

# First Aid Policy

Hillside Specialist School and College



Approved by:	The Governing Boad of Hillside Specialist School & College	Date: 2025
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## 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 the [Statutory Framework for the Early Years Foundation Stage](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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. Roles and responsibilities

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

The school appoint **individual class teams and staff members who are trained in first aid**. 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 person(s) and/or first aiders are listed in appendix 1 & 3. Their names will also be displayed prominently around the school.

### 3.4 The headteacher

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

- › Ensuring that an appropriate number of trained first aid personnel are always present in the school
- › 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)

### 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 reports (see appendix 2) for all incidents they attend.
- › Informing the headteacher or their 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 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 Class Team will contact parents immediately
- The member of staff will report the incident on CPOMS on the same day or as soon as is reasonably practical after an incident resulting in an injury

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

**During coronavirus:** we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

**During coronavirus:** first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

## 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
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the Teacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

**During coronavirus:** we will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

## 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
- Burns dressings
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No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Staff Lounge (main building)
- Staff room (college)
- PE store room
- Senior block
- Toilets (senior block)
- Pupil kitchens (primary, secondary and college)
- School vehicles
- Prep room (main building)

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form (CPOMS for a pupil injury) will be completed by the 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 and on the CPOMS site.
- 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.

### 6.2 Reporting to the HSE

The Health & Safety Officer, Omotoyosi Ishola 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 & Safety Officer, Omotoyosi Ishola 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 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

➤ 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>

## 6.3 Notifying parents

The Class Team 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.

## 6.4 Reporting to Ofsted and child protection agencies

The Head Teacher 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 Head Teacher will also notify the Schools Safeguarding Service (01772 531196) and/or The Multi-Agency Safeguarding Hub (MASH Team) (01772 531643 or 01254 220989) of any serious accident or injury to, or the death of, a pupil while in the school's care.

# 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 1).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

**During coronavirus:** if PFA certificate requalification training is prevented for reasons associated with the pandemic, the validity of current PFA certificates (expiring on or after 1 October 2020) can be extended to 31 March 2021 at the latest. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of paediatric first aid procedures while waiting for face-to-face training.

## 8. Monitoring arrangements

This policy will be reviewed by the **Health & Safety Officer** annually.

At every review, the policy will be approved by the **Governing Body of Hillside Specialist School & College**.

## 9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessments
- Administration of medicines in School

### Appendix 1: first aid training log

Emergency First Aid staff trained		
Staff	Course date	Expiry
Abbott, Tracey	22 Jul 2024	23 Jul 2027
Ashton, Samantha	22 Jul 2023	23 Jul 2026
Ashworth, Julie	22 Jul 2023	23 Jul 2026
Cummins, Natasha	22 Jul 2023	23 Jul 2026
Gregson, Neil	22 Jul 2024	23 Jul 2027
Haslam-Price, Harriet	22 Jul 2023	23 Jul 2026
Hindle, Kaitlyn	22 Jul 2023	23 Jul 2026
Holt, Amy	03 Sep 2023	04 Sep 2026
Kenyon, Hannah	22 Jul 2024	23 Jul 2027
Lakeland, Kaci	22 Jul 2023	23 Jul 2026
Lundbeck, Roxanne	22 Jul 2024	23 Jul 2027
Makda, Hamnah	22 Jul 2024	23 Jul 2027
McComb, Joanne	02 Sep 2023	03 Sep 2026
McDonald-Romero, Carla	22 Jul 2024	23 Jul 2027
Morris, Anna	02 Sep 2023	03 Sep 2026

Pettitt, Emma	02 Jul 2024	03 Jul 2027
Prescott, Fiona	22 Jul 2024	23 Jul 2027
Ramsden, Jan	22 Jul 2023	23 Jul 2026
Roberts, Emily	20 Mar 2024	21 Mar 2027
Robinson, Amy	02 Sep 2023	03 Sep 2026
Salisbury, Laura	22 Jul 2024	23 Jul 2027
Shahid, Sidra	02 Sep 2023	03 Sep 2026
Short, Kerry	22 Jul 2024	23 Jul 2027
Silcock, Freya	23 Feb 2023	24 Feb 2026
Swords, Hannah	22 Jul 2023	23 Jul 2026
Townson, Christy	22 Jul 2024	23 Jul 2027
Waters, Jennifer	23 Apr 2025	24 Apr 2028

#### Paediatric First Aid staff trained

Staff	Course date	Expiry
Gardner, Marie	04 Jul 2024	05 Jul 2027
Rose, Laura	13 May 2025	14 May 2028
Rowlinson, Lisa	17 May 2024	18 May 2027
Gardner, Marie	04 Jul 2024	05 Jul 2027

#### Outdoor First Aid staff trained

Staff	Course date	Expiry
Heyworth, Anna	28 Jun2025	29 Jun 2028



## Appendix 2: accident report form



### **HILLSIDE SCHOOL – ACCIDENT REPORT FORM**

*Use to record accidents, staff injuries*

This form is to be completed for **all** staff accidents.

**Name of staff:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Witnesses:** \_\_\_\_\_

**Information:**

Brief description of the circumstances relating to the accident / problem:

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*PLEASE CONTINUE ON BACK OF PAGE IF REQUIRED*

**Action:**

Brief Description of what action was taken at the time of the accident.

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PLEASE CONTINUE ON BACK OF PAGE IF REQUIRED

- First Aid required ☐ Description \_\_\_\_\_
- First Aid Log Book ☐ \_\_\_\_\_
- BodyMap ☐ I have completed a HS1 form ☐

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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**Senior Management Action:**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

☐ Serious Incident ☐ H&S issue ☐ Report to RIDDOR ☐ IS2 ☐ Other \_\_\_\_\_

☐ LA informed ☐ Details checked ☐ No further action ☐ Under Review

Action taken: \_\_\_\_\_ by: \_\_\_\_\_

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