the use of adrenaline auto-injectors and defibrillators as part of their first-aid training.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident report will be completed on IamCompliant 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
- Records held on IamCompliant 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. Record keeping will also comply with the requirements of our school insurance policy.
- The School Operations Manager will compile a weekly audit of accidents and incidents requiring first-aid to review at SLT meetings. Incidents are also reviewed each half-term to discern trends and update relevant risk assessments.
- Each first Aid report will be reviewed and followed up by the School Operations Manager to ensure all details and injuries/accidents have been recorded and recorded correctly.
- Any hospitalisation of staff or a student will be communicated to the Trust Safeguarding Lead.

6.2 Notifying parents

The first aider or another appropriate person will inform parents of any accident or injury where we feel contact home is required due to the seriousness of the injury. This will be the same day, or as soon as reasonably practicable. Parents will also be informed as soon as possible if emergency services are called.

With any head bangs/bumps, a phone call will be made home and then a link to NHS advice on head injuries will also be sent via email, to ensure parents have all the details needed for treatment.

Any phone calls home will be agreed and overseen by the Inclusion Manager, Welfare and Attendance Officer or School Operations Manager.

When contacting home, the priority order in the contacts section will be followed. Where parents are separated, contact will usually only be made with one parent, unless a specific arrangement has been made with school.

6.3 Reporting to the HSE

The Operations 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 Headteacher will report these to the HSE 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.

School staff: reportable injuries, diseases, or dangerous occurrences

These 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 Headteacher 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:
    - Carpal 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.

Pupils 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)

Any reportable incidents will be reported using the following guidance:

How to make a RIDDOR report, HSE

7. 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 (see appendix 1).

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 Operations Manager annually. At every review, the policy will be approved by the Local Governing Body.

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
- Medicines Policy

Appendix 1:

FIRST AID LIST | Alderman White School		
Emma	Brown	1 day (emergency)
Charlotte	Graves	1 day (emergency)
Alex	Higgins	1 day (emergency)
Damian	Jameson	1 day (emergency)
Andrea	Kilbane	1 day (emergency)
Sam	Orchard-Robson	1 day (emergency)
Danielle	Scott	1 day (emergency)
Bethan	Scurrah	1 day (emergency)
Karsten	Stephan	1 day (emergency)
Cameron	Wedgeworth	1 day (emergency)
Dawn	Lidstone	1 day (emergency)
Emma	Heard	1 day (emergency)
Lisa	Rockley	1 day (emergency)
Noddy	Yuen	1 day (emergency)
Karen	Lee	1 day (emergency)
Nicola	Arnold	1 day (emergency)
Richard	Cook	1 day (emergency)
Jacquie	Brookes	1 day (emergency)
Angela	Phipps-Arnold	1 day (emergency)
Saier	Zhang	1 day (emergency)
Alice	Lueng	1 day (emergency)
Carrie-Ann	Fox-Smith	1 day (emergency)
Zoe	Armitage-Giles	1 day (emergency)
Harry	Walton	1 day (emergency)
Sam	Neal	1 day (emergency)
Alan	**Lea**	**2 day outdoor**
Jack	**Allsopp**	**3 day (first aid at work)**
Neil	**Dibnah**	**3 day (first aid at work)**
Nathan	**Sutton**	**3 day (first aid at work)**
Bruce	**Parker**	**3 day (first aid at work)**
Amy	**Oakes**	**full instructor qualification**