

# First Aid Policy

<b>LAST REVIEW NEXT</b>	<b>June 2025</b>	<b>REVIEW PERIOD</b>	<b>Annually</b>
<b>NEXT REVIEW DATE</b>	<b>June 2026</b>	<b>TYPE OF POLICY</b>	<b>Statutory</b>

This policy was reviewed and ratified by Academy Council.

Date of ratification: 02/06/2025

Signature:



Print name: E.Kyriazi

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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 Local Academy Council members 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, facilities and qualified first aid personnel to enable first aid to be administered to employees
- 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's appointed person(s) are listed in appendix 1. 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 (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 Local Authority and Local Academy Council**

Medway LA has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Local Academy Council.

The Local Academy Council delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **3.3 The Head of Academy**

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

- Ensuring that an appropriate number of 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 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/appointed person] is not called
- Informing the Head of Academy 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 (and 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, the relevant member of staff 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 pupils off the school premises, staff will ensure that they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of the pupil
- Parents' contact details

Risk assessments will be completed by the relevant member of staff 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
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school kitchens
- 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/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 relevant member of staff
- 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 relevant member of staff 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 relevant member of staff 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 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>

### **6.3 Notifying parents**

The relevant staff member 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.

### **6.4 Reporting to Ofsted and child protection agencies**

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

Staff are encouraged to renew their first aid training when it is no longer valid.

## **8. Monitoring arrangements**

This policy will be reviewed by the Head of Academy annually.

At every review, the policy will be approved by the Local Academy Council

### **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 person(s) for first aid and/or trained first aiders]

Staff member's name	Role	Contact details
Matthew Betts	Unqualified Teacher	01634 827372 <a href="mailto:mbetts2@inspireacademy.org.uk">mbetts2@inspireacademy.org.uk</a>
Gemma Petken	Unqualified Teacher	01634 827372 <a href="mailto:gpetken@inspireacademy.org.uk">gpetken@inspireacademy.org.uk</a>
Lara Gray	Welfare Officer	01634 827372 <a href="mailto:lgray@inspireacademy.org.uk">lgray@inspireacademy.org.uk</a>
Tracey Thomas	Teaching Assistant	01634 827372 <a href="mailto:tthomas@inspireacademy.org.uk">tthomas@inspireacademy.org.uk</a>
Jordan White	Teaching Assistant	01634 827372 <a href="mailto:jwhite@inspireacademy.org.uk">jwhite@inspireacademy.org.uk</a>
Lisa Ballard	Administration Assistant	01634 827372 <a href="mailto:lb Ballard@inspireacademy.org.uk">lb Ballard@inspireacademy.org.uk</a>
Julie Pike	Welfare / Attendance Officer	01634 827372 <a href="mailto:jpike@inspireacademy.org.uk">jpike@inspireacademy.org.uk</a>
Connor Baldock	Unqualified Teacher	01634 827372 <a href="mailto:cbaldock@inspireacademy.org.uk">cbaldock@inspireacademy.org.uk</a>
Debbie Bennett	Teaching Assistant	01634 827372 <a href="mailto:dbennett@inspireacademy.org.uk">dbennett@inspireacademy.org.uk</a>

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*Describe in detail what happened, how it happened and what injuries the person incurred*

**Action taken**

*Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.*

**Follow-up action required**

*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)
St Johns ambulance - Emergency First aid at work	Matthew Betts	16/11/2022	15/11/2025
St. John Ambulance - First Aid at Work	Gemma Petken	20/02/2022	20/02/2025
St Johns ambulance – Schools first aid course (including epi-pen administration)	Lara Gray	09/03/2023	08/03/2026
St Johns ambulance – First aid at work	Tracey Thomas	26/11/2021	25/11/2024
Target First Aid Ltd. – Emergency first aid at work	Jordan White	25/10/2021	25/10/2024
St Johns ambulance – operational first aider (combined care)		23/04/2022	Certificate does not state.
Advantage First aid training	Lisa Ballard	01/09/2020	01/09/2023
Medi Aid UK	Julie Pike	13/01/2022	12/01/2025
Zander Mackenzie Care UK	Connor Baldock	25/10/2022	24/10/2025
Engage in Learning	Debbie Bennett	01/11/2021	01/11/2024