



Bracken Hill School

First Aid in Schools Policy

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Policy Type: Whole School

This policy is reviewed biennially to ensure compliance with current regulations

The Governors of the school recognise that all staff play a vital role in the achievement of high standards and in providing our pupils with the best opportunities matched to their needs.

Policy Aims

- To ensure all staff use their best endeavours at all times, particularly in emergencies.
- To secure the welfare of the pupils at the school.
- To stay calm and do no further harm is a fundamental first aid message.
- 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.
- To provide a framework for responding to an incident and recording and reporting the outcomes

Policy Objectives

- To ensure all pupils and staff are kept safe in the event of an injury.
- To ensure that first aid provision is available at all times.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents/ carers of the School's First Aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR).

Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), 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 assess 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 School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

Roles and responsibilities

First Aiders

Appointed person(s) and first aiders as of November 2025:

- The school has 7 trained First Aid at work personnel.
- The school has 26 School First Aid personnel.
- The school has 4 Paediatric First personnel.
- The school has 2 Outdoor First Aid personnel.

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 (via SLT/office).
- First aiders are trained and qualified to carry out the role.
- 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 (via SLT/office).
- 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.

The Executive Headteacher and Head of School

The Executive Headteacher and Head of School 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.

School 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 is not called.
- Informing the Executive Headteacher/Head of School or their manager of any specific health conditions or first aid needs.

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, a member of the SLT (if not available the School Administrator team) will contact parents immediately.
- The 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

Summoning Assistance

If administration of first-aid is required, staff should immediately call for a first aider. The following information should clearly be communicated:

- Where the casualty is
- Who they are
- What has happened
- The time since the injury took place

If a first aider cannot be immediately located, then the office staff should be alerted. Office staff will either locate first aider or medical assistance (nurse/ambulance).

First Aid Provision

First aid kits are distributed around school and staff have portable First Aid Kits. Their location is indicated by a green first aid sign. All First Aiders must complete a training course approved by the Health and Safety Executive (HSE) and attend updates as advised. It is the responsibility of Mrs **Angela Stubbs** to check the contents and expiry dates during termly walk rounds. Any member of staff using first aid equipment should ensure the kit is replenished from the resources (See Mrs Angela Stubbs). Where appropriate first aid should be given in the treatment room (Meds Room).

Qualified Staff

All qualified staff attend regular update first aid training to meet current HSE and legal requirements. These include:

- First aid at work
- Schools First Aid including epi-pen administration
- Outdoor first aid
- Paediatric first aid

Appointed person with responsibility for H&S is **Gareth Allen**.

The names of First Aiders are displayed around school.

First Aid Treatment

Where applicable, pupils' specific care plans procedures should be followed. If any doubt remains, medical advice should be obtained.

Where the incident is not an emergency, but further advice/ treatment is needed from a GP/ other health professional, then parents/ carers will be contacted to discuss the situation, with a view to parents/ carers taking the child to that medical help. Where parents/ carers cannot be contacted, then school staff will escort the child to hospital for investigation, for example in the case of a possible fracture.

Head Injuries

All head injuries should be referred to first aiders and, if the child is sent back to class, monitored closely by staff. Parents/carers and transport should be notified. Any serious head injury should be referred for hospital treatment (see Emergency Arrangements).

First Aid on External Visits

First aid kits should be taken out on all school visits. First aid provision should be followed as detailed on the risk assessment.

It is the responsibility of the lead member of staff to check first aid kit contents every external visit and re-stock as necessary.

Emergency Arrangements

Where the injury is an emergency, a first aider should be called and a 999 call should be made. A mobile phone is available at Reception to enable details of the casualty to be given to emergency services from where they are.

Admin will:

- Allocate a member of staff to wait at the bottom of the drive, ensuring gates are open and drive access is clear.
- Allocate a member of staff to escort the paramedics to the casualty.
- Notify parents/ carers if requested.

If a pupil is taken to hospital, a staff member (familiar with the situation and pupil) and/ or a member of the SLT will supervise until parents/ carers arrive.

Where a child has a Health Care Plan, this will be taken to hospital with the child.

Hygiene/Infection Control

- Hands must be washed after giving First Aid.
- Single-use non-latex disposable gloves must be worn when treatment involves blood or other body fluids.
- Any soiled dressings etc. must be put in a yellow clinical waste bag and disposed of in the yellow clinical waste bin (located next to the school bins).
- The affected area (location, not casualty) should be cleaned using a form of disinfectant and the area left clean and dry. Exposed cuts and abrasions should always be covered using non-allergic dressings and tape.

Incident Reporting

All incidents, injuries and treatment are recorded on an Accident Form (available in staffroom). This needs to be completed by the person administering First Aid and by the person who witnessed the accident. Forms should be reviewed by the appointed person and appropriate action taken where necessary. A body map should always be completed where there has been a physical injury and filed with the accident form and a copy in the pupil class file.

When a serious accident occurs and the pupil or staff member requires treatment, an SR3/5 should be completed and given to Stacey Rick in office to process.

Sharing of Information

Good communication ensures that accident reporting, risk identification, reduction and elimination are effective. Good communication is also essential to promote healthy and safe working/learning environments and avoid misunderstandings.

Information will be shared through staff meetings and discussed through the Health and Safety Committee.

All staff are advised to be familiar with pupils' medical needs, associated care plans and risk assessments.

This policy will be reviewed biennially – November 2027.