



HALEWOOD
ACADEMY

WE SEEK THE BEST

FIRST AID POLICY 2025-2026

Version Number: 02

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Academy Link: School Business Manager

Governor Link: Catherine Roe

A GREAT
PLACE
**TO BE A
PART OF**

MEMBER OF THE WADE DEACON TRUST



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

Legislation and Guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils



Roles and Responsibilities

Appointed person(s) and first aiders

The Lead First Aider is responsible for management of the First Aid service to pupils, staff and visitors. The school's appointed person is Mrs R Roberts (Pupil Support Co-ordinator).

Responsibilities include:

- Acting as the main First Aid contact in school and taking charge when someone is injured or becomes ill
- Liaising with outside medical agencies where required
- Dealing with all enquiries of a First Aid nature including the management of the First Aid Room, First Aid equipment, wheelchairs and ordering of necessary First Aid kits and replacement kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Complying with Health & Safety regulations in accordance with accidents, reporting procedures and management systems in school
- Being responsible for prescribed drugs from a Doctor for students and storage/security of the medicines in the drugs cabinet. To ensure that parental consent forms for the prescribed drugs are completed and filed accordingly
- Being trained for specific medical conditions on how to use and administer specialist equipment such as Epipens and any other relevant issues.
- Liaising with the School Nurse and organise health checks as required by the Local Health Authority.
- Contacting the parents/carers of students to report incidents, sickness, accidents and emergencies.
- Assisting in the training of work placement trainees

First aiders are trained and qualified to carry out the role 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 first aiders and defibrillator trained staff lists are held in first aid. Their names will also be displayed prominently around the school.

The Governing Board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters to the Principal who delegates the implementation of the policy to the Operations Manager on a day to day basis.

The Principal

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

- Ensuring that an appropriate number of appointed persons and/or 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

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/appointed person is not called
- Informing the Principal or their manager of any specific health conditions or first aid needs

First Aid Procedures

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 or a representative nominated by the parent will be contacted and asked to collect their child. Upon their arrival, the first aider will update parents/representative and give suggestions of potential next steps. It is for the parents/representative to decide on the next course of action.
- If emergency services are called, the relevant member of staff will seek to make contact with the parents or emergency contacts as soon as is practically possible contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

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 relevant individual prior to any educational visit that necessitates taking pupils off school premises. Whilst the majority of school trips and visits will include a school first aider, should this not be necessary, detailed information about First Aid procedures will be included in the trip Risk Assessment.

First Aid Equipment

A typical first aid kit in our school will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- 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 first aid room
- Pupil support pod
- Reception (at the desk)
- Science Technicians Office
- Design & Technology Office
- PE Department



Administering Medicines

Parents/ Carers

It is the responsibility of parents/carers to:

- Inform the school of their child's medical needs, including any medication they are currently taking.
- Provide any prescribed medication in a container clearly labelled with the child's name and dosage (non-prescribed medication will be administered according to the dosage instructions on the container for example Ibuprofen or Paracetamol, in line with the age guidance)
- Collect and dispose of any medicines held in school at the end of each term / at the end of the condition if it is not an ongoing health condition. Medication not collected will be disposed of in the appropriate manner.
- Ensure that medicines have not passed the expiry date.

Parents must complete the medicine consent form before staff can administer medicine to a child.

Storage

All medicine will be kept in a dedicated cabinet or fridge and will be locked where necessary.

Records

Staff will complete and sign a record sheet each time medication is given to a child and these will be kept in the medicine file. The sheets will record the following:

- Name of student
- Date and time of administration
- Who supervised the administration
- Dosage given
- Name of medication



Record-Keeping and Reporting

First aid and accident record book

- An accident form will be completed by the first aider/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 provided by the first aider.
- A copy of the accident report form will also be added to the pupil's educational record by the first aider.
- All accidents must be reported to Mrs R Roberts in the Pupil Support Pod.,
- 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.

Reporting to the HSE

The relevant school nominated member of staff 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).

Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident but including weekends and other rest days) must be reported within 15 days of the accident.

Compliance Education will report these on behalf of the school 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 may 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
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Information on how to make a RIDDOR report is available here:

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

Notifying parents

The relevant school nominated member of staff 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.

Reporting to Ofsted and child protection agencies

The relevant school nominated member of staff 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 relevant school nominated member of staff will also notify any relevant child protection agencies] of any serious accident or injury to, or the death of, a pupil while in the school's care.



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. (Saved in first aid folder). This is the responsibility of the Lead First Aider who will update all relevant documentation.

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

Monitoring Arrangements

This policy will be reviewed by the School Business Manager every year.

At every review, the policy will be approved by the Full Governing Body.