



# **First Aid Policy**

**Reviewed March 2025**

## **General Statement**

The Trustees accept their responsibility under the Health and Safety (First Aid) Regulation 1981 and acknowledge the importance of providing first aid for employees, students and visitors within the school

The key principles of the policy and the implementation of it within school are:

- Trust board duty to approve, implement and review this policy
- individual responsibility on all employees
- duty to report, record and, where appropriate, investigate all accidents
- recording of all occasions where first aid is administered to employees, students and visitors
- provision of equipment and materials to carry out first aid treatment
- arrangements to provide training for employees and to maintain a record of that training, reviewable annually.
- establishment of a procedure for managing accidents in school which require first aid treatment
- provision of information to employees on the arrangements for first aid
- undertaking a risk assessment of the first aid requirements of the school.

## **Risk Assessments**

Risk assessments should be completed in all areas that offer risk to the safety of students, including classrooms, dining hall and the playground. Classroom risk assessments should be by individual teachers and shared with relevant staff.

## **First Aid Locations**

| Site: Eye wash stations |                                   |              |
|-------------------------|-----------------------------------|--------------|
| Asset no:               | Location                          | notes:       |
| 1                       | 1.073 SITE OFFICE                 | GROUND FLOOR |
| 2                       | 1.094 POOL PLANT ROOM             | GROUND FLOOR |
| 3                       | Plant room 3 Battery Back up room | BSCA         |

| Site: First Aid Box |                               |              |
|---------------------|-------------------------------|--------------|
| Asset no:           | Location                      | notes:       |
| 1                   | 1.073 SITE OFFICE             | GROUND FLOOR |
| 2                   | 1.023 REPROGRAPHICS ROOM      | GROUND FLOOR |
| 3                   | 1.009 TRUST KITCHEN           | GROUND FLOOR |
| 4                   | 1.070 SCHOOL NURSE            | GROUND FLOOR |
| 5                   | 1.072 SCHOOL NURSE            | GROUND FLOOR |
| 6                   | 1.049E RECEPTION OFFICE       | GROUND FLOOR |
| 7                   | 1.092 POOL EQUIPMENT STORE    | GROUND FLOOR |
| 8                   | 2.061 STAFF ROOM/MEETING ROOM | UPPER FLOOR  |
| 9                   | 2.010 FOOD TECH CLASSROOM     | UPPER FLOOR  |
| 10                  | 1.094 POOL PLANT ROOM         | GROUND FLOOR |

|    |                                   |              |
|----|-----------------------------------|--------------|
| 11 | HYRDO POOL CHANGING ROOM CORRIDOR | GROUND FLOOR |
| 12 | HYDRO POOL MAIN POOL AREA         | GROUND FLOOR |

| Site: Defibrillator location |                                 |              |
|------------------------------|---------------------------------|--------------|
| Asset no:                    | Location                        | notes:       |
| 1                            | 1.023 REPROGRAPHICS ROOM        | GROUND FLOOR |
| 2                            | 2.024 ASST HEAD TEACHERS OFFICE | UPPER FLOOR  |

In addition, there are travel kits for trips and sports events. The contents of these boxes vary according to location and are checked on a regular basis by the Principle First Aider who retains a log of the contents of each box/kit.

Staff attending an accident should use the nearest first aid box to access materials to deal with the accident, if possible. If the contents of the boxes become depleted, staff should inform the Principle First Aider.

Every half term Cassie Deveraux will check the contents of all the first aid boxes and replenish items where needed, checking expiry dates. Items used after an incident will also be replenished.

### Reporting to Parents

If a student receives more than a minor injury this should be recorded and reported to the parents. Staff should, therefore, report all accidents to a student's class teacher so that parents/carers may be informed prior to the end of school. Bumps to the head suffered by any student must always be reported to parents who should be given the choice whether or not to collect them from school.

If the member of staff is unsure as to whether to contact parents or not, they should speak to a member of the SLT or the School Nurse.

Students who begin to feel unwell during the school day should be taken to the School Nurse / Healthcare Assistant in the first instance. The School Nurse and a member of the Class team will look after them and decide whether or not parents need to be informed or be asked to collect them from school.

### Transport to Hospital or Home

A member of the Senior Leadership Team in conjunction with the School Nurse / Healthcare Assistant will determine the sensible and reasonable action to take depending on the circumstances of each case. - Where the injury is an emergency an ambulance will be called by the School Office, following which the parents will be called. Where hospital treatment is required but not in an emergency, the School Office will contact the parents in order for them to take over responsibility for the student.

### Duties of Staff

The School is required to maintain a record of injuries and accidents to employees and students. These records are to be retained in the school office for a minimum of three years. All accident forms are reported to the Councils Health & Safety team within 7 days and are then archived in line with the information management policy and retention of records. All accidents and dangerous occurrences, however minor, arising out of or in connection with work and school activities must be reported to the School Business

Manager. The requirement applies to accidents involving staff, students, parents, contractors, visitors and members of the public.

### **Information on First Aid Arrangements**

Head of School will inform all employees at the School of the following:

- the arrangements for reporting and recording accidents
- the arrangements for first aid
- those employees with first aid qualifications
- the location of first aid boxes

In addition, the School Business Manager will ensure that signs are displayed throughout the School providing the following information:

- those employees with first aid qualifications
- the location of first aid boxes

### **First Aiders in School**

|               |                 |                       |                 |
|---------------|-----------------|-----------------------|-----------------|
| Mel Aldred    | Cassie Deveraux | Danny Evans-Tomkinson | Lyndon Howarth  |
| Barbara Kunik | Tracey Laycock  | Catherine Leeson      | David Longworth |
| Katie Mann    | Rebecca Morris  | Karen Wood            |                 |

### **First Aid at Work**

Cassie Devereux (KS4)  
Danny Evans-Tomkinson (KS5)  
Fiona Hauka (KS5)  
Rebecca Morris (KS4)  
Lucy Leach (Medical Room)