



First Aid Policy

LAST REVIEW DATE	November 2025	REVIEW PERIOD	Annually
NEXT REVIEW DATE	August 2026	APPROVED BY	Academy Council

Contents

1. <u>Aims</u>	2
2. <u>Legislation and guidance</u>	2
3. <u>Roles and responsibilities</u>	3
4. <u>First aid procedures</u>	4
5. <u>First aid equipment</u>	5
6. <u>Record-keeping and reporting</u>	5
7. <u>Training</u>	7
8. <u>Monitoring arrangements</u>	7
9. <u>Links with other policies</u>	7
 <u>Appendix 1: list of [appointed person(s) for first aid and/or trained first aiders]</u>	8
<u>Appendix 2: accident report form</u>	9

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

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 assess 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, plan 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 School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

3.Roles & Responsibilities

3.1.Appointed person(s) and first aiders

- The school's appointed persons are The school's appointed persons are as follows: At West Norwood, the appointed persons are Richard Ashkettle, Kelly

Hiley, Hilary Ndukuba, Martin McCann, Maxine Wilson, and Claire Allen. At Kennington, the appointed persons are Royce Edwards, Mark Browne, and Janice Wilson.

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 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.

- Keeping their contact details up to date

3.2.The Academy Council

The Academy Council 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 Head Teacher

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

Special care must be taken in all cases involving **head or facial injuries**.

- **Control bleeding:** Apply firm pressure using a sterile dressing or clean cloth to any cuts or bleeding areas to help stop the bleeding.
- **Apply a cold pack:** If there is no severe or open injury, apply a wrapped ice pack or cold compress to the affected area for approximately 10 minutes to reduce swelling.
- **Monitor the injured person:** Remain with the person and closely observe for any changes in their behaviour, level of consciousness, or symptoms. Seek medical assistance immediately if their condition worsens.
- **Avoid unnecessary movement:** If a serious injury is suspected, particularly to the head, neck, or spine, do not move the person unless they are in immediate danger, as movement may cause further harm.
- Any blow to the head, even if appearing minor, should be treated as potentially serious.

- A qualified first aider must assess the injury immediately and record it in the accident book.
- Parents/carers must be notified **as soon as possible** by telephone, and advised to seek medical attention if symptoms such as dizziness, nausea, or drowsiness occur.
- If a head injury causes loss of consciousness, confusion, bleeding, swelling, or vision changes, the emergency services must be called immediately.
- All head and facial injuries must be reported to the **Headteacher** and reviewed in the daily debrief to ensure risk assessments are updated the same day.

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/carers' contact details.

Risk assessments will be completed by the educational visit's coordinator prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one 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 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 Ø Cold compresses
- Burns dressings.

No medication is kept in first aid kits.

First aid kits are stored in:

- Reception – Main office
- Victory Park office
- The school kitchens
- School vehicles

6. Record Keeping and Reporting

6.1 First Aid & Accident Report 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.
- Accidents involving head or facial injuries must be clearly marked and logged separately for monitoring purposes. A copy of these reports will be reviewed by the Behaviour Lead and included in the termly health and safety audit.
- As much detail as possible should be supplied when reporting an accident, including all 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 first aider or administrator.
- 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.

Reporting to the HSE

The administration team 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).

All serious incidents resulting in staff injury or pupil injury requiring hospital treatment will trigger a **Critical Incident Report** and, where applicable, a **RIDDOR notification**. The Behaviour Lead or SLT member overseeing the incident will ensure this process is completed.

The administration team 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: Ø 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) o Any scalping requiring hospital treatment. o 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>

Notifying Parents

The first aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and Child Protection Agencies

The Headteacher will notify the CEO of any serious accident, illness or injury to, or death of, a pupil while in the school's care within 1 hour of the incident happening for advice and guidance. The Headteacher will also formally notify Ofsted as soon as is reasonably practicable, and no later than 14 days after the incident. The Headteacher will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

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.

Monitoring Arrangements

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the Headteacher and the Academy Council committee.

Links with other Policies

This First Aid Policy is linked to and must be read alongside the following Victory Park Academy policies:

- Health and Safety Policy
- Risk Assessment Policy
- Behaviour Policy (Pupils)
- Safeguarding and Child Protection Policy

- Staff Wellbeing Policy (for post-incident support)
- Policy on Supporting Pupils with Medical Conditions

- 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) o Any scalping requiring hospital treatment. o 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>

Notifying Parents

The first aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and Child Protection Agencies

The Headteacher will notify the CEO of any serious accident, illness or injury to, or death of, a pupil while in the school's care within 1 hour of the incident happening for advice and guidance. The Headteacher will also formally notify Ofsted as soon as is reasonably practicable, and no later than 14 days after the incident. The Headteacher

will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

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.

Monitoring Arrangements

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the Headteacher and the Academy Council committee.

Links with other Policies

This First Aid Policy is linked to and must be read alongside the following Victory Park Academy policies:

- Health and Safety Policy
- Risk Assessment Policy
- Behaviour Policy (Pupils)
- Safeguarding and Child Protection Policy
- Staff Wellbeing Policy (for post-incident support)
- Policy on Supporting Pupils with Medical Conditions

Appendix 1: list of [appointed person(s) for first aid and/or trained first aiders]

Staff Name	Role	Contact Details
Richard Ashkettle	Premises Officer	rashkettle@plt.org.uk
Kelly Hiley	Office Administrator	khiley@evolveacademy.org.uk
Hilary Ndukuba	LA / Sports Instructor	hdukuba@evolveacademy.org.uk
Martin McCann	LA	mmcann@evolveacademy.org.uk
Cynthia Grandison	LA (reserve)	cgrandison@evolveacademy.org.uk
Maxine Wilson	LA	mwilson@evolveacademy.org.uk
Janice Wilson	LA	jwilson@evolveacademy.org.uk
Claire Allen	LA	callen@evolveacademy.org.uk
Mark Browne	DSL/Attendance/Welfare	mbrowne@evolveacademy.org.uk
Royce Edwards	Premises Officer	redwards@evolveacademy.org.uk

Appendix 2: Example accident report form (books are kept in the Academy office)

Name of injured person		Role/class	
Date & time of incident		Location of incident	
Incident Details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred.</i>			
Action Taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up Action Required			
<i>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.</i>			
Name of person attending the incident			
Signature			
Date			