

The Meadows School



First Aid Policy

Updated: September 2025
Date to be reviewed: September 2026
Ratified by Governors: September 2025

Amendment Register

Amendment Number	Date	Detail	Amended By	Approved By
0	March 2019	Initial Issue	G Spencer	Headteacher
1	12.12.2019	Reviewed	G Barham	Headteacher
2	January 2021	Reviewed by G Spencer	G Spencer	Headteacher
3	January 2021	Ratified by Governors	PHS Committee	FGB
4	January 2022	Number of first aiders increased to 11 Date on Appendix B changed	G Spencer	Headteacher
5	Nov 2022	Reviewed	G Spencer	
6	Feb 2023	Reviewed	G Spencer	
7	Sep 2023	Reviewed – no amendments required	G Spencer	Headteacher
8	Sep 2024	Reviewed	A Benjamin	

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1. Rationale

The school has assessed the need for first aid provision and has identified that **23** qualified first aiders are required for adequate cover for the number of staff and students at The Meadows School.

There are also **2** members of staff trained in 'First Aid in the Outdoors' to provide first aid to students during Forest School sessions. There is **2** members of staff in the swim team trained in 'STA Level 3 – Emergency First Aid in the Workplace' who are able to provide first aid to students, in the pool area and outside of swimming sessions.

2. Location and Contents of First Aid Boxes

The First aid boxes are located in the following areas:

- Staffroom
- All 4 main changing areas
- Hydrotherapy pool
- Food Technology Room
- Sixth Form Bungalow
- Main Admin office
- All 3 school minibuses
- Site Office
- New build
- Second Staff Room (Room 15)
- Forest School bag
- Pool Plant Room
- 2 portable first aid 'bum-bags' to use on daily educational visits, located in the main admin office.
- 2 portable first aid bags to use on residential visits, located in the main admin office.
- In all emergency bags (allocated to fire marshals)

Each First Aid box will contain the following:

- Guidance leaflet
- Alcohol free cleansing wipes
- Different-sized plasters
- Ice pack
- Gloves
- Triangular Bandage

- Bandages of different sizes
- Adhesive wound dressing 3 sizes
- Resuscitation face shield
- Eye wash (Forest School)
- Burns dressing (Forest School)
- Foil blanket

3. Defibrillator

The school has one Automated External Defibrillator (AED) located in the Main office. The regular maintenance of the equipment is the responsibility of the nominated member of the administration team with oversight from the School Business Manager. An AED is designed for use by all members of the general public and those with associated training. The battery of the AED will be checked on a half-termly basis with a log being kept of this. (Appendix C)

4. Responsibilities

See Appendix A – copy of 'Incident Flow Chart' displayed within every work area

5. Appointed person

The School Business Manager is the appointed person and is responsible for overseeing the arrangements for first aid within the school.

The appointed person's duties include ensuring that:

- First aid equipment is available at strategic points in the school and checked/stocked on a fortnightly basis (Appendix B).
- A sufficient number of personnel are trained in first aid procedures at all times.
- All qualified first aiders carry a green lanyard.
- That first aid qualifications are, and remain, current (e.g., First Aid at Work Certificates are valid for 3 years).

6. First Aiders

The Meadows School's first aiders are expected to provide a level of basic first aid during school hours within the school and on school organised excursions.

If a student receives a bump to the head and receives first aid, the incident must be recorded on Medi Tracker. Additionally, a 'bump to the head' letter

should be completed, and the student's parent or carer must be contacted.

It is the responsibility of the first aiders to ensure that any application of First Aid is recorded on Medi Tracker and verbally reported to the parent or carer, if necessary.

First aiders are also responsible for ensuring that an Accident/Incident Form is completed by a member of SLT for all accidents and incidents health and safety related.

A First Aid Room (medical room 2) is identified for the treatment of incidents that require private care.

7. Class Teachers

Class teachers are to use their professional judgement as to whether a student needs a first aider or not in the event of an incident. All bump to the head incidents should be reviewed by a first aider. It is the responsibility of the class teacher to ensure that a copy of the first aid form if necessary is sent home to the parent or carer.

8. School Nurses

It is the policy of the school that the School Nurse is not, in the first instance, to be used in a First Aid capacity. However, they may be called upon in the immediate absence of a trained First Aider or to assist a First Aider in situations requiring another trained professional for help and/or advice.

The school will continue to rely on the knowledge and experience of its trained First Aiders in order to administer appropriate treatment to injured persons in the first instance but retain the option of calling upon the services of the School Nurse, if felt appropriate, when they are on site. In emergency situations, the First Aider will still call for (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend but can still be supported in the current situation by the School Nurse if required and appropriate.

Having firstly considered the option to consult with the School Nurse, where there is any doubt about the appropriate course of action, the First Aider, being the appointed person in charge, will still be expected to consult with the Health Service Helpline (NHS Direct 0845 4647) and in the case of pupil injuries, with the parents or legal guardians.

9. Record Keeping

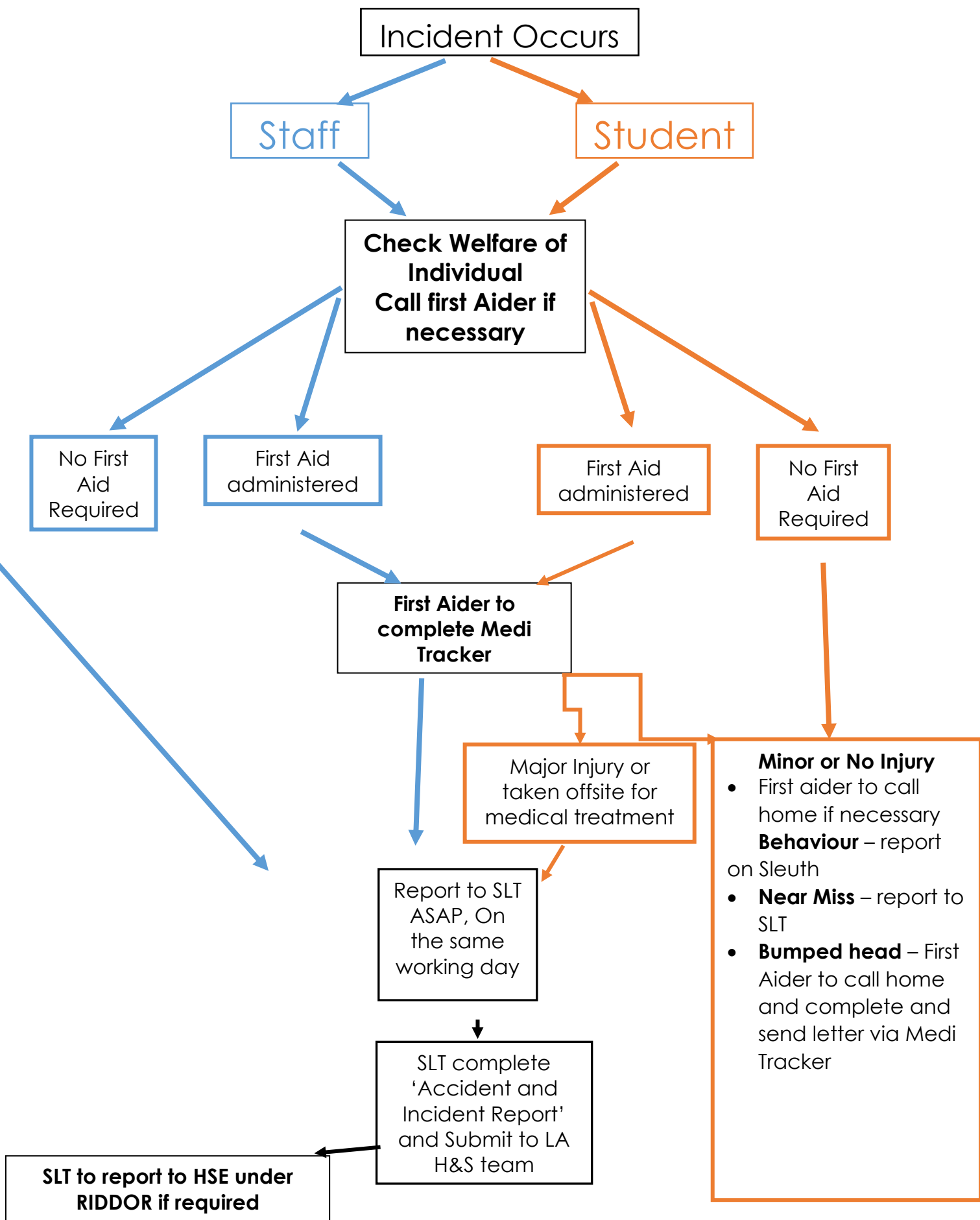
It is the responsibility of the First Aider who has administered first aid to ensure Medi Tracker is up to date. Medi Tracker can be accessed at [Sign In with Auth0](#). All record keeping must contain the following information:

- The date, time, name of first aider, injury description, treatment given, teacher notified, and parent notified.
- It will be the responsibility of the Appointed Person to scrutinize such records for accuracy in notes/comments made reporting outcomes to The Premises and Health & Safety sub-committee as appropriate.

10. Monitoring and Review

- This policy will be monitored by the Appointed Person and reviewed in accordance with any new guidance given.
- The Premises and Health & Safety sub-committee will have the responsibility for ensuring this policy is formally evaluated annually or sooner if required.
- Additionally, the Head Teacher and Appointed Person will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the Health & Safety learning walks undertaken each term throughout the school
- The chair of the Premises and Health & Safety sub-committee will additionally monitor the process undertaken during Health & Safety learning walks as part of their roles/responsibilities raising any queries in relation to daily practice with the Head Teacher of the school
- First Aiders will sign to state that they have read, understood and are willing to comply with this policy.
- This policy will form part of a period of induction of any staff member who is new to the school.

Appendix A



Appendix B

PLEASE ENSURE THAT THE BOXES ARE FILLED TO CORRECT LEVELS STATED WITHIN THE BOX.

	FIRST AID BOX CHECK REGISTER 2025-26											
Location	MONTH											
	Sept	Oct	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul		
Staffroom												
6 th Form laundry												
KS3 laundry												
KS4 laundry												
Changing room B												
Hydrotherapy pool												
Food Technology room												
Bungalow												
Main admin office												
Minibus 1												
Minibus 2												
Minibus 3												
Bum bags												
Site Office												
New build												

Second Staff Room (Room 15)												
Forest School												
Pool Plant Room												
EV Bags												

Appendix C

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