

<b>Policy:</b>	<b>First Aid Policy</b>
<b>Approval:</b>	<b>Board of Trustees</b>
<b>Date:</b>	<b>19 May</b>
<b>Next review:</b>	<b>Summer 2026</b>



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## Revision History

Date	Version	Changes made	Approved by
19/05/2025	V8	3.1 – all staff	Board of Trustees
19/05/2025	V8	4 – procedures	
19/05/2025	V8	5 – term controlled drugs replaced with prescribed medication & location of kits	
19/05/2025	V8	7.2 Reporting to HSE	
23/10/2025	V8.81	4 – parents collecting students	

13/02/2026	V9	Appendix 1 and 2 – operational updates	
24/02/2026	V9	3.4 & 7.1 accident report form replaced with IAMs or MIS procedure	For board approval 2 July 2026

## 1. Aims

The aims of our First Aid Policy are to:

- ensure the health and safety of all staff, students and visitors
- ensure that staff and trustees 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 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 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 students.

This policy complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

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

All staff have the responsibility to call 999 if needed. The school's appointed first aiders are Admin Services and other personnel trained in First Aid (first aiders). 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 (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 students home to recover, where necessary
- keeping their contact details up to date.

Our school's trained first aid personnel are listed in Appendix 1. Their names will also be displayed prominently around the school.

### 3.2 The board of trustees

The board of trustees 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 headteacher

The headteacher 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 students
- reporting specified incidents to the HSE when necessary (see section 7).

### 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 on IAMs for incidents relating to staff if they attend where a first aider is not first on the scene
- completing accident reports on the school's MIS for incidents relating to students if they attend where a first aider is not first on the scene
- informing the headteacher or their manager of any specific health conditions or first aid needs – a medical information form for staff can be obtained from Admin Services.

## 4. First aid procedures

### Protocol for Students Requiring First Aid Due to Illness During the School Day

- Students who feel unwell during lessons must report to the First Aid team with a note from their teacher, unless it is an emergency or the student is not in a timetabled lesson at the time.
- If a student is required to remain in First Aid, their mobile phone will be collected and held securely at Reception.
  - Should the student be permitted to go home, their phone will be returned to them prior to signing out.
  - If the student remains in school, they will be asked to collect their phone at the end of the school day.
- The First Aid team will assess the student and, if necessary, contact a parent or carer to discuss next steps. This may necessitate a parent or carer collecting their child from school in some instances e.g. if the student has sustained a head injury, experienced an asthma attack etc.
- If a student contacts a parent or carer before reporting to First Aid, and the parent chooses to collect the student without authorisation from school staff, the absence will be marked as unauthorised. A Level 1 sanction will be issued in accordance with the Behaviour Policy.

### 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, and 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 student is too unwell to remain in school, parent/carers will be contacted and asked to collect their child, and upon their arrival, the first aider may recommend next steps to the parent/carers
- if emergency services are called, the first aider will contact parent/carers immediately
- the first aider will record the accident on the MIS system on the same day or as soon as is reasonably practical after an incident resulting in an injury.

#### **4.3 Off-site procedures**

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

- a school mobile phone
- a portable first aid kit
- information about the specific medical needs of students
- parent/carers' contact details.

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking students off school premises.

### **5. Prescribed medication**

As set out in the supporting students with medical conditions policy:

- a student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use
- all other controlled drugs are kept in a secure cupboard in the First Aid room and only first aiders have access.
- Prescribed medication will be easily accessible in an emergency
- first aiders will not administer controlled drugs unless responding to an emergency situation e.g. anaphylaxis

### **6. First aid equipment**

A typical first aid kit in our school will include:

- 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
- sick bags
- foil blanket
- burns dressings.

No medication is kept in first aid kits.

First aid kits are stored in numerous locations including:

- the medical room located near Reception
- Staff room (for use on trips and visits)
- PE office.

## 7. Record-keeping and reporting

### 7.1 First aid medical tracker

- An accident will be recorded on the MIS by the first aider 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.
- Records held on the system 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.

### 7.2 Reporting to the HSE

The first aider 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, 7). The first aider 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)
- 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](http://www.hse.gov.uk/riddor/report.htm) (<http://www.hse.gov.uk/riddor/report.htm>).

## 8. Training

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 2).

## 9. Review and complaints

This policy will be reviewed by a member of the senior leadership team to be appointed by the headteacher every 2 years. At every review, the policy will be approved by the full board of trustees. Complaints concerning this policy (including those associated with the application of the policy to those with protected characteristics) should be addressed to the Headteacher

## 10. Links with other policies

This first aid policy is linked to the:

- Health and Safety Policy
- Policy on Supporting Students with Medical Conditions.

## Appendix 1: List of Appointed Person(s) for First Aid

Staff member's name	Role	Contact details
Rebecca Evans	Lead First Aider, Admin Services	<a href="mailto:admin@bournside.com">admin@bournside.com</a> ext 1243
Kathryn McMahon	Administrator, Admin Services	<a href="mailto:admin@bournside.com">admin@bournside.com</a> ext 1269
Katie Cole	Administrator, Admin Services	<a href="mailto:admin@bournside.com">admin@bournside.com</a> ext 1235

## Appendix 2: 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)
<i>First Aid at work (RQF) Level 3</i>	Kathryn McMahon	22.05.25	21.05.28
<i>First Aid at work (RQF) Level 3</i>	Sarah Matthews	22.03.24	19.03.27
<i>First Aid at work (RQF) Level 3</i>	Rebecca Evans	13.12.24	12.12.27
<i>First Aid at work (RQF) Level 3</i>	Katie Cole	10.02.26	09.02.29
<i>First Aid at work (RQF) Level 3</i>	Clare Willoughby	10.02.26	09.02.29
<i>First Aid at work (RQF) Level 3</i>	Sally Lees	10.02.26	09.02.29
<i>First Aid at work (RQF) Level 3</i>	Kirk Mahon	12.12.24	11.12.27
<i>First Aid at work (RQF) Level 3</i>	Piers Cardon	31.12.24	30.12.27
<i>Emergency First Aid at work (VTQ) Level 3</i>	PE department Oliver Winterbottom Eilidh Rogers Gareth Taylor Jade Shermon-Tame Jonathan Crowford	19.03.24	18.03.27
<i>Emergency First Aid at work (VTQ) Level 3</i>	<u>PE department</u> Robert Burrows Rebecca Stickland Megan Goddard Matthew Hirons	21.03.24	20.03.27
<i>Emergency First Aid at Work</i>	Clare Johnson	12.12.24	11.12.27
<i>FAA Level 2 Basic Life Support</i>	Huen Ling Tam	09.02.26	08.02.29

<i>FAA Level 2 Basic Life Support</i>	Nigel Ellwood	10.09.25	09.09.28
<i>FAA Level 2 Basic Life Support</i>	Robert Marlow	10.09.25	09.09.28
<i>FAA Level 2 Basic Life Support</i>	Liza Wrench	10.09.25	09.09.28
<i>FAA Level 2 Basic Life Support</i>	Alan Wong	09.02.26	10.02.29
<i>Emergency First Aid at work (VTQ) Level 3</i>	Claire Buckley	21.03.24	20.03.27
<i>Outdoor First Aid 16 Hour</i>	Ashley Whitehurst	21.03.24	20.03.27
<i>Outdoor First Aid 16 Hour</i>	Kate Shanks	21.03.24	20.03.27
<i>Emergency First Aid at work (VTQ) Level 3</i>	Hannah Daulton Almirena Kovaks Nicky Hamilton Tony Maddock Louisa Rudge-Wills Lisa Littlewood	09.02.26	10.02.29

### Appendix 3 First Aid Needs Assessment

The Health and Safety (First Aid) Regulations (1981) set out the essential aspects of first aid that employers must address. The First Aid Needs Assessment is available on request.

### Appendix 4 Policy questions

There are four key Equality and Diversity questions that must be addressed prior to releasing school policies are as follows:

1. Can we demonstrate that the effects of this policy on pupils and employees with protected characteristics has been assessed?

As this policy does not confer particular expectations on employees (other than those named and trained as first aiders), it does not have a particular effect upon pupils and employees with protected characteristics. The First Aid and medical requirements of those with protected characteristics may differ from those without but these issues are covered as part of First Aid training.

2. Does this policy make it clear how complaints about this policy in relation to protected characteristics can be raised?

See section 9

3. Have we considered what adjustments would be needed to minimise any negative effects on those with protected characteristics?

As this policy does not confer particular expectations on employees (other than those named and trained as first aiders), no adjustments would be needed. Alternative methods for

persons with protected characteristics (such as a physical disability) to provide treatment are provided as part of standard First Aid training.

4. If the policy is likely to impact those with protected characteristics, have we sought their views before approving this policy?

This policy is not likely to impact those with protected characteristics more than those without.