



FIRST AID POLICY

NOVEMBER 2024-2026

Passmores Academy

Part of the Passmores Co-operative Learning Community

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff, trustees and local 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

1. 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: Last updated 14th February 2022

- [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.

2. Roles and responsibilities

The minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, this person is not required to be a trained first aider.

2.1 Appointed person(s) and first aiders

The appointed first aiders 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 at work 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 and any related health care plans up to date on the management information system – Arbor

Passmores Academy first aiders are listed in appendix 1. Their names are also displayed prominently around the school.

2.2 The Trust Board

The Trust Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal and staff members.

2.3 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 always present in the school
- Ensuring that first aiders have an appropriate qualification where appropriate, 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

2.4 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 to where a first aider or appointed person is not called. The first aider can advise on this.
- Informing the Principal or their manager of any specific health conditions or first aid needs

3. First aid procedures

All first aid trained staff and appointed first aid staff should follow the procedures below:

3.1 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 first aider will contact parents 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
- Parents/Carers will be informed of an injury or where treatment was required in school if appropriate

In the event of any of the following incidents and at the discretion of the first aider and / or parents / carers, an ambulance will be called to the school site:

- Significant Injury
- Severe Head Injury
- If bleeding cannot stop.
- In the event of a period of unconsciousness.
- Severe Asthma attack
- A significant concern for the medical wellbeing of a pupil

3.2 Off-site procedures

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

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

Risk assessments will be completed by the relevant member of staff who has assumed the responsibility of trip leader *prior* to any educational visit that necessitates taking pupils off school premises.

4. First aid equipment

All equipment/medicines to remain in the medical room. Vomit bowls/ice packs should be disposed of in line with hygiene protocols in bags in First Aid.

Epipens and Asthma pumps are stored in the First Aid

The Defibrillators are stored in the Reception and in Student Services.

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

- Regular and large bandages
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Cold compresses

No medication is kept in first aid kits.

First aid kits are stored in:

- Student Services
- Reception (at the desk)
- Science Prep Room
- Technology Technician Room
- The school kitchen
- School vehicles

5.0 First aid and accident recording

- An accident form will be completed by the first aider or 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
- A copy of the accident report form will be on medical tracker
- Records regarding first aid and accidents 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

5.1 Reporting to the HSE

The first aider 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 first aider in association with a member of the senior leadership team 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
- 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)
- 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
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

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 where 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](http://www.hse.gov.uk/riddor/report.htm)

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

5.2 Reporting to Ofsted and child protection agencies

The Designated Safeguarding Lead 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.

6 Training

All school staff can 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.

7 Monitoring arrangements

This policy was approved by the Local Governing Body on the **28th January 2025**.

The policy will be reviewed by the DSL every 2 years.

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

8 Links with other policies

This first aid policy is linked to the following policies;

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

This policy is based on the model policy from The KEY – December 2024

Appendix 1: list of first aid staff and validation of certificate

		First Aid at Work (2 day)	Emergency First Aid (1 day)	Defibrillator Training	Diabetes
Baker	Debbie	05/10/2025			22/11/2023
Banks	Sophie		07/02/2026		
Barham	Meena	01/10/26			
Beatty	Myra	05/10/2025			08/03/2025
Bennett	Nicola	22/11/2026			
Butler	David	02/05/2027			
Hodges	Stephanie	22/11/2026			08/03/2025
Kemsley	Kelly	28/07/2025			08/03/2025
Matthews	Angie	08/05/2027			
McCall	Richard	18/09/2026			
Montgomery	Jackie		14/11/2026		
Nixon	Emma		13/05/2024		
O'Hara	Alan	02/05/2027			
Paddon	Benjamin	08/05/2027			
Simpson	Sara		26/09/2026		
Thomson	John	26/07/2026			
Wiley	Olivia	01/10/26			

Appendix 2: accident report form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<p><i>Describe in detail what happened, how it happened and what injuries the person incurred</i></p>			
Action taken			
<p><i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i></p>			
Follow-up action required			
<p><i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i></p>			
Name of person attending the incident			
Signature		Date	

