



HENLEY-IN-ARDEN SCHOOL

Achieving Excellence Together

Name of Policy	First Aid Policy	
Lead	Mr J Roper, Associate Headteacher	
Governor Committee	BSII	
Policy Status	Updated	November 2024
	Status	Approved
	Governor Approved	Yes
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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 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

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

3. Roles and Responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is Richard Dudley (Site Manager). They are responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Carrying out a termly review of the accident report in order to spot any patterns which may suggest a need for further action.

Additional appointed persons are Natalie Pearsall (Senior Pastoral Manager); Sally Smith (Admin team leader).

- Taking charge when someone is injured or becomes ill
- 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 "Record and Reporting" below)
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The trustees

The trustees have 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.

3.3 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
- 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)

3.4 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 where a first aider is not called (accident reporting books are kept in the Pastoral Office and the Admin Office).
- 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 Pastoral Manager of the appropriate year group will 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

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 Educational Visits Coordinator prior to any educational visit that necessitates taking pupils off school premises.

Where the location or the activity of trip requires it there will always be at least one first aider on school trips and visits.

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
- Packs of sterile water

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

6. Record-Keeping and Reporting

6.1 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
- Any parental contact/ information to parents will be recorded on SIMS
- The following procedures should take place in the event of an accident:
 1. Student accidents go onto SIMS (duplicated on Civica where its serious. Eg. Student went home, parents advised to seek treatment, emergency services was contacted / ambulance / hospital direct visit.)
 2. Adults – all onto Civica

3. Near Misses – all onto Civica

6.2 Reporting to the HSE

The Site Supervisor 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 designated staff member 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.

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. This register is maintained by the Admin Team Leader, Sally Smith.

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 Headteacher every three years, with the list of trained first aiders being reviewed annually.

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

9. Links with Other Policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

10. Appendix 1: List of Trained First Aiders 2024- 2027

Forename	Surname	School	Position	Duration	Date passed	Expiry date	Expired	Comments
Andy	Matthews	Henley in Arden School	PE Teacher	1 day	05/07/2024	04/07/2027	In Date	
Chris	Brough	Henley in Arden School	SLT	3 day	05/07/2024	04/07/2027	In Date	
Ela	Jagatia	Henley in Arden School	Science Technician	3 day	15/02/2023	13/02/2026	In Date	
Emma	Betts	Henley in Arden School	English Teacher	3 day	12/07/2024	11/07/2027	In Date	
Georgia	Fish	Henley in Arden School	Progress leader	3 day	15/02/2023	13/02/2026	In Date	
Jordan	Adams	Henley in Arden School	Geography Teacher	3 day	05/07/2024	04/07/2027	In Date	
Katherine	Smith	Henley in Arden School	PE Teacher	3 day	19/01/2024	17/01/2027	In Date	
Mukesh	Parmar	Henley in Arden School	Science Technician	3 day	12/07/2024	11/07/2027	In Date	
Natalie	Pearsall	Henley in Arden School	Pastoral Manager	3 day	19/01/2024	17/01/2027	In Date	
Nigel	Woolley	Henley in Arden School	Site Assistant	3 day	11/07/2022	09/07/2025	In Date	
Paul	McDowell	Henley in Arden School	PE Teacher	3 day	14/07/2022	12/07/2025	In Date	
Paula	Williams	Henley in Arden School	PE Teacher	3 day	15/02/2023	13/02/2026	In Date	
Richard	Dudley	Henley in Arden School	Site Manager	3 day	15/02/2023	13/02/2026	In Date	
Sally	Smith	Henley in Arden School	Office Manager	3 day	11/07/2022	09/07/2025	In Date	
Sarah	Campton	Henley in Arden School	PE Teacher	3 day	14/07/2022	12/07/2025	In Date	
Sarah	Dunnett	Henley in Arden School	Science Technician	1 day	19/01/2024	17/01/2027	In Date	
Sunil	Parmar	Henley in Arden School	DT Technician	3 day	15/02/2023	13/02/2026	In Date	
Terri	Danyashar	Henley in Arden School	Librarian	3 day	15/07/2024	14/07/2027	In Date	
Zoe	Brown	Henley in Arden School	Pastoral	3 day	15/07/2024	14/07/2027	In Date	
Catherine	Norrington	Henley in Arden School	Catering	3 day		13/07/2025	In Date	
Jackie	Stedman	Henley in Arden School	Catering	3 day		14/02/2026	In Date	
Daria	Ziebicka	Henley in Arden School	Catering	3 day		19/07/2026	In Date	