



**Education  
Partnership  
Trust**

Creating outstanding schools  
which transform learning, lives  
and communities

# FIRST AID POLICY

**Document Control**

<b>This document has been approved for operation within:</b>	All Trust Establishments
<b>Date effective from</b>	September 2024
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<b>Review period</b>	Every 2 years

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## 1.0 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

## 2.0 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, 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.
- 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 pupils.

## 3.0 ROLES AND RESPONSIBILITIES

An assessment of first aid needs is carried out by Dawn Roper, Headteacher to ensure that the school have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. The assessment takes into account the nature of employees' work, the number of staff, and the location of the school.

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

The school's appointed first aiders are listed in Appendix 1.

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 template 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 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 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 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.

#### 4.0 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 pupil 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 office administrators or member of SLT 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 pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone.
- A portable first aid kit including the 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' 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 class teachers prior to any educational visit that necessitates taking pupils off school premises.

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

## 5.0 FIRST AID EQUIPMENT

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

- 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
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical cupboards neat the hall

## 6.0 RECORD KEEPING AND REPORTING

### 6.1 First aid and accident record book

- An accident form will be completed by the first aider or the 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 should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2.
- A copy of the accident report form will also be kept in the office files in the original accident reporting book by the office administrators.
- Any severe accidents or injuries must also be reported on the iAM Compliant portal for further investigation to take place by The Trust's Health, Safety & Wellbeing Manager – Nicola Platt who will report the accident or injury to the HSE if necessary.
- Records held in the first aid and accident book 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 Trust's Health, Safety & Wellbeing 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 Trust's Health, Safety & Wellbeing Manager report these to the Health and Safety Executive 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.

Reportable injuries, diseases or dangerous occurrences include:

### School staff: reportable injuries, diseases or dangerous occurrences

- 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 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.
- 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 school must inform the Trust's Health, Safety & Wellbeing Manager who will report 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 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)

## 7.0 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.

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.

## 8.0 MONITORING

This policy will be reviewed annually by the Trust’s Health, Safety & Wellbeing Manager – Nicola Platt.

At every review, the policy will be adopted by the Local Governing Body.

## 9.0 LINKS WITH OTHER POLICIES

This first aid policy is linked to the

- Health and Safety policy
- Risk Assessment policy
- Supporting children with medical needs policy

## 10.0 APPENDIX 1: APPOINTED PERSON FOR FIRST AID AND TRAINED FIRST AIDERS

List of appointed person(s) for first aid and/or trained first aiders.

Staff member's name		Role	Contact details
Lauren	Baker	Teacher	Parklee School Wardour Street Atherton 01942 874203
Andrea	Brown	TA	
Aimee	Burchall	Teacher	
Abby	Carruthers	TA	
Tracy	Christey	Learning Mentor	
Suzanne	Cope	TA	
Gaynor	Dawson	Teacher	
Adrienne	Fisher	TA	
Taylor-James	Fisher	Teacher	
Emma	Goulding	Teacher	
Tracy	Hall	HLTA	
Charlotte	Hammond	Teacher	

Wayne	Hampson	TA	Parklee School Wardour Street Atherton 01942 874203
Louise	Hill	Teacher	
Jennie	Hilton	TA	
Jane	Holland	Office Admin	
Vivienne	Hughes	HLTA	
Bethany	Hunter	TA	
Lauren	Jones	Teacher	
Deborah	Laverick	TA	
Lisa	Livesey	TA	
Jenny	Naylor	TA	
Dawn	Roper	Headteacher	
Lisa	Sanderson	TA	
Jade	Sharrock	Teacher	
Nicola	Shepherd/Worthington	TA	
Joanne	Shone	TA	
Clare	Simpson	TA	
Melanie	Turner	TA	
Paul	Wade	Teacher	

Amanda	Winnard-Sivill	Office Admin	Parklee School Wardour Street Atherton 01942 874203
Kay	Wood	HLTA	
Rebecca	Wood	Deputy Headteacher	

## 11.0 APPENDIX 2: ACCIDENT REPORT FORM

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<p><i>Describe in detail what happened, how it happened and what injuries the person incurred</i></p>			
Action taken			
<p><i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i></p>			
Follow-up action required			
<p><i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i></p>			
Name of person attending the incident			
Signature		Date	

## 12.0 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)
<b>EMERGENCY AT WORK FIRST AID</b>	Lauren	Baker	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Andrea	Brown	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Aimee	Burchall	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Abby	Carruthers	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Tracy	Christey	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Suzanne	Cope	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Gaynor	Dawson	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Adrienne	Fisher	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Taylor-James	Fisher	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Emma	Goulding	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Tracy	Hall	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Charlotte	Hammond	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Wayne	Hampson	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Louise	Hill	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027

	Jennie	Hilton	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Jane	Holland	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Vivienne	Hughes	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Bethany	Hunter	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Lauren	Jones	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Deborah	Laverick	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Lisa	Livesey	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Jenny	Naylor	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Dawn	Roper	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Lisa	Sanderson	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Jade	Sharrock	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Nicola	Shepherd/Worthington	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Joanne	Shone	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Clare	Simpson	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Melanie	Turner	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Paul	Wade	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Amanda	Winnard-Sivill	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027

	Kay	Wood	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
	Rebecca	Wood	8 <sup>th</sup> January 2024	8 <sup>th</sup> January 2027
<b>Paediatric first aid</b>	Amanda	Winnard-Sivill	12 <sup>th</sup> October 2023	12 <sup>th</sup> October 2026
	Kay	Wood	12 <sup>th</sup> October 2023	12 <sup>th</sup> October 2026
	Joanne	Shone	12 <sup>th</sup> October 2023	12 <sup>th</sup> October 2026
	Clare	Simpson	12 <sup>th</sup> October 2023	12 <sup>th</sup> October 2026
	Lisa	Sanderson	12 <sup>th</sup> October 2023	12 <sup>th</sup> October 2026
	Jade	Sharrock	12 <sup>th</sup> October 2023	12 <sup>th</sup> October 2026
	Lisa	Livesey	12 <sup>th</sup> October 2023	12 <sup>th</sup> October 2026
	Jennie	Hilton	12 <sup>th</sup> October 2023	12 <sup>th</sup> October 2026
	Tracey	Christey	12 <sup>th</sup> October 2023	12 <sup>th</sup> October 2026