



First Aid Policy

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Approved by:

Rob Brocklebank Headteacher

Date:

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Maria Taylor Chair of governors

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Appendix 1: list of **appointed person(s) for first aid and trained first aiders**

Aims

Brookfield School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.
- Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

Legislation and guidance

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

The policy is implemented in conjunction with the following school policies:

- Administering Medication Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Educational Visits and School Trips Policy
- Health and Safety Policy
- Lone Worker Policy
- Data Protection Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Supporting Pupils with Medical Conditions Policy

Roles and responsibilities

Appointed person(s) and first aiders – names will be displayed prominently around the school. Example of first aiders list displayed in appendix 1.

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is 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 where appropriate.

First aiders 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.
- Liaise with the admin team should the pupil need to be sent home.
- Completing an accident form on the same day, or as soon as is reasonably practicable, after an incident. (see appendix 2).
- Keeping their contact details up to date.

It is emphasised that the qualified First Aiders are **NOT trained doctors or nurses.**

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.

The governing board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is enough appointed first aiders within the school based upon these assessments.

- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that the school has:
 - A suitably stocked first-aid kit.
 - An appointed person to take charge of first-aid arrangements.
 - Information for all employees giving details of first-aid arrangements.

The Headteacher

The headteacher 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, keep training up to date and remain competent to perform their role (delegated to the School Business Manager)
- Ensuring all staff are aware of the first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that senior leaders and staff undertake risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensure that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary.

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders are
- Completing accident report form for all incidents they attend to where first aider is not called.
- Informing the provision lead of any specific health conditions or first aid needs.

First Aid Staff

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

First Aid Procedures

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, 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 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 the recovery position.
- The first aider judges that a pupil is too unwell to remain in school in liaison with the provision lead. Parents should be contacted and advised accordingly along with their recommendations for the next steps.
- If emergency services are called, the office staff/provision lead will contact parents/cares immediately.
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical to do so after an incident resulting in an injury.

Off-site procedures

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

- A mobile phone
- A first aid kit
- Information about specific medical needs of pupils
- Contact details of pupils.

Risk assessments will be completed by the trip organiser and approved prior to any educational visit taking pupils off the school premises.

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page ['Promoting and supporting mental health and wellbeing in schools and colleges'](#).

First Aid Equipment

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

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Assorted plasters
- Scissors
- Cold compresses
- Burns dressings.

No medication should be kept in the kit.

First Aid Kits Storage

- Front Office in Grey Cabinet
- Medical Room
- Science Room
- School vehicles
- School/Teaching Kitchens

Automated External Defibrillators (AEDs)

The school has procured an AED through the NHS Supply Chain, which is located in the school office.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year. Use of the AED will be promoted to pupils during PSHE lessons.

Record keeping and reporting.

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parent as soon as possible. Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

A list of emergency contacts is kept and accessible on Arbor.

First aid and accident book

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in injury.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- A copy of the accident form will also be added to the pupil's educational file.
- Records held in the first aid and accident book 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.

Reporting to the HSE

The Provision Leads will keep record of any incident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 Legislation (regulations 4, 5 and 7).

The Provision Leads will report these to the HSE as soon as is reasonably practical 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 fingers, thumbs or 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

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 incidents that do not result in injury but could have done. Examples of near miss relevant to schools include, but are not limited to:

The accidental release or escape of substances hazardous to health.
An electrical short circuit or overload causing fire or explosion.

How to make a RIDDOR report

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

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 the renewal date is.

Staff are encouraged to renew their first aid training when it runs out. The staff member should contact the Business Manager 2 months before the end of the certificate expiry date if they have not already been contacted by the Business Manager.

Monitoring arrangements

This policy will be reviewed by the Business Manager annually. At every review, the policy will be approved the headteacher and governing body.

Other Policies Relating to First Aid

Health and Safety Policy

Appointed Persons 2025/6

Rob Brocklebank, Tim Mataciunas, Ellie Cash, Leon Pinch & Andy Hill

List of First Aiders 2025/6

Lynda Morley
Daniel Leaver
Jennifer Buckley
Dan Johnson
Julie Wilson
Joe Morrall
Siobhan Yates
Andy Hill
Ian Hart
Ryan Heaney
Carl Fellowes
Rick Turner
Katie Brocklehurst
Katy Lindsay
Kay Roberts
Chris Taylor

Storage of medication

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented, and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy.

Illnesses and allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.