



First Aid Policy

QES & QESstudio



Approved by:
Local Governing Body

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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 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

This policy is based on advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), and guidance from the Health and Safety Executive (HSE) on [incident reporting 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
- [The 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

- [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 people are Rebecca Chapman, Deputy Headteacher and Angela Johnson, Chief Executive Officer. The tasks below are delegated to a team of first aiders, under their leadership and management. The appointed people are responsible for ensuring the following:

- An appropriate member of staff takes charge when someone is injured or becomes ill
- There is an adequate supply of medical materials in first aid kits, which is replenished
- 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 as, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our schools' first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

3.2 The Trust Board

The Trust Board 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 Executive Headteacher

The Executive Headteacher is responsible for the implementation of this policy, including:

- Making sure that an appropriate number of trained first aid personnel are present in the school at all times
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure 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:

- Making sure they follow first aid procedures

- Making sure they know who the appointed person and/or first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called.
- Informing the Headteacher 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 the scene until help arrives.
- If the first aider judges that an ambulance needs to be called, they will contact the Duty Lead who will attend and ensure a member of the Leadership Team is made available to oversee the response to the incident.
- Reception team will check our MIS system to see if the pupil has an identified SEND need which may impact on their communication and responses to first aiders. They will communicate this to the first aider and supervising member of the Leadership Team.
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in the best interests of the child, prioritising safeguarding and contact parents/carers and the relevant medical professionals as soon as 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, the relevant member of staff will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, the relevant member of staff will contact parents/carers immediately
- The first aider and / or relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury.

4.2 Off-site procedures

When taking pupils off the school premises, staff will make sure that they always have the following:

- A school mobile phone
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents/carers' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

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

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

5. First aid equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- All receptions
- The school hall
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles
- Both Sports Halls

See section 4.2 for first aid equipment off the school site.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider and / or 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 will be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's CPOMS record by the relevant member of staff.
- Records held in the digital first aid and accident book will be retained by the school for 25 years from the date of birth of the child, in accordance with Information and Records Management Society guidance (section 17.01, Retention Schedule 2024).

6.2 Reporting to the HSE

The Executive Headteacher will ensure a record is kept of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Executive Headteacher will ensure the relevant member of staff will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalding 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the relevant member of staff will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome

- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

➤ 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here. [How to make a RIDDOR report, HSE](#)

We will always work with our Health and Safety Consultant, Kym Allen Associates in such circumstances.

7. Training

All school staff are able to undertake first aid training if this is relevant to their role in school.

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).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

8. Monitoring arrangements

This policy will be monitored by the Deputy Headteacher and Chief Executive Officer and reviewed by the Deputy Headteacher every two years.

At every review, the policy will be approved by the Governing Board.

The first aid provision will be reviewed by the Deputy Headteacher, Chief Executive Officer and First Aid Team at least annually.

9. Links with other policies

This first aid policy is linked to the:

- Health and Safety Policy

- Supporting Pupils with Medical Conditions
- Safeguarding and Child Protection Policy

Appendix 1: list of [appointed persons(s) for first aid and/or trained first aiders]

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Joe Frank	PE and Sports Technician	015242 71275
Amanda Makinson-Kay	Attendance Officer	015242 71275
Angela Coulton	Senior Administration Manager	015242 71275
Harriet Metcalfe	Receptionist	015242 71275
David Waugh	Executive Headteacher	015242 71275
Emma Gwillim	Receptionist/Administrator	015242 71275
Louise Wilson	Pupil health and First Aid Administrator	015242 71275
Anna Marie Waters	Head of Science	015242 71275
Fiona Shanks	Receptionist/Administrator	015242 71275
Marina Shuttleworth	Head of Year/Chemistry Teacher	015242 71275
Joanne Mason	6 th Form Administrator	015242 71275
Stefanie Downes	Science Technician	015242 71275
Howard Pimblett	Science Technician	015242 71275
Angela Partington	Senior Science Technician	015242 71275
Jane Magrath	Science Technician	015242 71275
James Mitchell	Countryside Skills Teacher	015242 71275
Nicole Smith	Receptionist/Administrator	015242 71275
Sarah Douglas	Food & textiles Technician	015242 71275
Andy Morton	DT Teacher	015242 71275
Sam Reynolds	English Teacher	015242 71275
John Singleton	Science Teacher	015242 71275
Heather Rucastle	Theatre Technician	015242 71275

Appendix 2: accident report form

Accident Report Form

Name	
Year group & form	

Accident Details

Date	
Time of accident	
Staff member in charge	
Additional Staff members present	

Issue	Detail (please provide as much detail as possible)
1. Background to the accident (location, type of lesson etc).	
2. Location of accident	
3. How the accident happened (including any witnesses).	
4. Impact / injury caused by accident.	
5. Body part injured including left or right	
6. What happened next (taken to office by whom, ambulance called etc).	
7. Parents called/time	
8. Was pupil sent home Please state time if known	
9. Details of alterations /control measures that can be taken to prevent reoccurrence including review of risk assessment.	

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 RENEWED (WHERE APPLICABLE)
E.g. First aid	Do we want to do this?		
E.g. paediatric first aid			
E.g. Anaphylaxis			