



Connection ● Communication ● Independence ● Aspiration

First Aid Policy

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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 on [first aid in schools, health and safety in schools and actions for schools during the coronavirus outbreak](#) – updated 14th February 2022, 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 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's appointed person(s) are the school Business Manager, School Health and Safety Officer and Assistant Head Medical. 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 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, or as soon as is reasonably practicable, after an incident (see the guidance in appendix 2)
- Keeping their contact details up to date

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

3.2 The local authority and governing board

Rochdale LEA 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.

3.4 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 pupils
- Reporting specified incidents to the HSE when necessary (see section 6)
-

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Calling for a first aider who will assess, treat, direct to further medical attention, call parents or carers and complete accident reports (see appendix 2) for all incidents they attend to
- First Aider must inform the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures (For a quick guide see Appendix 1)

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury. Situations requiring an urgent 999 call are listed in Appendix 2. For all other situations, the member of staff will seek the assistance of a qualified first aider, 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 medical staff including ambulance services. They 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 pupil is too unwell to remain in school, they must speak to a member of SLT. Parent/carers 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, first aider arrange for parents to be contacted immediately. A member of SLT should be alerted immediately when a 999 call is made.
- Any illness or injury that results in a pupil being taken to hospital will require a follow up phone call or a 'return to school' meeting where it will be established whether or not a Risk Assessment is required. When parent/carers are contacted, this should be arranged/discussed.
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the trip lead prior to any educational visit that necessitates taking pupils off school premises. This will be attached to their Evolve Form for approval from an EVC.

There will always be at least 1 first aider on school trips and visits.

5. First aid equipment

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

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

No medication is kept in first aid kits.

First aid kits are stored in:

- Reception (at the desk)
- The medical room
- The school hall
- Science room
- All design and technology and life skills classrooms
- The school kitchens
- School vehicles
- And other designated classrooms as required
-

6. Record-keeping and reporting

6.1 First aid and incident record book

- An incident form on Medical Tracker must be completed by the first aider at the time or as soon as possible after an incident resulting in an injury before the end of the same school day.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the incident form on Medical Tracker at appendix 2
- Records held on Medical Tracker 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.

6.2 Reporting to the HSE

The Business Manager 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).

The Business Manager will report these to the Local Authority 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 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
- 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:

- 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

7. Training

All school staff are able to undertake first aid training if they would like to.

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).

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

8. Monitoring arrangements

This policy will be reviewed by the Senior Leadership Team every 2 years.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Administration of Medication Policy

Appendix 1: list of trained first aiders

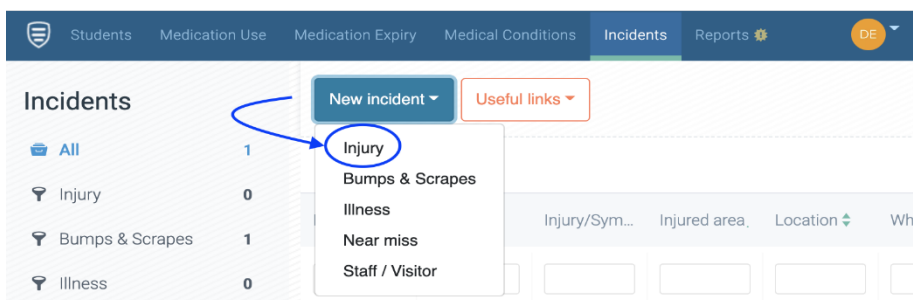
STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS

Appendix 2: accident reporting on Medical Tracker

A quick guide to adding injuries to Medical Tracker

Injuries must be recorded by the first aider using Medical Tracker. A follow up note should be added once full details of the extent of injury are known (e.g. result of an X-ray).

1. Login to your Medical Tracker account
2. Click on the **Incidents tab**
3. Click on the **new button** and select **Injury**
4. Fill out the incident details. Click save to create the new record.



Injury



Student's name* ? Name of first aider Incident date & time*

Location of incident* ? Injured area* Injury / Symptoms*

Injury description How it happened?*

More information

Treatment administered* What happened next?*

notes

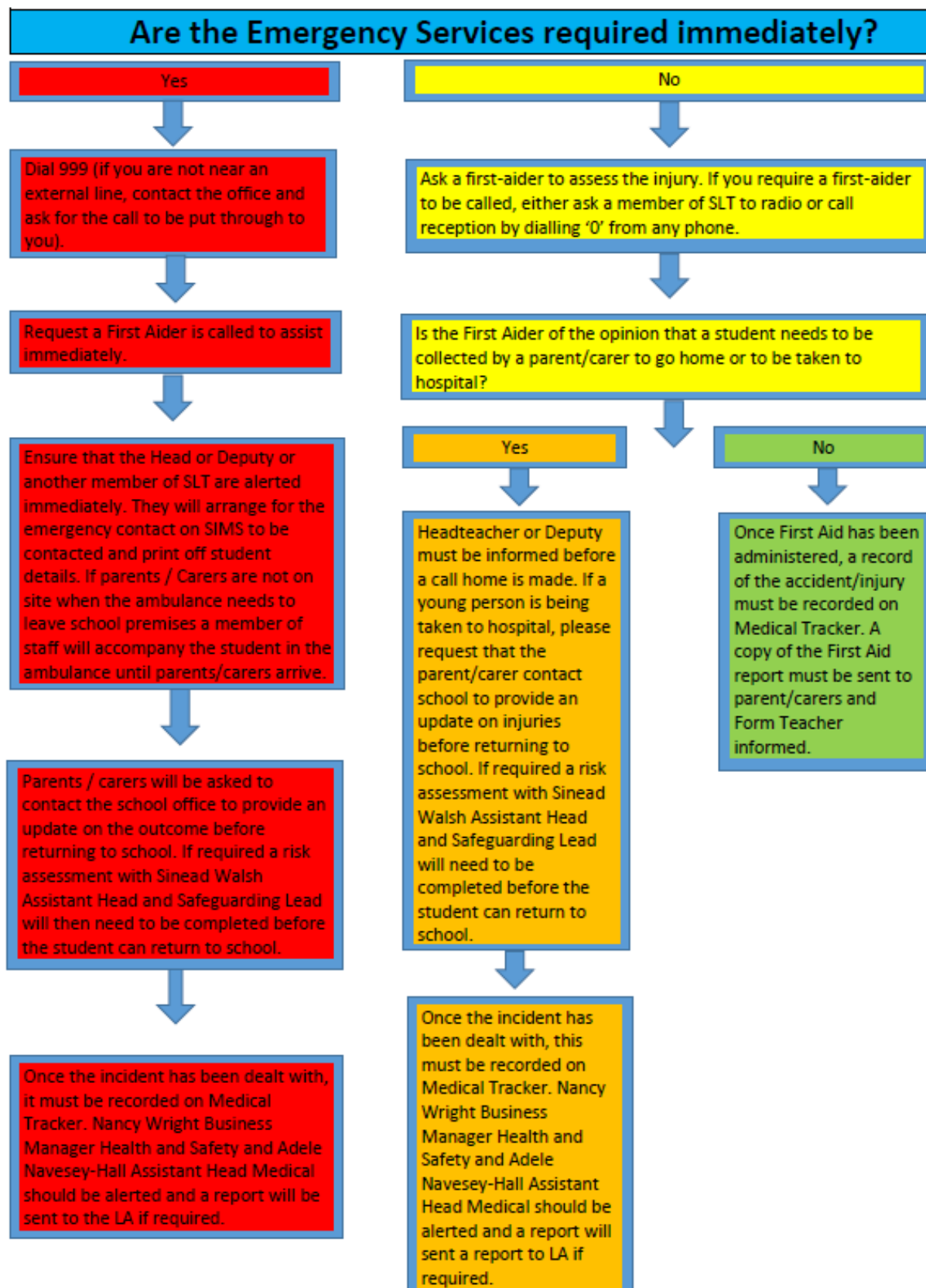
RIDDOR reportable?
If uncertain, [please read HSE guidance](#)

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 UPDATED (WHERE APPLICABLE)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			



Quick Guide to Dealing with Accidents and Emergencies



Appendix 5: When to call 999

When to call 999

At some point, most people will either witness or be involved in an accident or experience a medical emergency.

Knowing what to do next and who to call can potentially save lives.

Life-threatening emergencies

Call 999 in a medical emergency. This is when someone is seriously ill or injured and their life is at risk.

Medical emergencies can include:

- loss of consciousness
- an acute confused state
- fits that are not stopping
- chest pain
- breathing difficulties
- severe bleeding that cannot be stopped
- severe allergic reactions
- severe burns or scalds

Call 999 immediately if you or someone else is having a heart attack or stroke. Every second counts with these conditions.

Also call 999 if you think someone has had a major trauma, such as after a serious road traffic accident, a stabbing, a shooting, a fall from height, or a serious head injury.

