

Harper Bell Adventist School



HARPER BELL ADVENTIST SCHOOL

First Aid Policy 2026-2027

Issue Date:
V1

Version:

Review Date:

16/03/27 or when new legislation requires changes.

This policy will also be reviewed annually or when new legislation requires changes, whichever is the soonest. This policy is approved by *The Governing Body*.

Date approved:

Headteacher/Principal.....Susan Sidhu

Chair of Governors Richard Beamish

Date approved:

Date approved:

The health and safety of all pupils at Harper Bell Seventh-day Adventist School is of paramount importance. It is Harper Bell Seventh-day Adventist School's responsibility to provide adequate and appropriate First Aid to pupils, staff, parents, and visitors and to put the necessary procedures in place to meet that responsibility.

Aims

To identify the First Aid needs of the school and to ensure there is First Aid provision in place at all times while people are on the school premises, travelling between school premises, off the school premises whilst on school visits, and on the journeys to and from school.

Objectives

- To inform all staff of the school's First Aid arrangements.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To keep accident records and report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
- To provide sufficient resources and facilities.

Duties and Responsibilities

The Local Education Authority (LEA) is responsible for the health and safety of their employees and anyone else on the premises. This includes the Head Teacher, teachers, non-teaching staff, pupils, and visitors (including contractors). The LEA should ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. The Head Teacher is responsible for putting the policy into practice and for developing detailed procedures. They should ensure that the policy and information on the school's First Aid arrangements are communicated to all staff. New staff are to be informed of the procedures as part of their induction programme. All staff are expected to do all they can to secure the welfare of all pupils.

Appointed Persons and First Aiders

The Appointed Person need not be a qualified First Aider but should have undertaken emergency First Aid training. They will:

- Take charge when someone is injured or falls ill.
- Look after the First Aid equipment, including restocking First Aid supplies in all areas.

First Aiders must have completed and keep updated a training course approved by the Health and Safety Executive (HSE). They will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

Early Years Foundation Stage (EYFS)

- At least one person with a current Paediatric First Aid certificate must be on the premises at all times when children in the EYFS are present.
- There must be at least one person on school trips with a current Paediatric First Aid certificate.

Selection of First Aiders

When selecting First Aiders, the Head Teacher should consider the person's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties – a First Aider must be able to leave immediately to attend an emergency.

Reporting

The Head Teacher or most senior leader on site will be informed of any serious injury occurring during the day. All incidents, injuries, head injuries, and treatments are to be recorded electronically. Staff should complete the appropriate form for employees if they sustain an injury at work. These are completed online in conjunction with the Medical Needs Officer. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE. This includes accidents involving employees or self-employed people working on the premises and accidents involving pupils and visitors. The Head Teacher is responsible for ensuring this happens.

Record Keeping

The Head Teacher or their nominated representative must ensure that a record is kept of any First Aid treatment given. This should include:

- The date
- The name and class of the injured person
- Details of their injury/illness
- What treatment was given
- Name of the First Aider or person dealing with the incident
- The records must be kept for a minimum of 3 years or, in the case of a young person, until they reach the age of 21.

First Aid Supplies

The main First Aid supplies are located in the office with further supplies in each class.

Off-site Activities

When taking pupils off the school premises, staff will ensure that they have the following:

- A portable First Aid kit appropriate for the activity being undertaken
- Individual pupils' medication as required
- Information regarding pupils with specific medical needs

There will always be at least one First Aider with a current Paediatric First Aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

First Aid Staffing

First Aid will be provided in PS1 by a First Aider during normal school hours

Hygiene and Infection Control

Staff are required to follow basic hygiene procedures. Single-use disposable gloves are provided and must be worn when treatment involves blood or other bodily fluids.

Re-assessment of First Aid Provision

The Appointed Person will review the school's First Aid needs following any changes to staffing, building/site activities, off-site facilities, etc. The Appointed Person monitors the number of trained First Aiders, alerts them to the need for refresher courses, and organises their training sessions. They also monitor the emergency First Aid training received by other members of staff and organise appropriate training (including Paediatric First Aid for EYFS staff). The Appointed Person checks the content of the First Aid supplies and replenishes them as necessary

Harper Bell Seventh-day Adventist School is committed to the safeguarding and promoting of well-being for all children.