



Churchmead School

Life in all its fullness

JOHN 10:10

FIRST AID POLICY

Approved: November 2025
Review date: November 2026

Contents

1. Aims.....	3
2. Legislation and guidance.....	3
3. Roles and responsibilities.....	3
4. First Aid procedures.....	4
5. Illness.....	5
6. Allergens & Anaphylaxis.....	6
7. Consent.....	6
8. First Aid Equipment.....	6
9. Automated External Defibrillators (AED's).....	7
10. Record-keeping and reporting.....	7
11. Training.....	8
12. Monitoring arrangements.....	8
13. Links with other policies.....	9
14. Appendix 1: List of appointed person(s) for First Aid and/or trained First Aiders...	10
15. Appendix 2: Accident Report Form.....	11
16: Appendix 3: Administration of Medicines and Treatment Consent Form.....	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 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 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

3.1 Appointed person(s) and First Aiders

The school's appointed First Aiders are Mrs L Knight, Mrs I Lukomska and L Andrew. 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 (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 practical, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed person(s) and/or 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 appointed persons and/or trained First Aid personnel 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
- 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 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 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 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 lead First Aider or member of Admin Team will contact parents immediately
- The First Aider/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

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
- Information about the specific medical needs of students
- Parents' contact details

Risk assessments will be completed by the Trip/Visit Team Leader prior to any educational visit that necessitates taking students off school premises.

4.3 Storage of medication

Medicines will always be stored securely and appropriately in accordance with individual product instructions, where individual students have been given responsibility for keeping such equipment with them.

All medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for students with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Healthcare Plan can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

5. Illness

When a student becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible.

A Medical Room is available for withdrawal and for students to rest while they wait for their parents to pick them up. Students will be monitored during this time.

6. Allergens & Anaphylaxis

The School First Aider is responsible for:

- Ensuring that there are effective processes in place for medical information to be regularly updated and disseminated to relevant staff members, including supply and temporary staff.
- Seeking up-to-date medical information about each student via a medical form sent to parents on an annual basis, including information regarding any allergies.
- Contacting parents for required medical documentation regarding a child's allergy.
- Ensuring that the necessary staff members are informed about pupils' allergies.
- Understanding the action to take and processes to follow in the event of a student going into anaphylactic shock, and ensuring that this information is passed onto staff members.

7. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

Should a student need medication to be stored and/or administered in school an additional Medication Consent form must be completed by the Parent/Carer.

8. 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
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Face shields for mouth to mouth

No medication is kept in First Aid kits.

9. Automated External Defibrillators (AEDs)

The school has 3 AED'S, which are located in the following areas:

- Medical Room
- PE Department (Main Room)
- Tech Room (Back Office)

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

First Aid kits are stored in:

- Medical Room
- Reception (at Reprographics)
- Science Prep Room
- Technology classrooms
- The school kitchen
- All school vehicles

10. Record-keeping and reporting

10.1 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
- 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 Lead First Aider
- 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

10.2 Reporting to the HSE

The School Business Manager will report these to the Health and Safety Executive at RBWM as soon as is reasonably practical and in any event within 10 days of the incident.

RBWM will assess if this is RIDDOR reportable and advise back accordingly.

The School 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 School Business Manager will report these to the Health and Safety Executive as soon as is reasonably practical 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:

[How to make a RIDDOR report, HSE <http://www.hse.gov.uk/riddor/report.htm>](http://www.hse.gov.uk/riddor/report.htm)

10.3 Notifying parents

The lead First Aider or member of the Admin Team will inform parents of any accident or injury sustained by a student, and any first aid treatment given in relation to that accident or injury, on the same day.

11. 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 1).

Staff will be notified to renew their First Aid training.

12. Monitoring arrangements

This policy will be reviewed by the Headteacher every two years.

At every review, the policy will be approved by the Headteacher and Full Governing Board.

13. Links with other policies

This First Aid Policy is linked to the:

- Health and Safety Policy
- Risk Assessment Policy
- Administration of medicines and student support Policy
- Trips and Visits Policy
- Visitor Policy

14. Appendix 1: List of appointed person(s) for First Aid and/or trained First Aiders

First Aider	Location
Iwona Lukomska – Main First Aider	Admin Office/Medical Room
Miss Knight	Admin Office
Mr Morgan-Watts	Office in Main Hall
Miss David	Finance Office
Miss Andrew	Finance Office
Miss Cannon	Finance Office
Mr Turrall	Tech Room
Miss Podesta	Tech prep room
Miss Bath	Food Tech
Mr Clark	PE Department
Mr Verity	PE Department
Miss Spencer	PE Department
Miss Gates	PE Department
Miss Onisemo	Maths Department
Miss Oliver	Student Support
Miss Radford	Student Hub
Miss Matharoo	Student Hub
Miss Harrington	6 th Form Office/Drama
Global assistance	Reception

15. Appendix 2: Accident Report Form

<p style="text-align: center;">CHURCHMEAD SCHOOL ACCIDENT/INCIDENT/NEAR MISS REPORT FORM</p> <p>This form should be used in all instances where there has been a work-related accident, incident or near miss involving staff, clients, pupils, visitors or contractors. Acts of aggression against staff should also be reported on this form. Certain work-related injuries must be reported to the HSE. Please see Code of Practice 001</p> <p>Complete all sections, keep the original and send a Copy to the Health & Safety Team at RBWM or contact a Health & Safety Advisor on 01628 796111/796107</p>	
---	---

DETAILS OF PERSON INJURED/ASSAULTED			
Forename:		Surname:	
		Date of Birth:	
		Age:	
		Sex:	
		Job Title (or Client, student, visitor, contractor, etc):	
Telephone No:		Team/Department:	
Place of Work:		Directorate/Service Area:	
DETAILS OF ACCIDENT/INCIDENT/NEAR MISS			
Address where accident occurred:			
Precise place (e.g. kitchen, classroom, etc.)		Nature of injury (e.g. cut, bruise, fracture, etc.)	
Part of body affected:		Treatment given:	
DESCRIBE WHAT HAPPENED:			
Please give as much detail as you can, including names and parts played by any other persons (staff, client, pupil etc.) and identifying any substances or equipment involved.			
(Continue on a separate sheet if necessary)			

16. Appendix 3: Administration of Medicines and Treatment Consent Form

Administration of Medicines and Treatment Consent Form
Churchmead School



Pupil Full Name:	
Year/ Reg Group:	
Parents Contact Telephone Number	
Mobile Number (if different)	

Please tick the appropriate box:

My child will be responsible for the self-administration of medicine as directed below.	
I agree to members of staff, who have been appropriately trained, administering medicine/providing treatment as directed below.	

If your child needs the medication at a specific time, please let us know what time to administer:

Special Precautions/Other Instructions if applicable:

Any allergies or other prescribed medication:

Name of Medicine	Required Dose	Time to be given	Duration to be given	Expiry Date

I recognise that staff are not medically trained.

Signature:

Print Name:
(Parent/Carer with parental responsibility)

Date: