



Hayes School
(Part of the Impact Multi Academy Trust)

Policy Document

Policy Name:	First Aid Policy
Date of Last Review:	Summer 2025
Date of Next Review:	Summer 2026
SLT Responsible:	Assistant Headteacher



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Registered office: Hawksbrook Lane, South Eden Park Road, Beckenham. BR3 3BE

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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: Advice for 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
- Department for Education guidance on actions for school during the coronavirus outbreak

This policy complies with our funding agreement and articles of association.

3. Roles and Responsibilities

3.1 Appointed Person and First Aiders

The Assistant Headteacher (Safeguarding) is responsible for:



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- Having oversight of the First Aid team and any new developments
- Meeting regularly with the Medical Officer to identify issues within school First Aiding and taking action to remedy those issues.
- Meeting termly with the First Aid team

The Medical Officer is responsible for:

- Ensuring there is an adequate supply of medical materials in First Aid kits, and replenishing the contents of these kits
- Meeting regularly with the Assistant Headteacher (Safeguarding) to ensure that are fully appraised of any problems identified within the First Aider team.

First Aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Taking charge when someone is injured or becomes ill
- 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
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Sending students home to recover, where necessary
- Logging on Medical Tracker (or completing a paper Accident Form if Medical Tracker not available) on the same day, or as soon as is reasonably practicable, after an incident (appendix 2)
- Completing log of materials used in First Aid Kits to ensure that they are adequately replenished

Our school's appointed person and First Aiders are listed in Appendix 1. Their names will also be displayed prominently around the school.

3.2 The Governing Body

The governing body 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.

3.4 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 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



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- 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)
- Whilst retaining overall responsibility the day to day operation is delegated to the Safety Officer (Facilities Manager).

3.5 Staff

School staff are responsible for:

- Ensuring they follow First Aid procedures
- Ensuring they know who the First Aiders in school are
- Completing accident or near-miss reports (see appendix 2) for all incidents they attend to where a First Aider has not been called and where First Aid is not required.
- 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 incident and seek the assistance of a qualified First Aider, if appropriate, who will provide the required First Aid treatment. First Aiders can be accessed on radio channel 11. Best practice is to detail the name of the person requiring First Aid, their location and a brief outline of the problem.
- Wherever possible two First Aiders will take the call so as to assess the situation and provide assistance. They take with them a radio, their mobile phone and a First Aid kit.
- The First Aider, if called, will assess the nature of the call. If a wheelchair is required they will radio the Site Services team on channel 3. If the nature of the call/injury is mild and the student is able to remain within school then this will happen. This will be logged on Medical Tracker (or on a paper Accident Form if Medical Tracker is not available) and parents/carers notified (appendix 2)
- The First Aider(s) will also decide whether the injured person should be moved or placed in a recovery position
- If the First Aider(s) judge(s) that a student is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the First Aider(s) will recommend next steps to the parents/carers. This is logged on Medical Tracker (or on a paper Accident Form if Medical Tracker is not available) by the First Aider/first responder.



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- If the First Aiders deem that an ambulance is required then they call them using the mobile telephone they have with them. They will notify Student Reception/Main Reception who then notify the parent/carer of the child.

Student/Reception Main Reception will provide the First Aider(s) with the following written information to pass on to paramedics when they arrive on scene:

Student full name:

Date of Birth:

Details of any allergies/medical history (known to school):

Details of GP:

If the parent/carer is unable to get to school in time then one of the First Aiders will go with them in the ambulance with a copy of the child's IHCP and medicine if relevant and return to school in a taxi. Site services are radioed (channel 3) to assist the ambulance on entering the school site. The SLT should also be notified (Channel 2) to assist in ensuring that the paramedics have sufficient space and there is minimal disruption. The Site Services team are also to be notified of any emergency vehicles to meet at the appropriate entrance to the site and support in the management of students and/or traffic. The incident should be logged on Medical Tracker (or on a paper Accident Form if Medical Tracker is not available) as soon as possible after the event. The same day (or following day, as appropriate) contact should be made home from the child's Achievement Co-ordinator or a relevant senior member of staff.

The Headteacher should be informed of all instances in school where an ambulance is called.

- Dependent on the situation a partial lockdown may be implemented to prevent students leaving classrooms and causing an obstruction to paramedics and the treatment of the individual (depending on location)
- All completed Medical Tracker Logs and Accident Forms are sent to the School Facilities Manager, scanned and saved onto the Student's Bromcom file. The original will be retained in the Accident Book folder.
- Support and follow up (debrief) will be provided to First Aiders, as required and will always take place following an incident where an ambulance has been called.

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



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- Information about the specific medical needs of students
- Contact details for parents/carers

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking students off school premises. Where needed students should bring their medication with them (e.g. asthma inhalers, EpiPens etc).

5. 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
- An asthma pump

Epi-Pens are also stored in some kits around the school (refer to table below).

No other medication is kept in First Aid kits.

First Aid Kit Locations –

Block	Department	Room Locations	EpiPen?	Inhaler?
A Block	Science Biology	AGAa (between AGA & AGB)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A Block	Science Chemistry	A1Aa (between A1A & A1B)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A Block	Science Physics	A2Aa (between A2A & A2B)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A Block	P.E	P.E Office (Kit 1)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A Block	P.E	Fitness Suite	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B Block	D.T	D.T Office (between BGA & BGC)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B Block	D.T	Workshop BGC	<input type="checkbox"/>	<input checked="" type="checkbox"/>



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B Block	D.T	Workshop BGE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B Block	Art	Art Office (between B1C & B1G)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C Block	Food Technology	CGZ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D Block	6th Form Office	DGJ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
G Block	Gadsden	Student Reception	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
H Block		H4	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L Block	Office	L1B	<input type="checkbox"/>	<input checked="" type="checkbox"/>
M Block	MGK	Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Mini Bus 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Mini Bus 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Mini Bus 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Site	Site Services	<input type="checkbox"/>	<input type="checkbox"/>

First Aiders that carry kits around with them

Name	Location	EpiPen?	Inhaler?
Lisa Goodwin	SEN Department	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kelly Galloway	Food Technology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lindsay Kendrick	Gadsden Back Office		

There are also three defibrillators on the school site; one in the Main Reception of Gadsden Building, one on the external wall of the Fitness Suite and one in the Science Department.

6. Record-Keeping and Reporting

6.1 First Aid and accident record book

- Medical Tracker (or a paper Accident Form if Medical Tracker is not available) 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 Medical Tracker/the Accident Form at Appendix 2
- A copy of the accident report form will also be added to the student's educational record by the Medical Officer and added to their Bromcom file.
- 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.



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6.2 Reporting to the HSE

The School Facilities 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 Facilities 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.

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:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<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.



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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.

8. Monitoring Arrangements

This policy will be reviewed by the Assistant Headteacher (Safeguarding) annually. At every review, the policy will be approved by the Headteacher and Governing Body.

9. Links with other Policies

This First Aid policy is linked to the

- Health and Safety policy
- Policy on Supporting Students with Medical Conditions



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Appendix 1: List of First Aiders

Staff member's name	Role
Mrs A Nokes	Medical Officer Main First Aider
Bethen Bridle	Attendance Officer
Ms L Kendrick	Admissions Officer
Mrs K Swindells	6th Form Administrator
Mrs M Neill	Receptionist
Mr M Ridgway	Science Technician
Mr D Leng	Science Technician
Mr N Trimmings	Science Technician
Mrs L Goodwin	SEND Dept
Mr A Robertson	DT Technician
Mrs K Galloway	DT Food Technician
Ms R Kearley	SEND Dept
Mr T Bradley	Site Services
Mr K Tadman	Site Services



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Appendix 2: Accident Form



HAYES STUDENT/STAFF ACCIDENT/ILLNESS REPORT FORM



Details of injured person

Name:
Tutor Group/Staff/Visitor:
Address:
Date of Birth:
Male/Female:

Who attended injured person?

Name:
Position within school:

Who informed Parent/Carer?

Name:
Position within school:
Date & Time:

Details of accident

Location:	
Time:	Date:
How accident happened?	
Was it due to any defects within the school?	
Did the injured person attend hospital?	
Name of member of staff in supervision at time of incident:	

Nature of Injury

--

Medical History/Allergies

--

Follow up/Outcome (please contact student/parent the following day)

--

All accidents/incidents

This section must be completed by Supervisor of Premises.

<u>Was the accident investigated?</u>

<u>If Yes, by whom?</u>

<u>What action can be taken to prevent this happening again?</u>
--

Does the incident require a "Dangerous Occurrence" report to be completed YES/NO

Signed.....

Date

Job Title.....

Name in Capitals

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)
<i>E.g. first Aid</i>			
<i>E.g. paediatric First Aid</i>			
<i>E.g. anaphylaxis</i>			