First Aid Policy

Senior Leader responsible	Ms E Webb
Date approved by LGB	02/07/2026
Next review date	Summer 2027

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 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
- 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
- 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 persons are Mrs Jones and Mrs Mayor. 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 appointed persons and first aiders are listed in appendix 1.

In the absence of our appointed persons all first aid trained staff can be called upon to take on the responsibilities of the appointed persons (short term)

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 appointed persons or 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
- Ensuring that specified incidents are reported 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 and appointed person(s) in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their 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 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
- 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 first aider/supporting member of staff will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- Signs showing the nearest location of First Aid kits and trained First Aiders are located around the school, including at Reception.

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, 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' 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 trip leader prior to any educational visit that necessitates taking pupils off school premises.

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

5. First aid equipment

First aid kits in our school vary in composition, depending on the location and its associated level and nature of use and risk. Typical contents 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

Heat packs (e.g. for abdominal pain, including menstrual pain) and ice packs (e.g. for injury) are available from the medical room.

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles
- Most subject offices and classrooms

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/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 added to the pupil's educational record by Health Care Practitioner/First Aider

- 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.
- More serious incidents, where the school insurers may need to be included, the incident is recorded on SMARTLOG. For example – staff injury, injury due to school premises/equipment, person is taken to hospital and near miss incidents.

6.2 Reporting to the HSE

The Health Care Practitioner 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 Care Practitioner 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 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 Health Care Practitioner 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 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
http://www.hse.gov.uk/riddor/report.htm

6.3 Notifying parents

The first aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

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).

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 reviewed every year by the Deputy Head Teacher.

At every review, the policy will be approved by the governing board.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Pupils with Health Needs who cannot attend school policy
- Supporting pupils with a medical condition policy

Appendix 1

Name	Staff	Qualification	Date	Requal due
Adey, Maddy	Teaching	1-day EFAW	12.05.2026	11.05.2029
Baker, Andrew	Canteen manager	1-day EFAW	06.06.2024	05.06.2027
Barker, Tracy	Heads PA	1-day EFAW	12.05.2026	11.05.2029
Barron, Carl	Head of PE	3-day FAW	12.06.2024	11.06.2027
Baxter, Alison	Teaching	1-day EFAW	13.06.2024	12.06.2027
Bell, James	Teaching	1-day EFAW	26.11.2025	25.11.2028
Bloodworth, James	Teaching	1-day EFAW	13.06.2024	12.06.2027
Buchan, Martha	School Support	1-day EFAW	12.05.2026	11.05.2029
Clarke, Sarah	Teaching	3-day FAW	12.03.2026	11.03.2029
Conway, Sheila	SEN/Science	1-day EFAW	12.05.2026	11.05.2029
Coppack, Emma	Invigilator	1-day EFAW	14.09.2023	13.09.2026
Coupland, Ciaran	PE Asst	1-day EFAW	12.05.2026	11.05.2029
Crandell, Scott	SEN	1-day EFAW	06.06.2024	05.06.2027
Dack, Emily	Teaching	3-day FAW	12.06.2024	11.06.2027
Daniels, Dawn	Support/Instructor.	3-day FAW	06.12.2024	05.12.2027
Dent, Malcolm	PSO KS3	3-day FAW	14.03.2024	13.03.2027
Dowman, Sonya	SEN	1-day EFAW	12.05.2026	11.05.2029
Faulkner, Kathy	Invigilator	1-day EFAW	29.04.2026	28.04.2029
Furse, Julia	Science technician	3-day FAW	12.06.2024	11.06.2027
Godin, Richard	Exam invigilator/minibus	3-day FAW	04.07.2025	03.07.2028
Hales, Joshua	Teaching	1-day EFAW	10.10.2024	09.10.2027
Hardman, Sophie	Teaching	3-day FAW	12.06.2024	11.06.2027
Hillier, Becky	Cover	3-day FAW	14.03.2024	13.03.2027
Holmes, Sarah	Librarian	1-day EFAW	29.04.2026	28.04.2029
Horner, Barbara	Cleaner	1-day EFAW	12.05.2026	11.05.2029
Jones, Viv	HCP/Instructor	3-day FAW	08.10.2024	07.10.2027
Laslett, Sophy	Art technician	1-day EFAW	29.04.2026	28.04.2029
Loud, Lise-Marie	Teaching	1-day EFAW	10.10.2024	09.10.2027
Mayor, Caroline	First Aid Office	3-day FAW	12.03.2026	11.03.2029
McTaggart, Caroline	PSO KS4	1-day EFAW	26.11.2025	25.11.2028
Mitchell, Bobbie-Anne	Attendance Manager	1-day EFAW	26.11.2025	25.11.2028
Mitchell, Chris	Groundsman	1-day EFAW	060.6.2024	05.06.2027
Munns, Jessica	Support staff	1-day EFAW	10.10.2024	09.10.2027
Murton, Liz	Cleaner	1-day EFAW	29.04.2026	28.04.2029
Noble, Mark	Site Manager	1-day EFAW	13.06.2024	12.06.2027
Osborne, Hannah	Science technician	1-day EFAW	29.04.2026	28.04.2029
Owen, John	Teaching	1-day EFAW	26.02.2025	25.02.2028
Rawcliffe, Claire	DT Technician	1-day EFAW	12.05.2026	11.05.2029

Name	Staff	Qualification	Date	Requal due
Redgrave, Alisha	Cover	3-day FAW	14.03.2024	13.03.2027
Riches, Joe	Director KS4	1-day EFAW	26.02.2025	25.02.2028
Royal, Kerston	Site Team	1-day EFAW	13.06.2024	12.06.2027
Ryan, Tracey	The Bridge Manager	1-day EFAW	12.05.2026	11.05.2029
Simmonds, Chris	Teaching	1-day EFAW	13.06.2024	12.06.2027
Sinclair, Nigel	Teaching/SLG	1-day EFAW	13.06.2024	12.06.2027
Taylor, Annmarie	Cleaning Team	1-day EFAW	06.06.2024	05.06.2027
Taylor, Ian	DT Technician	1-day EFAW	26.02.2025	25.02.2028
Taylor, Neil	Site	1-day EFAW	06.06.2024	05.06.2027
Taylor, Paul	Teaching	1-day EFAW	06.06.2024	05.06.2027
Temple, Katrina	Teaching/PSL	1-day EFAW	10.10.2024	09.10.2027
Topping, Tracey	Teaching	1-day EFAW	26.11.2025	25.11.2028
Trew, Amelia	Teaching	3-day FAW	14.03.2024	13.03.2027

Appendix 2

FIRST AID INCIDENT FORM – Dereham Neatherd High School

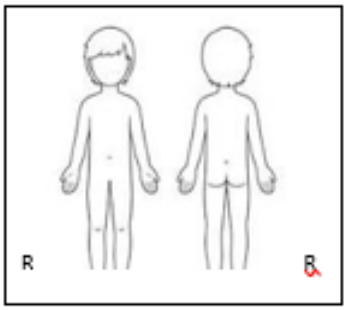
Date of incident	**AVPU**	Awake/Alert	Y/N
Time of incident		Verbal	Y/N
Arrival at first aid		Pain	Y/N
		Unresponsive	Y/N

Name of person injured	**Year and Form**	**Staff/visitor** **Witness statement Yes / No** **Notify** Reception/SLT/Site/ Cleaning/PSO/Attendance

Where incident happened	**Activity being undertaken**	**Described what happened to cause injury/illness**

Injuries/illness		**Body part affected**	**Left**	**Right**	**Temperature**
Mental Health		Arm/Elbow/Wrist/Hand/Fingers			**Time**
Headache /Migraine/ Temperature		Shoulder/neck/chest			**Temp**
Vomiting/ Nausea		Back – lower / upper			**Time**
Head injury		Abdomen/hips/pelvis			**Temp**
Cut/Graze/Bump/Bruise/Burn		Legs/thighs/knee/ankle/foot/toes			**Time**
Nosebleed		Head			**Temp**
Assault/fight/malicious action		Eyes/ears/nose/mouth			**Time**
Asthma/Medical condition					**Temp**
Allergy/hayfever					**Time**
Other					**Temp**

Describe treatment given with reasons

Name of First Aider…….. **Signature of first aider** ……

Phone call home		**Mum/Dad/Carer/Other**	
Back to lessons		**Mobile**	
Head Injury Sticker		**Landline**	
Paracetamol consent		**Work**	
Went home		**Voicemail left**	
Advised GP / A&E		**Text sent**	
Paramedics called		**Email sent**	
Time		**Time**