

# First Aid Policy



**Name of Owner:** Naomi Fan and Rebekka Bojanowski

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**Approved by Governors:** 25.03.26

**Date of next review:** February 2027

This policy is shared and signed by all the staff at Southgate School and shared on the school's website for all parents and carers to view. If you have any questions in relation to this policy, please email [office@southgateschool.co.uk](mailto:office@southgateschool.co.uk)

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils or staff with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

## **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 the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#), and guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), also 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

### **3. Roles and responsibilities**

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

The school has an Appointed Person for First aid, this is: Rebekka Bojanowski. 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 assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- After consulting a member of management, sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practical, after an incident. These should be completed on Smartlog system.

Our school's first aiders are displayed prominently throughout school, in the main office and in the medical room.

#### **3.2 The local authority and governing body**

Kirklees 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 body.

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 trained first aid personnel is present in the school at all times and that there is a suitable appointed person.
- 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 all relevant documentation for incidents they attend to. E.g., IR22, Behaviour logs, CPOMS
- Informing the headteacher or line 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 assesses the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who provides the required first aid treatment
- The first aider, if called, assess the injury and decide if further assistance is needed from a colleague or the emergency services. A second opinion from the appointed person or another qualified first aider should be sought for serious incidents. The first aider remains on scene until help arrives.
- The first aider also decides whether the injured person should be moved or placed in a recovery position. For incidents where emergency services are called upon, guidance should be followed from the call handler.
- If the first aider judges that a pupil is too unwell to remain in school, SLT should be consulted before parents are then contacted and asked to collect their child. Upon their arrival, the first aider recommends next steps to the parents.
- If emergency services are called, a member of the Business Support Team contacts parents/carers immediately
- The First Aider or relevant member of staff completes a first aid form and/or an IR22 incident report on the same day or as soon as is reasonably practical after an incident resulting in an injury

### **4.2 Off-site procedures**

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School adheres to government regulations regarding the need for first aiders on offsite visits, which state that “the regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment” (Guidance First aid in schools, early years and further education). If possible and practical, a first aider will accompany an offsite visit. If a first aider is not available, staff manage this by:

Having completed First Aid Awareness training

Taking a first aid kit

Being aware of nearby localities for first aid support, eg supermarkets, libraries

Making contingency plans eg to return to school

Taking a mobile phone

Ensuring familiarity with pupil Health Care Plans & ensure the ability to be able to follow them

Applying the school First Aid Policy & Medical Policy in the same manner offsite as in school

Ensures a risk assessment is in place

Storing medicines safely offsite.

All of the above also apply when a first aider is attending an offsite visit.

Some pupil Health Care Plans may need adapting for specific offsite visits. Parents / carers are given at least 2 weeks’ notice prior to any new offsite visit, asking them whether medical information needs updating for this visit.

Risk assessments are completed by the trip leader and approved by a Senior Leader prior to offsite visits. For ‘one-off’ trips, a new risk assessment is created for each visit. For the Southgate Core Local Offsite Offer, risk assessments are set up prior to the start of new visits and remain in place for the remainder of the year unless a change of circumstances means that risk management needs to be re-assessed.

As required by the statutory framework for the Early Years Foundation Stage, at least one first aider with a current paediatric first aid certificate joins school trips and visits for pupils within the EYFS.

There is always at least one first aider on substantial school trips and visits.

## **5. First Aid equipment**

A typical first aid kit in our school includes the necessary items such as the following:

- A leaflet with general First Aid advice
- Regular and large bandages
- Eye pad bandages

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- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Sterile 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 following locations:

- Medical Room
- Hygiene Rooms
- Resource Room
- School Vehicles
- Life Skills Kitchen
- Staff Room
- Small portable kits available for school trips (see Liz Drye or a member to SLT in her absence)

## ***6. Record-keeping and reporting***

### **6.1 First Aid Records and Incident Reporting**

- A first aid form is completed by the first aider on Smartlog, on the same day or as soon as possible after first aid has been administered
- First aid records 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
- In addition to a first aid form, an IR22 Incident Report is completed by the first aider or relevant member of staff on the same day or as soon as possible after any incident resulting in an injury (see Health and Safety Policy and Accident, Incident or Near Miss Reporting and Investigation Policy)

### **6.2 Notifying parents**

The first aider completes a first aid form on Smartlog on the same day, or as soon as reasonably practical. This informs parents/carers of the incident and treatment given. In addition the first aider informs the class staff, who provides parents/carers with any additional information required.

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If a pupil needs to be collected or sent home, the class staff make that contact after taking any necessary guidance from a DSL/SLT in case there are any safeguarding issues that need to be taken into consideration. First aider also ensures a first aid form is completed on Smartlog (as mentioned above).

### **6.3 Reporting to the HSE**

The headteacher or delegated staff member keeps a record 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 headteacher or delegated staff member reports these to the HSE as soon as is reasonably practical and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences are 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 Headteacher or delegated staff member reports these to the HSE as soon as reasonably practical 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)

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

The headteacher notifies 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 practical, and no later than 14 days after the incident.

The headteacher also notifies relevant local child protection agencies of any serious accident, injury to or the death of, a pupil while in the school's care.

### ***7. Training***

School staff are able to undertake first aid training if they would like to and when training is offered.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school keeps a register of all trained first aiders, what training they have received and when this is valid until.

Staff renew their first aid training when certification is due for renewal, to ensure all trained staff are accredited appropriately.

### ***8. Monitoring arrangements***

This policy is reviewed by the assistant head every year.

At every review, the policy is approved by the headteacher.

Links with other policies:

This First Aid Policy is linked to the

- Health and Safety Policy
- Risk assessments
- Education of Pupils at School with Medical Conditions and the Administration of Medication
- Work Related Violence Policy
- Accident, Incident or Near Miss Reporting and Investigation Policy