

# First Aid Policy



**WILMSLOW**  
HIGH SCHOOL

<b>Managed by:</b>	Assistant Headteacher: Director of Student Services
<b>Policy approval:</b>	FGB
<b>Governor link committee:</b>	Finance & Resources
<b>Date of review:</b>	November 2024
<b>Next review:</b>	November 2025

## 1. Aims

To meet [DfE guidelines with relation to first aid in schools](#)

- To provide adequate and appropriate equipment, facilities and personnel to ensure that students, staff and visitors receive immediate attention if they are injured or taken ill at school.
- To ensure that first aid provision is available at all times when students, staff and visitors are on the school premises, and when they are working elsewhere including any off-site activity such as educational visits.
- To ensure that first aid provision is closely monitored and evaluated.
- To ensure that staff, students and parents/ carers are aware of first aid arrangements.
- To ensure that first aid staff have received the appropriate training delivered by a competent first aid training provider.
- To keep a record of all incidents involving staff, students and visitors which require a first aid staff to be in attendance.

## 2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), and 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. First Aid provision**

First aid provision is available:

- on the school premises
- for off-site activities including educational visits
- both during and beyond the normal school day

The following first aid provision is available on the school site:

- There is first aid provision within a small suite of medical rooms which allow provision for first aid and catering for the needs of students with complex needs. The location of these rooms is included in all induction for new students and staff, and the room is clearly marked on maps of the school provided for visitors and contractors.
- Suitable first aid containers are stocked in accordance with the minimum recommendations made by the HSE. They are suitable for the size of site and are marked with a white cross on a green background.
- A First Aid team take charge of first aid arrangements. They are based in the medical rooms adjacent to Student Services.
- The school has satellite emergency first aid stations located round the site and are also indicated on a map which is shared with staff via the First Aid Firefly page.
- For activities occurring off-site or educational visits, appropriate travel first aid kits are provided.
- Medical Needs Coordinators are available to cover first aid during the normal school day.

### **4. Roles and responsibilities**

#### **4.1 Appointed person(s) and first aiders**

The school's appointed Medical team members 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 for use on the first aid room and for educational visits and replenishing the contents of these kits.
- Providing resources for curriculum teams to replenish their first aid kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

The medical team are trained and qualified to carry out the role (see Section 8) 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 students home to recover, when necessary.
- Reporting all medical interventions in Medical Tracker and using PRIME as and when appropriate.
- Where applicable, completing safeguarding forms in line with the school safeguarding policy in a timely manner to the Safeguarding Lead.

#### **4.2 The local authority and governing board**

As Wilmslow High School is a maintained school, Cheshire East 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.

### **4.3 The governing board**

The governing board has ultimate responsibility for health & safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

### **4.4 The Headteacher**

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

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times and 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 students.
- Reporting specified incidents to the HSE when necessary (see Section 7).

### **4.5 Linked Senior Leaders**

The following Senior Leaders support the Headteacher in the implementation of this policy:

1. School Business Manager
  - as Health and Safety Coordinator, is responsible for overseeing the alignment of the First Aid Policy with the full suite of Health & Safety policies and procedures.
  - as strategic lead for the Premises and High Leisure Teams is responsible for ensuring implementation of the First Aid Policy throughout both school-day and post-school day site operations.
2. Deputy Headteacher, Personal Development and Community – as Educational Visits Coordinator and strategic lead for the Wider Curriculum and PE team is responsible for ensuring implementation of the First Aid policy throughout out of school and post-core day activities.
3. Assistant Headteacher, Student Services – as line manager of the House Teams is responsible for ensuring effective implementation of the First Aid Policy in relation to the care, welfare and safeguarding of students.

### **4.6 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 is not called.

## **5. First aid procedures**

### **5.1 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 the 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/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers.

- If emergency services are called, a Student Services or Medical team member will contact parents/carers immediately.
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

## 5.2 High Leisure lettings

The High Leisure lettings booking procedure includes a check to see that adequate First Aid provision is in place. The primary responsibility for First Aid provision rests with the individual or organisation making the booking.

## 5.3 Off-site procedures

Arrangements for educational visits or sports fixtures offsite are managed by the Deputy Headteacher, Personal Development and Community.

The operational framework for this is provided by:

- Educational Visits Policy, which can be found in the policies section of the school [website](#)
- Education Visits Procedures, which can be found in the relevant section of the Staff Handbook

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

These will set out the provision being made and they will be informed by the national guidance published by the Outdoor Education Advisers Panel (OEAP).

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

- A mobile phone
- A portable first aid kit including
- Information about the specific medical needs of students
- Parents/carers' contact details

## 6. First aid equipment and emergency medicine

First aid kits are checked prior to every educational visit.

First aid kits are stored in the medical room and are based on the HSE's recommendation for a minimum first aid kit.

First aid kits are checked prior to every educational visit.

First aid does not include giving of tablets or medicines with the exception of aspirin given as first aid to a casualty with a suspected heart attack for those over 16.

Medicines are not kept in first aid containers.

The school has medical emergency kits located across the site. All staff have received training in the use of the following kits,

- defibrillators
- anaphylaxis kit
- emergency asthma kit
- PACT kits (public access trauma kits)

Where a student has a long-term and/or complex medical condition and carries their own medication (for example an inhaler for asthma, or adrenaline) the role for a first aider is to help students who need to take their own medication to do so (when appropriate).

Where students may need to have access to life saving prescription drugs in an emergency, the details will be recorded in a student's IHCP (students with complex medical conditions) or a School Support Plan (for example asthmatics, anaphylactics or students who have seizures). Any intervention needed by a first aider must be documented in Medical Tracker and parents contacted as soon as possible.

See the schools 'Supporting students at school with medical conditions' policy, Section 7 managing medicines for further guidance on the administration of controlled drugs.

## 7. Record-keeping and reporting

### 7.1 First aid and accident record book

- All accidents are to be recording in detail on our online platform Medical Tracker.
- Records will be retained by the school in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979 and requirements of the school's insurers, and then securely disposed of.

### 7.2 Reporting to the HSE

The School Business Manager will keep a record, on the Cheshire East Council PRIME reporting system, 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). First aiders will advise the School Business Manager at the earliest opportunity of any accidents recorded which may fall within scope for RIDDOR reporting.

The School Business Manager will review and add additional post-investigation commentary to any reported accident to inform the decision of the Cheshire East Council Health & Safety Advisor as to whether or not it is RIDDOR-reportable.

The **Cheshire East Council Health & Safety Advisor** will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

#### **School staff: reportable injuries, diseases or dangerous occurrences (i.e. 'RIDDOR-reportable')**

These 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) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Personnel Manager will report these to the School Business Manager, who will in turn report to the Cheshire East Council Health & Safety Advisor. The Cheshire East Council Health & Safety Advisor will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.

- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent

In this case, the HR Manager will report these to the School Business Manager, who will in turn report to the Cheshire East Council Health & Safety Advisor. The Cheshire East Council Health & Safety Advisor will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.

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.
- In this case, the School Business Manager will report these to the Cheshire East Council Health & Safety Advisor, who will in turn report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident, if required.

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences (i.e. 'RIDDOR-reportable') These include:**

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment
- An accident “arises out of” or is “connected with a work activity” if it was caused by:
  - A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
  - The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
  - The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

### 7.3 Notifying parents/carers

The attending first aider will inform parents / carers of any significant accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable. All head injuries must be reported on the same day to parents / carers and written information provided. Parents / carers will also be informed as soon as is reasonably practicable if emergency services are called.

## 8. Training

All school staff can undertake first aid training if it is relevant to their role (after discussion with their line manager).

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The Schools Business Manager will keep a register of all trained first aiders, what training they have received and when this is valid until.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

## **9. Monitoring arrangements**

This policy will be reviewed by the Deputy Headteacher in liaison with the senior staff listed in Section 4. At every review, the policy will be submitted to the Headteacher for approval.

## **10. What key documents inform this policy?**

[Supporting pupils at school with medical conditions \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/611217/First-aid-in-schools-early-years-and-further-education-GOV.UK.pdf)  
[First aid in schools, early years and further education - GOV.UK](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/611217/First-aid-in-schools-early-years-and-further-education-GOV.UK.pdf)

## **11. Links with other policies**

This first aid policy is linked to the:

- Health & Safety policy
- Educational visits policy
- Supporting students in school with medical conditions