



THE PRIORY SCHOOL

D O R K I N G

Headteacher: Mrs J Trimnell

First Aid Policy



Approved by	LGB	Date Approved	09 December 2025
Review Cycle	Annual	Date of Next Review	December 2026

Version	Author	Date	Changes
V1.0	G. Martin	10/11/25	<p>The following new sections added to comply with KCSIE 2025 with DfE and Govt regulations.</p> <p>3.1 Safeguarding and Welfare 4 First Aid Needs Review 5 Communication of First Aid Arrangements 8.1 Digital Record Keeping and Data Protection – <i>current systems comply with this requirement.</i> Appendices 4.1 & 4.2 - First Aid Assessment Needs Forms for Primary & Secondary Schools.</p>

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

Legislation and guidance

- [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.

Roles and responsibilities

1.1 Appointed person(s) and first aiders

- The school’s appointed persons is;

First Aiders and Wellbeing Training with End Dates	
Sarah Bradley	Toby Dunn
Tom Currie	Clare Harrison
Sarah Hastings-Holland	Michaela Knight

- They 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 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 procedure in appendix 2)
- Keeping their contact details up to date

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

1.2 The governing body

The governing body has 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.

1.3 The headteacher

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

- Ensuring that an appropriate number of appointed persons and trained first aid personnel are always present in the school. First Aid Assessment Forms will determine the current and required provision needed – see Appendix 4.1/ 4.2.
- 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)

1.4 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 (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

2. First Aid Needs Review

- . First Aid Assessment Forms – see Appendix 4.1/ 4.2.

3. Communication of First Aid Arrangements

Information about first aid arrangements, including the location of first aid kits and names of first aiders, will be communicated to all staff, pupils, and visitors via signage, staff handbooks, induction materials, and the school website. Regular reminders will be provided through staff briefings and student assemblies.

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, Student Services will contact parents immediately. In their absence, another member of the Attendance Officer will contact parents.
- 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 respective 'trip leaders' prior to any educational visit that necessitates taking pupils off school premises.

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

No medication is kept in first aid kits. First aid kits are stored in:

- *Student Services*
- *Staffroom*
- *Reception*
- *Science/PE/DT Departments*
- *All First Aiders have an allocated First Aid box*

6. Record-keeping and reporting

6.1 Digital Record Keeping and Data Protection

All accident and first aid records will be maintained electronically in a secure system, accessible only to authorised staff, in accordance with data protection regulations. Records will be retained for a minimum of three years and disposed of securely. Staff will receive training on the use of the digital reporting system – OSHENS, and the importance of confidentiality.

6.2 First aid and accident recording

- 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, including all the information included in the accident form at appendix 2
- Accidents will be logged on MediTracker by the member of staff dealing with the incident

6.3 Reporting to the HSE

The headteacher 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 headteacher 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

School staff undertake first aid training where required to ensure there are the required number of qualified staff as shown in the school's First Aid Risk Assessment. Any other staff may complete training at the discretion of their line manager and the SLT member responsible for CPD

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 3).

- HR will arrange for renewal of qualifications as required.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher every year. 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 following policies:

- Health and safety policy
- Supporting pupils with medical conditions policy

APPENDIX 1

LIST OF APPOINTED PERSON(S) FOR FIRST AID AND/OR TRAINED FIRST AIDERS

<u>Usual Location</u>	<u>First Aiders (first point of call)</u>	<u>Expires</u>
Reception	Sarah Bradley	
Pastoral Office	Tom Currie	
Pastoral Office	Sarah Hastings-Holland	
PE Office	Toby Dunn	
PE Office	Clare Harrison	
Attendance Office	Michaela Knight	

APPENDIX 2

ACCIDENT REPORTING

All accidents must be reported to the *Student Services*. All accidents that result in a student being taken home from school or referred to a medical or dental practitioner must be reported electronically by the person to whom the accident was first reported. There is a link on the staff intranet to access this.

10. Accident Reporting, Recording & Investigation

<i>Type of Accident</i>	<i>Example</i>	<i>Action</i>	<i>When</i>
Minor	<ul style="list-style-type: none"> • Grazes • Minor bumps to the head 	<ul style="list-style-type: none"> • Details logged by Student Services Officer • <i>Student Services</i> will call parents to inform them student has had a bump to the head. 	The same day
Possibly requiring medical / dental treatment	<ul style="list-style-type: none"> • Severe cuts/lacerations. • Impact injury (bang or blow) to the head (the head is defined as whole head & face) 	<ul style="list-style-type: none"> • Details logged by; • <i>Staff member dealing with the incident</i> • <i>Student Services</i> will call parents to inform them student has had a blow to the head. • SCC Health and Safety Event Report completed on-line by the person accident first reported to. (*Please take a note of incident number and pass to student services for their records) 	The same day
Severe	<ul style="list-style-type: none"> • Major injuries e.g. Broken bones (not fingers) • Loss of limbs • Accident resulting in over 7 day injury • Where injured party leaves site in an ambulance (not reportable if taken to hospital as a precaution but the examination shows no injury) • Death 	<ul style="list-style-type: none"> • Details logged by <i>member of staff dealing with incident*</i> • SCC Health and Safety Event Report completed on-line by the person accident first reported to. (*Please take a note of incident number and pass to <i>Student Services</i> for their records) • Reported to H & S executive under Riddor. 	24 hrs

Please note: A Riddor report should also be completed for dangerous occurrences – where something happens that does not result in an injury but could have done.

11. Responsibility for online accident reporting

Accidents involving staff:	The staff member involved in the accident, if they are able or if they are unable due to injury then their Line Manager has responsibility for completing the SCC Health and Safety online accident/event report and supplying any information requested by outside agencies.
Accidents involving visitors to the school:	The staff member responsible for inviting the visitor on-site has the responsibility for completing the SCC Health and Safety online accident/event report and supplying any information requested by outside agencies.
Accidents involving students:	The adult that an accident is first reported to has the responsibility for completing the SCC Health and Safety online accident/event report and supplying any information requested by outside agencies.
Accidents involving students or staff	The Group Leader has responsibility for completing the SCC on school trips Health and Safety online accident/event report and supplying any information requested by outside agencies after the trip is completed. A written record should be kept of any incidents as they occur during the trip.

If any member of staff has any queries about accident reporting and their responsibilities, they should check with the *Attendance Officer* But, generally the rule should be 'If in doubt complete an accident report'.

12. Admin procedures

- All injuries should be logged by *the staff member dealing with the incident*
- The injury log is to be used as a checking mechanism that all appropriate reports have been completed, and a reminder should be issued to staff if reports have not been completed.
- A note of the on-line incident reference number should be made against each accident entered the injury log when the appropriate on-line forms are completed.
- The injury log should be checked and monitored regularly by Student Services. If a report remains outstanding for longer than 7 days, the matter should be referred to SLT responsible for student welfare
- A report is prepared on a termly basis for reporting to Governors

By Whom	Action to take	Notes
All Staff & School Trip Group Leaders	<ul style="list-style-type: none"> • Complete incident report on-line • Take a note of incident number and pass to student services for their records. 	<ul style="list-style-type: none"> • Ensure you tick Yes under People Injured/Affected or Involved to add details of incident. • When completing details for student select Other as title rather than Miss or Mr
Student Services /Office	<input type="checkbox"/> Perform System Check	<ul style="list-style-type: none"> • Review that detail is entered correctly and no system errors are highlighted. • Follow up on missing data with staff member that submitted original report • Complete / clarify gaps
Student Services	<ul style="list-style-type: none"> • Perform Event Assessment • Sign-off events • Issue termly accident summary reports to HoD & Head teacher for review at the beginning of term. 	<ul style="list-style-type: none"> • If necessary, follow up on missing data with staff member that submitted original report • Complete / clarify gaps • Check injury log – all entries have an accident report log number. <input type="checkbox"/>
Headteacher	<ul style="list-style-type: none"> • Review and sign-off termly accident summary reports • Perform review of RIDDOR reportable events • Report anything significant to Governors 	

Monitoring

- Accident reports with analysis to Headteacher and the Local Governing Body on a termly basis.

APPENDIX 3

13. First Aid Training Log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>First Aid</i>			
<i>Anaphylaxis</i>			