



First Aid Policy

‘Educational Inclusion’ is about equal opportunities for all pupils. It pays particular attention to the provision for, and achievement of, different groups of pupils’

Developed by **West Sussex Model Policy**

In consultation with **Staff and Governors**

Responsible Committee **R&F (Resources and Finance)**

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Communication **Staff Shared Drive
School Website**

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 first aid.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

2. Legislation and guidance

This policy is based on the [statutory framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

3. Definition of First Aid at Work

First Aid covers initial treatment of injury or illness at work including emergency treatment for the purpose of preserving life and stabilising the casualty until professional medical attention arrives.

Employers have a legal duty to assess the risks related to the provision of first aid at work, and to ensure they have suitable arrangements for providing immediate attention to anybody who has suffered injuries at work or in the employers' premises. The

arrangements must include:

- Giving immediate assistance to casualties with both injuries and illness likely to arise from hazards at work.
- Ensure a system is in place for summoning an ambulance or other further medical attention where required.

4. Health and Safety Hazards

First Aid at Work covers all manner of injuries and ill-health that a person may encounter whilst at work. The severity and likelihood of the injury through risk assessment produces a level of proportionate provision required. The main hazard related to unsuitable or insufficient provision of First Aid at Work is the worsening of injuries or ill-health due to delayed medical attention.

5. Roles and responsibilities

5.1 The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aiders are present in the school at all times.
- Ensuring all staff, visitors and volunteers are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Ensuring that a health care plan is drawn up for any pupil that requires one and that this is communicated to all first aiders and any other staff who may need to know, e.g. class teacher.

5.2 First Aiders

- All First Aiders should be willing to undertake the provision of First Aid within their own areas. First Aiders will also respond to incidents when requested.
- First Aiders are to adhere to standard First Aid procedures. The primary task is to assess the casualty and decide which of the following three courses of action are appropriate.
 - Primary care: Applied to readily treatable minor conditions. Administer First Aid; consider arranging for, or advising, the casualty to attend nearest medical centre. Prior SLT consent must be given before a child can be sent home.
 - Medical attention needed: If the casualty needs medical attention for injuries such as: wound dressing, fractures, burns, scalds, bites, stings, sprains, and strains; and provided the casualty is cognisant and not

vomiting or bleeding, they may to be taken to the nearest minor injuries unit by the best practicable means, usually taxi. Casualties should be accompanied by either the First Aider or a supervisor.

- Ambulance required: If the decision is to call an ambulance, the First Aider is to arrange for a second person to call the emergency services directly. The First Aider should endeavour to stabilise and reassure the casualty until professional help arrives. The Headteacher must be advised as soon as possible and parents/carers contacted immediately.
- First Aiders are responsible for ensuring all first aid is recorded on the school's Medical Event Report Form and then passed to a Lead First Aider to record on the school's Management Information System. If an online accident report is required, this should be completed as soon as is reasonably practicable by the First Aider involved. First Aiders should pass on any information to classroom staff that may be applicable during the school day, for example if a child needs to be monitored.
- Lead First Aiders are responsible for ensuring First Aid Kits are checked and kept stocked and supplied.
- First Aiders must ensure they read and understand any health care plan that is in place for pupils, relaying information to Lead First Aiders/Inclusion Manager should they feel that a care plan needs to be reviewed or updated.

Staff and volunteers, who are certified First Aiders for the council are indemnified by the council's insurers against related claims for negligence and injury, provided the first aid was given as part of council business. This is regardless of where the first aid is given, whether the receiver of the first aid was a council employee, a contractor, volunteer, customer (e.g., Service User) or visitor, and provided the First Aider had acted in good faith and in accordance with their training.

5.3 The local authority and governing board

West Sussex County Council 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.

5.4 Staff

The Operations Manager is responsible for:

- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- There are sufficient, appropriately qualified staff.

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are and calling them when needed.
- Producing/contributing to accident reports where required.
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.
- Passing on to the Headteacher/lead First Aiders any information they have about pupils or staff that could warrant a health care plan being drawn up or revised.

5.5 Visitors and Volunteers

Visitors and Volunteers are responsible for ensuring they are aware of and comply with first aid arrangements when on site.

5.6 Contractors

Contractors will typically be responsible for their own first aid arrangements and should ensure they have suitable provision. Where they are working in the school and they may be able to utilise local first aid provision; this should be determined prior to the contractor arriving on site. Contractors should ensure they are aware of the school's first aid arrangements.

6. First aid procedures

6.1 Hygiene and Infection Control procedures

Whenever small amounts of body fluids must be cleaned up, disposable plastic gloves should be worn, and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste. Human hygiene waste that is produced in places like school is generally assumed not to be clinical waste because the risk of infection is no greater than for domestic waste.

6.2 In-school procedures

First aid trained staff are available on duty at breaktime/lunchtime. In order to try to maintain appropriate adult to child supervision on the playground, the first aiders on duty should take with them the class' first aid rucksacks, walkie talkies and Medical Event Report forms. This will support them in dealing with commonplace minor injuries in situ. Should first aid treatment be required that cannot be provided from the resources contained within the rucksack or the child needs to be taken inside, a member of the office or another TA will be required to go out on duty in their place.

In the case of a more serious head injury, the parent/guardian is contacted via phone and a link to a leaflet is also emailed to inform them about head injuries, and the signs to look out for. If any of these signs become apparent whilst the child is still at school, the school will recommend for them to see a GP or attend an Accident and Emergency department immediately.

6.3 Off-site procedures

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Information about the specific medical needs of staff and helpers (kept in a secure bag with the trip leader)
- Medicines that may be required such as inhalers
- Parents' contact details

Risk assessments will be completed by the lead teacher prior to any educational visit that necessitates taking pupils off school premises. The risk assessment must be signed off by the Headteacher and the trip authorised by the EVC via the online portal, Evolve.

There will always be at least one first aider with a current paediatric/ first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

If an accident occurs whilst on the trip, then the Headteacher should be contacted as soon as possible.

7. Materials, Equipment and Facilities

7.1 First aid kits

A first aid container should be made of a suitable material designed to protect the contents from damp and dust. All first aid containers must be marked with a white cross on a green background in accordance with the Health and Safety (Signs and Signals) Regulations.

There is no mandatory list of items to be included in a first-aid container. In our school, the contents of the first aid kits are:

- 1 leaflet giving general advice on first aid
- Individually wrapped sterile plasters of assorted sizes

- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Large and medium-sized sterile, individually wrapped, unmedicated wound dressings
- Disposable gloves
- Medical Event Report forms

First aid kits are stored in the Medical Room and each classroom.

A travelling first aid kit is available for off-site activities such as school trips. This contains:

- A leaflet giving general guidance on first aid (e.g., HSE's leaflet Basic advice on first aid at work).
- 6 Individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary).
- 2 Individually wrapped triangular bandages, preferably sterile.
- 2 Safety pins.
- 1 Large sterile un-medicated dressing.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves

7.2 First Aid Room

Schools are required under the School Premises (England) Regulations 2012 to have accommodation to care for children during school hours, and for health professionals to carry out medical and dental examinations. It does not need to be used solely for these reasons, but it must be appropriate for this use and be available when needed. The room should be well lit and contain a washbasin and have a toilet reasonably nearby, and the floor and surfaces must be easy to clean and disinfect. It should be located on the ground floor with reasonable access for a wheelchair or gurney to the space reserved for emergency vehicles. The school's Medical Room is used for this purpose.

7.3 Automated External Defibrillators (AED's)

Evidence suggests that where AEDs have been used, the outcome is far more favourable for an individual who suffers a heart attack than if it is delayed until the emergency services arrive. AEDs are available in each of the council 5 main hub buildings - County Hall Chichester, County Hall North (Parkside), Durban House Bognor Regis, Bridge House Durrington and Crawley Library. In deciding whether your workplace/site needs an Automated External Defibrillator (AED), managers should consider the following as part of their first aid needs assessment:

- the health of their employees and whether there are people with known heart conditions.

- the ease and speed with which the workplace can be reached by emergency services.
- the layout and orientation of the workplace, such as split sites and separate offices.
- whether your service is such that members of the public are likely to be present during the working day that could also have heart conditions.

AED training is now included in all first aid training. The school has an AED which is located in the main office.

8. Record-keeping and reporting

All First Aiders should ensure that a record is made of every first aid treatment they give. In school, a Medical Event Report Form is used to capture the following information:

- The date, time and place of the injury or illness occurring.
- The name of the injured or ill person and their status i.e., employee, client, visitor, etc.
- Details of the injury / illness and what first aid was given.
- What happened to the person immediately afterwards, e.g., sent home, sent to hospital, returned to normal duties.
- Printed name of the First Aider or person dealing with the casualty.

This information is then transferred to the pupil's record on the school's Management Information System.

All work related accidents, incidents, near misses and ill health should be reported by completing the form on WSCC's [online incident reporting system](#). The Headteacher will receive an email alert when an incident has been reported.

If it is felt that the accident or incident may be reportable to the Health and Safety Executive under 'RIDDOR', WSCC should be contacted without delay by telephoning 01243 752025 or emailing healthandsafety@westsussex.gov.uk. WSCC will submit the report on the school's behalf, by law it must be reported within 10 days.

The Headteacher 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.

Records will be kept according to the following schedule:

- pupils - 6 years from the date of 18th birthday
- employees and others - 6 years from the date of the accident.

This means that first aid provided to pupils should be recorded separately from that provided to staff and others. Records must be protected from unauthorised access and destroyed when their retention period expires.

The teacher or 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, other than minor bumps, grazes or cuts.

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 keeps a register of all first aid training undertaken. All staff who have qualified as first aiders and agreed to provide first aid will be given a letter of appointment using the WSCC template.

10. Monitoring arrangements

This policy will be reviewed by the Headteacher every year or in line with updated Government or Local Authority Guidance. At every review, the policy will be approved by the SLT.

11. Links with other policies

This First Aid policy is linked to the

- Health and Safety Policy
- Policy on Supporting Pupils with Medical Conditions
- Managing Medicines Policy
- Intimate Care Policy
- Emergency Plan