

# First Aid Policy

## Newland School for Girls

Policy reviewed and adopted  
by the Board of Trustees

**Spring 2025**

Version

**V1**

Date of next review:

**Spring 2026**

Responsible Committee:

**Local Governing Body**

Monitoring:

**Trust Board**

Related Policies

- Health and safety policy & guidance;
- Risk assessment policies;
- Policy on supporting pupils with medical conditions ;
- Equality, Diversity & Inclusion Policy

Where is this policy  
published?

**School Website**

## Contents

<b>1 Policy at a glance</b>	<b>2</b>
<b>2 Introduction</b>	<b>2</b>
<b>3 Aims</b>	<b>2</b>
<b>4 Legislation and Guidance</b>	<b>2</b>
<b>5 Roles and responsibilities</b>	<b>3</b>
5.1 Minimum Legal Requirement - Appointed person	3
5.2 Appointed person(s) and first aiders	3
5.3 The Trust Board and Local Governing Body	3
5.4 The Headteacher	4
5.5 Staff	4
<b>6 First Aid Procedures</b>	<b>4</b>
6.1 In-school procedures	4
6.2 Off-site procedures	4
<b>7 First Aid Equipment</b>	<b>5</b>
7.1 Contents of First Aid Box at Newland School for Girls - School Office	5
7.2 Defibrillators	6
<b>8 Record-keeping and reporting</b>	<b>6</b>
8.1 First aid and accident record book	6
8.2 Reporting to the Trust	6
8.3 Reporting to the HSE	6
8.4 Notifying parents	8
8.5 Reporting to Ofsted and Child Protection Agencies	8
<b>9 Training</b>	<b>8</b>
<b>10 Links with other policies</b>	<b>8</b>
<b>11 Reviewing the Policy</b>	<b>8</b>
<b>12 Public Sector Equality Duty</b>	<b>8</b>
<b>13 Person Responsible</b>	<b>9</b>
<b>Appendix 1 List of School's First Aiders</b>	<b>10</b>
Lead First Aider:	10
Other first aiders are:	10

## 1 Policy at a glance

- 1.1 The school's first aid policy aims to ensure the health and safety of all staff, pupils, and visitors. It outlines the roles and responsibilities of staff in responding to an incident and recording and reporting the outcomes. The policy also details first aid procedures, including in-school and off-site procedures.
- 1.2 Here are some of the key points of the policy:
  - The school has appointed first aiders who are responsible for providing first aid treatment to those who are injured or become ill;
  - Staff are required to report all accidents and injuries, regardless of how minor they may seem;
  - The school will report specified incidents to the Health and Safety Executive (HSE), as required by law;
  - Parents will be informed of any accident or injury sustained by their child, regardless of how minor it may seem.
- 1.3 The policy is linked to a number of other school policies, including the health and safety policy, risk assessment policies, and the policy on supporting pupils with medical conditions. It is also reviewed regularly and amended when necessary.
- 1.4 The school's first aid policy is a comprehensive document that outlines the steps that should be taken in the event of an accident or injury. The policy is designed to ensure the safety of all staff, pupils, and visitors.

## 2 Introduction

Prior to final approval by the LGB, this policy has been the subject of review and suggested amendments have been taken into consideration and changes made where they can be agreed.

## 3 Aims

The school aims to ensure that:

- The health and safety of all staff, pupils and visitors;
- Staff and governors are aware of their responsibilities with regards to health and safety;
- We provide a framework for responding to an incident and recording and reporting the outcomes.

## 4 Legislation and Guidance

This policy is based on the advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#); and the following legislation. The latest [guidance updates were published on 14th February 2022](#) and these have been included in this policy.:

- [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. HSE has published detailed [First Aid guidance](#) to help employers comply with the regulations and offers practical advice on what they need to do;
- [Health & Safety at Work etc. Act 1974 and associated regulations](#);

- [School Premises \(England\) Regulations 2012](#), and [the Education \(Independent Schools Standard Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils;
- [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.

## 5 Roles and responsibilities

In all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work.

### 5.1 Minimum Legal Requirement - Appointed person

The **minimum legal requirement is to have an 'appointed person'** to take charge of first aid arrangements, provided an 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.

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

The school's appointed Lead First Aider is Linda Iveson. 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;
- Keeping their contact details up to date.

Our school's appointed person(s) and first aiders are listed in **appendix 1**. Their names will also be displayed prominently around the school.

### 5.3 The Trust Board and Local Governing Body

The Trust 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.

Members of the LGB monitor that the school is following the policy and adhering to the Trust's policies.

### 5.4 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)

### 5.5 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 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.

## 6 First Aid Procedures

### 6.1 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 Headteacher or Assistant Head will contact parents immediately
- The first aider or member of staff dealing with the incident will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury;

### 6.2 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;
- The following are based on the HSE's recommendation for a minimum traveling first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.
  - 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;
  - 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 x 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, where there is not a first aider at the place being visited.

## 7 First Aid Equipment

### 7.1 Contents of First Aid Box at Newland School for Girls - School Office

- Information leaflet outlining basic First Aid procedures;
- Individually wrapped sterile adhesive dressings (assorted sizes);
- 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 Safeguarding Leads Office
- Reception
- Student Reception
- Pastoral Mentors Offices
- All science labs
- All design and technology classrooms
- The school kitchens
- The Sports Hall

## 7.2 Defibrillators

Each school in Thrive has:

- A defibrillator;
- Staff are trained to use this.

## 8 Record-keeping and reporting

### 8.1 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 form;
- A copy of the accident report form will also be added to the pupil's educational record by the pastoral leader for that year group;
- Records held in the first aid and accident book and/or digitally will be retained by the school until their 25th birthday, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of [See Thrive Data Retention Policy].

### 8.2 Reporting to the Trust

- A log for all accidents will be recorded on the spreadsheet, provided by the Thrive Cooperative Learning Trust.

### 8.3 Reporting to the HSE

The Child Protection and Safeguarding Lead 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).

In the Thrive Cooperative Learning Trust, incidents that are recorded on RIDDOR should also be recorded on Smart Log.

The Business Manager will 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.

**School Staff:** 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) 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 [job title of relevant member of staff] 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
- 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.

**Pupils and other people who are not at work (e.g. visitors):** reportable injuries, diseases or dangerous occurrences 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](https://www.hse.gov.uk/riddor/report.htm)

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

### 8.4 Notifying parents

The pastoral manager 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.

### 8.5 Reporting to Ofsted and Child Protection Agencies

The Business Manager will notify 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 practicable, and no later than 14 days after the incident.

The Child Protection and Safeguarding Lead will also notify the local authority Child Protection Lead of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 9 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;
- 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

## 10 Links with other policies

This first aid policy is linked to the

- Health and safety policy & guidance;
- Risk assessment policies;
- Policy on supporting pupils with medical conditions ;
- Equality, Diversity & Inclusion Policy

## 11 Reviewing the Policy

This policy will be reviewed regularly and amended when necessary.

## 12 Public Sector Equality Duty

- 12.1 The Equality Act 2010 replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It aims to ensure that people have equality of opportunity in accessing and experiencing public services. Schools when carrying out their day to day work should have regard to the following:
- eliminating discrimination;
  - advancing equality of opportunity and;
  - foster good relations across all characteristics
- 12.2 Schools cannot unlawfully discriminate against pupils because of their disability, gender, race, religion or belief, sex and sexual orientation. Protection is now extended to pupils who are pregnant or undergoing gender reassignment. This means it is now unlawful to discriminate against a transgender pupil or a pupil who is pregnant or recently had a baby.
- 12.3 This policy was reviewed and updated with reference to this duty. The author/s of this document considered this policy in the light of these requirements to ensure that Newland School for Girls adheres to these statutory regulations.

## 13 Person Responsible

Updated Spring 2025

Headteacher

To be reviewed Spring 2026

## Appendix 1 List of School's First Aiders

### Lead First Aider:

Linda Iveson

### Other first aiders are:

Michele Griffiths

Stacy Hopkin

Emma Wilkinson

Hannah Wilkinson

Amy Platten

Neil Karlson

Angela Maritz

Chimene Gowland

Helen Dalgairns

Gemma Jordan