



THE ECCLESBOURNE SCHOOL

Learning Together for the Future

FIRST AID WITHIN SCHOOL POLICY- July 2025

This is a statutory policy and is approved by the Governors Facilities Sub-Committee.

This policy will be reviewed annually.

Next review date July 2026

1. Statement of intent

The Ecclesbourne School has overall responsibility for the provision of first aid to the Head Teacher, teachers, non-teaching staff, pupils and visitors (including contractors). The school understands that decisions about first aid are of paramount importance and will endeavour to ensure that any first aid incidents are dealt with appropriately and in accordance with this policy.

Together, we are committed to achieving the following aims,

- ensure the health and safety of all staff and pupils
- ensure that staff and governors are aware of their responsibilities with regards to health and safety
- to provide an accessible First Aid Policy
- provide a framework for responding to an incident and recording and reporting the outcomes
- to ensure all first aid policies and procedures are based on an up-to-date risk assessment.
- to ensure all first aid equipment and facilities are suitable for purpose.

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, decide 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
- Guidance from Health and Safety Executive and UKHSA (formerly Public Health England)

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

3. Roles and Responsibilities for health and safety;

3.1 Overall and final responsibility for health and safety

The Governing Body and Head Teacher carry the key responsibilities for assessing, recording and implementing the correct first aid procedures. They will do this by:

- leading by example on all matters relating to First Aid,
- promoting and following this First Aid Policy,
- dedicating budget to the academies First Aid provision (including appropriate training),
- communicating effectively with parents, staff and pupils,
- monitoring and reviewing First Aid procedures and practice.

3.2 Responsibility for ensuring this policy is put into practice.

The Governing Body and Head Teacher have assigned health and safety responsibilities as follows:

Health and Safety Officer

- The Health and Safety Officer will report back on any first aid issues in Facilities committee meetings which in turn reports back to the Full Governing Body.
- They will take the lead in carrying out the required first aid risk assessment and periodic review of the first aid policy. They will seek support and professional advice from external advisors as necessary.

3.3 Senior Leadership Team and Head Teachers have the following responsibilities;

- To lead by example
- Ensuring that all new employees are given the appropriate first aid induction training, relating to both whole-school and any specific provision relating to their role in the school.
- Ensuring that any school activity, either on- or off-site, is risk assessed and consideration has been given to first aid in terms of the wider school policy
- Keeping up to date with any changes to arrangements surrounding activities and the implications of these on first aid
- Ensuring that all the relevant checks are done on relevant equipment
- Ensuring the competency of contractors that come into the school
- Ensuring that all staff and pupils are aware of their first aid responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training
- Managing their particular budgets to cover first aid maintenance, checks and provision for activities under their department.

3.4 First aiders

The risk assessment will determine the minimum number of trained first aiders required, and the Governing Body or Head Teacher will monitor this to ensure that these standards are being met.

Based on the roles they hold within school they will be asked to be first aiders.

The school will ensure that all voluntary first aiders have undertaken the appropriate training with an organisation approved by the HSE and have the necessary qualifications (i.e. First Aid at work certificate or PFA). If required training will also include resuscitation procedures for children. First Aiders will also be required to have an understanding of the reporting requirements set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and in the guidance for notifiable diseases in the Public Health (Control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010.

The school will monitor the expiration date of each first aider's training and seek to arrange refresher training prior to this date. If this is not possible the first aider will be able to administer first aid for a reasonable period until the refresher training is complete and a new certificate administered.

All volunteer first aiders must report to the Health and Safety representative / Head Teacher with any questions or concerns in relation to their post.

A list of current volunteer first aiders is included in [Annex A].

3.4.1 Role of first aiders

- 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.
- 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.
- Arranging for pupils to go home where appropriate.
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date.

3.5 All other members of staff have the following responsibilities:

- 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
- Informing the headteacher or their manager of any specific health conditions or first aid needs
- Ensuring that they are familiar and up to date with the school's first aid policy and standard procedures
- Keeping their managers informed of any developments or changes that may impact on the first aid of those undertaking any activity, or any incidents that have already occurred
- Ensuring that all the correct provisions are assessed and in place before the start of any activity
- Making sure that the pupils taking part in the activity are sure of their own first aid responsibilities
- Cooperate fully with the Senior Leadership Team to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for first aid purposes are never abused and that equipment is only used in line with manufacturers' guidance.
- Cooperate in the implementation of the requirements of all relevant legislation, related codes of practice and safety procedures /instructions.

3.6 Pupils

While school staff carry the main responsibility for the first aid provision, and the correct implementation of school policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to the whole-school and themselves in order for staff to be able to carry out their roles effectively. As members of the school community, appropriate to their age and understanding, pupils are expected to:

- take personal responsibility for themselves and others
- observe all the first aid rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their first aid
- behave sensibly around the school site and when using any equipment
- report first aid concerns or incidents to a member of staff immediately
- act in line with the school code of conduct / school behaviour policy

4 Contractors

All Contractors working on school premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on school premises or elsewhere on the school's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors should demonstrate that they have adequate resources prior to their engagement.

5.First Aid Equipment

The school will have at least one fully stocked first aid container [or at least one on each floor of the premises where there is more than one floor of the premises] which will be marked with a white cross on a green background. The location of first aid equipment will be displayed around the school.

The contents of the first aid kit will be checked at regular intervals to ensure it is fully stocked and any expired or damaged supplies are discarded and replaced.

Each first aid container will contain, as a minimum, the following:

- leaflet giving general advice on first aid (see HSE website);
- twenty individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.

6. First -aid procedures

6.1 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, the [job title of relevant member of staff] will contact parents/carers immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

6.2 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 based on the HSE's recommendation for a minimum travelling first aid kit which is as follows;
 - A leaflet giving general advice on first aid.
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile.
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
 - Information about the specific medical needs of pupils
 - Parents/carers' contact details.

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages

- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt ended scissors

Risk assessments will be completed by the trip leader and deputy trip leader prior to any educational visit that necessitates taking pupils off school premises. The risk assessments are completed using the Derbyshire pro-forma and are checked by Learning Services before any trip is allowed to depart.

7. Arrangements for Health and Safety

An appropriate and effective risk assessment needs to be undertaken to assess what procedures need to be in place. The school will take steps to ensure that a risk assessment is carried out by a competent person or persons, and that the risks are recorded and communicated.

Risk assessments are stored electronically and will be reviewed:

- at regular intervals
- after serious accidents, incidents and/or near misses
- after any significant changes to workplace, working practices or staffing
- following any identified trends or accident statistics

Risk assessments will be based on the size and location of the school, any specific hazards or risks on site, specific needs and accident statistics.

- Specific needs include hazardous substances, dangerous machinery, staff or pupils with special health needs or disabilities.
- Temporary hazards, such as building or maintenance work, should also be considered and suitable short-term measures put in place.

8. Mental Health, Wellbeing and work-related stress

The school recognises that it has a responsibility to help employees and pupils who may be suffering from mental ill health. The school has a mental health at work plan that promotes good mental health, outlines support available and encourages open conversations.

The school has appointed mental health trained first aiders who have been trained to recognise warning signs of mental ill health and have the skills and confidence necessary to approach and support someone while keeping themselves safe.

The school will have at least one senior mental health lead. This role will have strategic oversight of the whole school approach to make the best use of existing resources to help improve the wellbeing and mental health of pupils, students and staff. In doing so, the school will follow the guidance provided by the Department for Education to create a positive mental health culture.

Where pupils experience more serious mental health problems, support will be accessed from Children and Young People's Mental Health Services (CAMHS)

9. Facilities

The school will ensure that there is a suitable room that may be used for medical or dental treatment when required, and for the care of pupils during school hours. The area must contain a wash basin and be reasonably near to a WC, it need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

Infection control and hygiene are of paramount importance and all staff and pupils will be reminded to always follow basic hygiene procedures.

Disposable gloves and handwashing facilities will be made available.

10. Reporting an incident

A first aid and accident record book will be completed by a first aider or other relevant member of staff without delay after an incident. Not all incidents or accidents will be reportable and first aiders will be trained to identify when a statutory (RIDDOR) report is required. In most cases a statutory report will be made by the Health and Safety Officer.

When an incident is reported the following information must be included:-

- the date;
- method of reporting e.g. via HSE website for RIDDOR;
- time and place of the event;
- personal details of those involved;
- a brief description of the nature of the event or disease (factual account only).

This record can be combined with other accident records.

- The records will be kept 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
- Parents/carers will be notified of any accident/injury the same day, or as soon as reasonably practicable afterwards, along with notification of any first aid treatment given.

11. HSE notification

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR.

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, e.g. builders, maintenance staff, cleaners or catering staff. If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises, the Head Teacher will be the responsible person.

The following work-related accidents must be reported to the HSE:

- accidents which result in death or a specified injury must be reported without delay;
- 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.

Reportable specified injuries include:

- 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:
 - cover more than 10% of the body; or
 - cause significant damage to the eyes, respiratory system or other vital organs;

- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any injury resulting from working in an enclosed space, where this leads to hypothermia or a heat-induced illness, requires resuscitation or means the person is admitted to hospital for more than 24 hours

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence. Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work. In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

Annex A – First Aiders

- Mrs Lisa Tanser
- Mrs Emma Parry
- Mrs Nathalie Plodger
- Mrs Jayne Fahey
- Mrs Rosie Parkhill