

St Bede's Catholic Voluntary Academy



First aid Policy

"We commit ourselves to love, respect and serve one another as disciples of Jesus Christ"

Date of approval	November 2023
Date of review	November 2026

Contents

1. Aims.....	2
2. Legislation and guidance	2-3
3. Roles and responsibilities	3-4
4. First aid procedures	4
5. First aid equipment	5
6. Record-keeping and reporting.....	6
7. Training.....	7
8. Monitoring arrangements	7
9. Links with other policies	7
Appendix 1: list of trained first aiders	8
Appendix 2: first aid training log	9
Appendix 2: accident report form	10

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 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](#) 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

Employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

3.1 Appointed person(s) and first aiders

The school's first aiders are:-

Miss C Pope (Appointed person), Mrs H Farr, Miss P Fitzpatrick, Mrs R Peacock, Ms V Taylor, Mr N Robinson, Mr P Levitt, Mrs S Barnard, Mrs D Edington, Miss A Richards, Mr M Chapman, Mr B Iggleden, Mrs M Branigan, Mr H Tindall & Ms N Husband.

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 students home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident. Reports are kept in the Accident, incident and illness books issued by OLOL CMAT.
- 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 governing board

The governing board 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 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 accident reports within the Accident, incident and illness books issued by CMAT 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 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, 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 first aider will contact parents immediately
- 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 students off the school premises, staff will ensure they always have the following:

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

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

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

5. First aid equipment

British Standard recommended first aid kit in our school will include the following:

LARGE First Aid Kit to BS8599	
First aid in an emergency – leaflet 2016	1
Medium dressing, 12 x 12cm - sterile	8
HSE SJA Branded 18cm x 18cm - sterile	2
Disposable triangular bandage, 90 x 90 x 130cm - non-sterile	4
Finger dressing, 3.5 x 3.5cm - sterile	4
Bandage, 7.5cm x 4.5m - single	2
Safety pins assorted sizes - 6 pack	4
No.16 eye pad first aid dressing - sterile	4
Washproof plasters, hypo-allergenic, assorted sizes - pack of 10	10
Sterile Cleansing Wipes (pk 10)	4
Microporous tape, 2.25cm x 10m - single	1
Nitrile Powder Free Gloves (large)	12
Face shield	2
Disposable heat retaining adult foil blanket	3
Burnshield® dressing - 10x10cm	2
Bandage / Clothing Scissors	1

We also have ice/cold packs & burn gel if required. No medication is kept in first aid kits.

First aid kits are stored in:

- Student Support
- Reception
- Science Prep Room
- Technology Prep Room
- Food Technology
- Art
- The school kitchen
- Admin Cupboard (x2 for trips)
- Learning Support

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to buy salbutamol inhalers, without a prescription, for use in emergencies. The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty). These are based in our school reception. ([Guidance on the use of emergency salbutamol inhalers in schools \(publishing.service.gov.uk\)](#))

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow all schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out-of-date). The school's spare AAI should only be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided. The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay. ([Guidance on the use of adrenaline auto-injectors in schools \(publishing.service.gov.uk\)](#))

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed 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, including all of the information included in the Accident, incident and illness books issued by CMAT
- A copy of the accident report form will also be added to the student's educational record by the first aider
- Records held in the first aid and accident book will be retained by the school for DOB of the child + 25 years for Children & Date of incident + 6 years for Adults, in accordance with the Trusts Retention & Destruction Schedule (July 2022).
- Records relating to accident/injury at work involving individuals who are over 18 years of age at the time of incident will be retained by the school for a minimum of 12 years in accordance with the Trusts Retention & Destruction Schedule (July 2022).

6.2 Reporting to the HSE

The Health and Safety Coordinator 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 Health and Safety Coordinator will complete an Accident, Incident and Near-Miss Report Form to the Our Lady of Lourdes Trust, who will report 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:
 - 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 is available here:

<http://www.hse.gov.uk/riddor/report.htm>

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 2).

Staff are encouraged to renew their first aid training with St. John Ambulance every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher every 3 years.

At every review, the policy will be approved by the Headteacher and the full governing body.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Medicine policy
- Risk assessment policy
- Policy on supporting students with medical conditions



10. Appendix 1: list of trained first aiders

Staff member's name	Role
Miss C Pope	Finance and H&S Manager
Mrs H Farr	Senior Admin Officer
Mrs R Peacock	Receptionist
Mr N Robinson	Librarian
Mr P Levitt	Science Technician
Miss N Husband	Cleaner
Miss P Fitzpatrick	Student Support Officer
Ms V Taylor	Exams, Careers and PHSCE Officer
Mrs S Barnard	Teaching Assistant
Mrs Dawn Edington Mrs A Richards Mr M Chapman Mr B Iggleden	Teachers of PE
Mrs M Branigan	Pastoral Support
Mr H Tindall	Teacher of Technology

11. **Appendix 2: first aid training log**

Name/type of training	Staff who attended (individual staff members or groups)	Date for training to be updated (where applicable)
<i>First Aid at Work</i>	Miss C Pope	19.10.2024
<i>First Aid at Work</i>	Mrs H Farr	15.11.2025
<i>First Aid at Work</i>	Mrs R Peacock	11.01.2026
<i>First Aid at Work</i>	Mr N Robinson	25.10.2025
<i>First Aid at Work</i>	Mr P Levitt	09.06.2025
<i>First Aid at Work</i>	Miss N Husband	28.10.2024
<i>First Aid at Work</i>	Miss P Fitzpatrick	28.09.2024
<i>First Aid at Work</i>	Ms V Taylor	13.01.2025
<i>First Aid at Work</i>	Mrs S Barnard	15.11.2025
<i>First Aid at Work</i>	Mrs Dawn Edington	15.11.2025
<i>First Aid at Work</i>	Mrs M Branigan	15.11.2025
<i>First Aid at Work</i>	Mr H Tindall	22.06.2026
<i>First Aid at Work</i>	Mrs A Richards	24.01.2026
<i>First Aid at Work</i>	Mr M Chapman	11.01.2026
<i>First Aid at Work</i>	Mr B Iggleden	11.10.2025

12. Appendix 3: Copy of Accident, Incident & Illness Report Form

ACCIDENT, INCIDENT & ILLNESS REPORT FORM	
FOR THE ATTENTION OF THE PARENT / CARER	
Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital	
Pupil's name:	Class/Form:
Location of accident/incident:	Date: Time:
Detail of treatment:	LEA Accident Report No (if Applicable):
	Treatment administered by:
	Additional comments:
Please tick as appropriate below <input checked="" type="checkbox"/>	
Bump / Bruise	<input type="checkbox"/>
Vomiting / Nausea	<input type="checkbox"/>
Nosebleed	<input type="checkbox"/>
Headache / High Temperature	<input type="checkbox"/>
Head Injury	<input type="checkbox"/>
Cut / Graze	<input type="checkbox"/>
Asthma	<input type="checkbox"/>
Other:	
Mark Location of Injury	
Front	Back
	
The child was taken to hospital by staff member	→ Staff member name:
The child was taken to hospital by ambulance	
Parent / Carer Contacted	→ Name of parent/carer contacted:
Unable to contact Parent / Carer	
The child was well enough following first aid to remain in school	Time:
The child was collected from school	→ By who:
Teacher informed	
The school is of the opinion that your child should consult a doctor	Time:
Authorised by - Print Name:	Authorised by - Signature:
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