



Status	Statutory	Date created	September 2021
Any other statutory names for this policy (where applicable)		Date last reviewed	2026 by Governors
Responsibility for this policy (job title)	CFOO	Frequency of review	Annually by the Headmistress, every 3 years by the Govs
Governors' Committee with responsibility for its review	Resources Sub Committee	To be put on the school website? (Yes/No)	Yes
Approval necessary	Resources Committee		

Aims

1. The aims of our first aid policy are to:
 - a. Ensure the health and safety of all staff, students and visitors
 - b. Ensure that staff and governors are aware of their responsibilities with regards to health and safety
 - c. Provide a framework for responding to an incident and recording and reporting the outcomes

This policy applies to all employees, and persons under the control of the school.

Legislation and guidance

2. This policy is based on advice from the Department for Education on first aid and health and safety in schools and the following legislation:
 - a. [The Social Security \(Claims and Payments\) Regulations 1979](#)
 - b. [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
 - c. [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
 - d. [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
 - e. [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
 - f. [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students.

Roles and responsibilities

3. **Governing Board & Headteacher:** The Governing Board holds ultimate liability for school health and safety, delegating day-to-day operations to the Headmistress. The

Headmistress ensures that an appropriate number of qualified, competent personnel are on site at all times

4. The Appointed Person (Matron): Matron serves as the primary designated Appointed Person. To fulfil the requirements of this role, Matron must hold a valid HSE First Aid at Work qualification (3-day course) and have successfully completed the Managing Medicines in Schools course. Responsibilities include taking charge during an injury or illness, summoning emergency services, administering immediate treatment, maintaining medical records, and managing first aid inventory.
5. Designated Backup Staff: To provide complete operational cover for Matron, the school will employ a minimum of 4 additional staff members whose core job descriptions require them to be trained to the HSE First Aid at Work standard (3-day course) AND to have completed the Managing Medicines in School course. Only personnel who hold both certifications are permitted to issue paracetamol or other medications to students
6. General Staff Support: All other school staff are encouraged to undertake Certificate n in First Aid Awareness (via National College) to support immediate responses across the premises and during school trips.

In-school First Aid Procedures

7. In the event of an accident resulting in injury, the closest member of staff present will:
 - a. assess the seriousness of the injury and commence first aid if necessary
 - b. seek the assistance of Matron, or if not available contact reception to obtain the support of a qualified first aider (note, if a the member of staff deems the incident to be life threatening they should call the emergency services if possible)
 - c. if the injury is to a student who can walk safely to Matron, send the student with a second student to Matron
8. On notification of an injury or medical incident, Matron, or if not available, the qualified first aider, will:
 - a. assess the injury and decide if further assistance is needed from a colleague or the emergency services
 - b. remain on scene until help arrives
 - c. decide whether the injured person should be moved or be kept on scene until other help arrives
 - d. judge whether a student is too unwell to remain in school, and if so contact parents to collect their child and meet the parent on arrival at school to recommend next steps. Note, in the event of multiple incidents, Reception should be used to contact parents and should be briefed on what to tell them.
9. If emergency services are called:
 - a. Matron/the First Aider must advise Reception of the incident details
 - b. Reception will contact a member of the Leadership Team so that they can manage the incident and support the first aider
 - c. Reception will normally contact the parents as advised by Matron or the Leadership Team
10. Matron, or if not available, the qualified first aider will complete an accident report form on the same day.
11. In all points above, if Matron or a first aider are not available, any member of staff can take the lead in the situation and inform the Leadership Team immediately if the injury/illness is serious.

Off-site First Aid Procedures

12. The School's Trip Procedures Document details requirements for staff to do risk assessments for First Aid needs, including taking a first aid kit, parent contact details and mobile phones. As a minimum, all Trips Leaders should have undertaken Certification in First Aid Awareness via National College within the last 3 years. For residential or overseas trips, it is essential that one member of staff has completed either 'Emergency First Aid at Work' training (1 day) or 'First Aid at Work' training (3 days). For adventurous trips (day or residential), trip leaders should liaise with the EVC as to which level of training is required.
13. In the event of an accident requiring first aid, the accompanying member of staff will:
- assess the injury and decide if further assistance is needed from a colleague, their Leadership trip contactor or the emergency services
 - remain on scene until help arrives
 - decide whether the injured person should be moved or be kept on scene until other help arrives
 - judge whether a student is too unwell to remain on the trip, and if so contact parents to collect their child and meet the parent on arrival at school to recommend next steps
 - consider the welfare needs of the other students on the trip who may be affected by the incident
 - report all injuries, however trivial, to Matron on return to School

First aid equipment

14. First aid boxes must remain highly visible, coloured green, and marked with a white cross. To eliminate discrepancies between general policy text and operational checklists, all kits across the school must maintain the following uniform quantities as a strict minimum. A typical first aid kit in our school will include the following:

Item	Mandatory Minimum Quantity
First Aid Guidance Card	1
Individually wrapped sterile adhesive dressings	20
Sterile Eye pads	2
Individually wrapped triangular bandages	6
Medium sized individually wrapped sterile non medicated wound dressings (10cm x 9cm)	6
Large sterile individually wrapped non-medicated eye pad dressings (13cm x 9cm)	2
Extra-large sterile individually wrapped non-medicated wound dressings (28cm x 17.5cm)	3
Sterile water or sterile normal saline	900ml
Disposable gloves (CE Biological agent compliant)	1 box
Moist cleansing wipes	1 pack
Face Shield	1

Notes:

1. **No medication** of any description may be kept inside any first aid kit.
2. Traditional components such as loose safety pins, adhesive tape, or scissors are excluded from standard kits unless explicitly authorised by Matron for specialised environments.

15. First aid kits are stored in:

- a. The Harding Hall
- b. The Drama Studio
- c. The medical room
- d. Reception (at the desk)
- e. The school hall
- f. All science labs
- g. All design and technology classrooms
- h. The school kitchens
- i. The Sixth Form Common Room
- j. Staff Room Kitchen

16. Inspection Frequency: To ensure all items remain sterile and within their valid expiration dates, Matron is responsible for checking the contents of all first aid boxes on a frequent and regular basis, moving away from a single annual check

Record-keeping and reporting

17. Incident and accident recording requirements are in the School's Health and Safety Policy book. Staff should use the Accident and Near miss google form to record any injury or near miss. For all incidents, staff should ensure they provide as much detail as possible.
18. A copy of the accident details will also be added to the student's educational record (in SIMS) by the Matron.
19. The CFOO is responsible for taking any reporting action to the Health and Safety Executive as required by legislation and maintaining appropriate records.

Links with other policies

20. This first aid policy is linked to the:

- a. Health and safety policy
- b. Policy on supporting students with medical conditions
- c. Trips Procedures Manual