



## **First Aid Policy**

February 2026

Review: February 2027

### **1. Aims**

- 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.

### **2. Legislation and Guidance**

2.1 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 (published 2013, amended 2018), 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, 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 School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils.
- Health & Safety at Work etc Act 1974 and associated regulations.

### 3. Roles and Responsibilities

#### 3.1 Appointed person(s) and first aiders.

The school's appointed persons are displayed around the school. They are responsible for:

- Taking charge when someone is injured or becomes ill. **First aiders or SLT.**
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits **PS (senior admin).**
- Ensuring that an ambulance or other professional medical help is summoned when appropriate **SLT and Office staff.**

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 **All staff.**
- Sending pupils home to recover, where necessary (*A member of staff from the child's class either informs parents/carers or asks someone within the school office or Medical Coordinator to do so – seek **SLT permission to send children home***).
- Completing an accident report on the same day, or as soon as is reasonably practicable, after an incident **All staff.**
- Keeping contact details up to date **Annually by Office.**

Skills required from first aiders:

- Reliability and communication
- Ability to cope with stressful/physically demanding emergency situations
- Availability to respond to an emergency immediately.

Our school's **first aiders are displayed** prominently in the **foyer just off reception.**

There will always be at least one first aider on the school site whilst children are present.

#### 3.2 The local authority and governing board

Telford & Wrekin Council 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 governing board.

The governing board 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 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, checking on a daily basis which first aiders are in school.
- Completing accident/incident forms for all incidents they attend to where a first aider or other appointed person is not called.
- Informing the headteacher 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 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, observing social distancing where possible.
- 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 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 **SLT or Office** 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.
- If the loosening of a child's clothing is needed, two members of staff will be present, where possible.
- Haughton School has a designated medical room that is suitable to provide first aid. The medical room does not have access to a washbasin, however, the room is next to a kitchenette with washing facilities.

### 4.2 Off-site procedures

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

- A mobile phone.
- A portable first aid kit.
- Information about the specific medical needs of pupils.
- Parents' contact details will be obtained from the office.

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

There will always be at least one first aider with a current first aid certificate to provide guidance for school trips and visits, when writing the risk assessments, or on the phone when a trip is taking place.

## 5. First Aid Equipment

A typical first aid kit in school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- 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:

- Medical room
- All classrooms
- Disabled toilet (next to admin office)

## 6. Record-Keeping and Reporting

### 6.1 First aid and accident recording

- An accident/Incident form will be completed by the first aider or other 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 information requested on the form
  - date, time and place of incident
  - name of injured or ill person
  - details of the injury or illness
  - details of what first aid was administered
  - what happened immediately after the incident (eg, went home, went back to class, hospital)
  - name and signature of first aider or person dealing with the incident
- Records are scanned and stored electronically on SharePoint and are 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 Head** 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). They 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:
  - Collapse or failure of load-bearing parts of lifts and lifting equipment.
  - Accidental release of a biological agent likely to cause severe human illness.
  - Accidental release or escape of any substance that may cause a serious injury or damage to health.
  - Electrical short circuit or overload causing a fire or explosion.

How to make a RIDDOR report is available at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

### 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 **SLT** will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The **SLT/DSL** will also notify Telford & Wrekin Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 7. Training

7.1 All school staff can undertake first aid training if they would like to.

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

## **8. Monitoring Arrangements**

8.1 This policy will be reviewed annually or more frequently if deemed necessary.

## **9. Links with other policies**

9.1 This first aid policy is linked to

- Health and safety policy
- Supporting pupils with medical conditions policy
- Child Protection and Safeguarding
- PSHE Policy

10. Staff will refer to the care plans and individual risk assessments for any medical incidents relating to pupils with complex medical needs.

## **11. Defibrillators**

11.1 Haughton School have 2 defibrillators:

- One at the front of school (left of the entrance door)
- One at the rear of school (next to B block exit to MUGA)

11.2 Defibs are checked regularly and updated online by the **Medical Care Coordinator**.

## **12. Mental Health**

12.1 Haughton School has a nominated senior mental health lead.

12.2 Nominated staff are trained in mental health first aid.  
(See Mental Health and Pupil Wellbeing Policy)