



FIRST AID POLICY

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1. 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

2. 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 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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed people are: the Headteacher, the Junior School Headteacher, the lead nurse and the Facilities Manager. 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 as, or as soon as is reasonably practicable after, an incident (see the template in appendix 2)
- Keeping their contact details up to date

3.2 The governing board

The governing board 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.

3.3 The headteacher

The headteacher 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 (see section 6)

3.4 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 is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

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 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 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 staff will contact parents immediately

- The 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

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

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 including, at minimum:
 - A leaflet giving general advice on first aid
 - Sterile adhesive dressings and plasters
 - Conforming Bandages
 - Triangular bandages
 - Saline Pods
 - Cleansing wipes
 - Disposable gloves
 - Clinical waste bag
 - vomit bag
- Information about the specific medical needs of pupils
- Parents' 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 x 20 cm)
- 2 sterile eye pads, with attachments
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the person in charge prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5. First aid equipment

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

- A leaflet giving general advice on first aid
- Accident reporting forms
- Incident reporting forms
- Antiseptic wipes
- Conforming bandages
- Triangular bandages
- Plasters
- Adhesive sterile dressings
- Eye pads
- Saline pods
- 1 pair of shears or scissors
- Burns dressings
- Gloves
- Clinical waste bag
- Vomit bags

No medication is kept in first aid kits.

First aid kits are stored in:

- Reception SS Cupboard
- Reprographics Box
- Accounts Box
- Staff Room Kit
- Kitchen SS Cupboard
- Hub Foyer Kit
- Art Room Kit
- Drama Room Kit
- DT Suite Cupboard
- Old Gym Cupboard
- Sports hall Cupboard/ Room
- Swimming Pool Cupboard
- Science Block Cupboard
- Music School Cupboard
- Boarding House Kits
- JS Kitchen Cupboard
- Pre-Prep Cupboard
- Jubilee Hall Cupboard
- Grounds Team Kit
- Transport Dept Kits x 14

6. Record-keeping and reporting

6.1 First aid and accident record book

- An incident form will be completed by the 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 of the information included in the incident form.
- For accidents involving pupils, a copy of the incident report form will be added to the pupil's medical records held in the health centre. The duty nurse will document the accident on the Medical ISAMs system
- 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.

6.2 Reporting to the HSE

The Facilities / H&S Manager 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 Facilities / H&S Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes 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 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). In this case, the Facilities / H&S Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- 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>

6.3 Notifying parents

The nurse or first aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day. Parents will also be informed if emergency services are called.

7. Training

All school staff are able to 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.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Lead Nurse and Headteacher annually.

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

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Administration and storage of medicines policy
- Asthmatics policy and procedures
- Dispensing of medication policies
- Infection control policy

Appendix 1: List of first aiders (Senior School/Support Staff)

Paediatric First Aid Trained

* EpiPen trained

STAFF MEMBER	ROLE	RENEWAL DATE
Mrs H Adams	Teacher of Textiles	06.01.28
Mrs E Atkins	Head of Geography	06.01.28
Mrs L Burgan	Teacher of PE	01.09.27
Mrs S Camp	Teacher of PE	01.09.27
Mrs R Campbell-McLean	Admissions	09.28
Miss V Coates	Head of Art	09.28
Mrs N Corlett	Director of Music	09.28
Mr S Hamlet	Maintenance/Groundsman	06.01.28
Mrs H Hawes	Teacher of PE	01.09.27
Mrs A Karanja	Deputy Head and DSL	06.01.28
Mrs L Lindon	Head of PE	01.09.27
Mrs J Molyneaux	Teacher of PE	09.28
Mr A Morris	Head of Design	09.28
Mrs V Mortell	Teacher of Geography/History	09.26
Miss R Newcombe	Teacher of PE	09.28
Mr A Poole	Facilities Manager	06.01.28

STAFF MEMBER	ROLE	RENEWAL DATE
Mrs A Pollington	Head's PA	09. 28
Ms L Smith	Librarian	First Aid 13.07.26 Paediatric 10.01.27
Mr G Taylor	Senior Site Technician	06.01.28
Mrs V Vanco	Teacher of French	13.06.25
Miss T Webb	Teacher of Art	09.28
Mr C Wilson	Art Technician	06.01.28

List of first aiders (Boarding House)

STAFF MEMBER	ROLE	RENEWAL DATE
Jana Drbohlavova*	House Parent	09.28
Cara Lorentz	House Assistant	09.28
Della Goodridge*	Day House Parent	09.28
Katherine Peacock*	Senior House Mistress	06.01.28

List of first aiders (Junior School/Support Staff)

STAFF MEMBER	ROLE	RENEWAL DATE
Mrs M Anghel	After School care/Lunchtime supervisor	22.09.26
Mrs S Breeze	Junior Teacher/ Assistant Head	17.04.26
Mrs J Brown	Deputy Head and head of JS	19.06.27
Mrs C Diment*	Junior Teacher	22.04.28
Mrs E Durkin*	Pre-Prep Teacher	22.04.28
Miss A Forde-Hughes*	Junior Teacher	22.04.28
Mrs M Hilton	Lunchtime Supervisor	17.04.26
Miss A Hope*	Teaching Assistant	22.04.28
Mrs V Johnston*	Teaching Assistant/Lunchtime Supervisor	12.01.26
Mrs J Leiper	Pre-Prep Teacher	19.06.27
Mrs N Mathieson*	Pre-Prep Teacher	22.04.28
Mrs S Maddison	Junior/Senior Teacher	19.06.27
Mrs C Okusanya	Teaching Assistant	22.04.28

Mrs G McDonald	Pre-Prep Teacher	19.06.27
Mrs E Shutt*	Office Admin/Welfare Assistant	22.04.28
Mrs L Smith	Junior Teacher	19.06.27
Miss S Walker	Pre-Prep Teacher	17.04.26
Mrs S Worsley	Junior teacher	17.04.26

List of first aiders (Transport Department)

STAFF MEMBER	ROLE	RENEWAL DATE
Ray Bailey	Minibus Driver	14.04.27
Simon Bartlam	Minibus Driver	19.06.27
Ian Blakey	Transport Manager	05.07.26
Aaron Booth	Minibus Driver	09.28
Gemma Chapman	Minibus Driver	09.28
Kim Freeman	Minibus Driver	06.01.28
Toby Gauntlett	Minibus Driver	14.04.27
Paul Herod	Minibus Driver	14.04.27
Nicholas Long	Minibus Driver	09.28
David Martin	Minibus Driver	14.04.27
Michael Nicholls	Minibus Driver	14.04.27
Andrew Place	Minibus Driver	19.06.27
John Sansom	Minibus Driver	14.04.27
Robert Sullivan	Minibus Driver	14.04.27

Nurses

STAFF MEMBER	ROLE	RENEWAL DATE
Victoria Balmforth	Nurse	21.04.27
Lauren Hills	Lead Nurse & Health Centre Manager	

Appendix 2: incident report form

Talbot Heath School Incident Report (HS1)

REPORTED BY: _____ DATE OF REPORT: _____

TITLE / ROLE: _____ INCIDENT NO.: _____

INCIDENT INFORMATION

INCIDENT TYPE: H&S / Security / Near Miss DATE OF INCIDENT: _____

LOCATION: _____

SPECIFIC AREA OF LOCATION (if applicable): _____

INCIDENT DESCRIPTION

Continue on separate paper if needed

NAME / ROLE / CONTACT OF PARTIES INVOLVED

1. _____
2. _____
3. _____

NAME / ROLE / CONTACT OF WITNESSES

1. _____
2. _____
3. _____

Emergency Service called? _____ YES / NO

Accident form completed: _____ YES / NO

Form passed to: _____

Form received by: _____

FOLLOW-UP ACTION

Continue on separate paper if needed

SLT members
NAME: _____ SIGNATURE: _____ DATE: _____

Governor
members
NAME: _____ SIGNATURE: _____ DATE: _____

A GENERAL RISK ASSESSMENT FORM			Talbot Heath School
PART A. ASSESSMENT DETAILS:			
Area/task/activity: First Aid Risk Assessment			
Location of activity: Talbot Heath School			
Team/School name: Address & Contact details:	Talbot Heath School, Rothsay Road, Bournemouth, BH4 9NJ 01202 761881	Name of Person(s) undertaking Assessment:	
		Signature(s):	
Line manager/Head Teacher (Name & Title):	Tracy Harris Headteacher	Date of Assessment:	
Signature:		Date communicated to staff:	
How communicated to staff:	By e-mail		

PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
1 Identify significant hazards	2 Who might be harmed and how		3 identify precautionary measures already in place
List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Inadequate Emergency Response	Employees, Agency or Casual Staff Visitors, Contractors, Pupils	Serious injury	School is situated on the outskirts of Bournemouth town centre and the estimated time for an ambulance to arrive on site is within the South West Ambulance target of 7 minutes.

Inadequate provision of first aid	Employees, Pupils, Agency or Casual Staff Visitors, Contractors	Serious injury	• The numbers of first aiders within the school establishment are monitored to ensure adequate provision is retained during the normal working hours of 0800-1700 hours. This includes Breakfast and After School Clubs. • Managers are responsible for ensuring staff working outside these hours have adequate provision. • Managers are responsible for assessing whether the current arrangements within the school are adequate for their staff and the areas of work for which they are responsible and, if not, take action to fulfil any gaps in local arrangements e.g. arrange specialist first aider training. New 'Schools First Aid' has been attended by First Aiders'. • A number of staff have First Aid training. First Aid lists displayed in office, staff room and medical room. A copy is also with first aid, breakfast club and after school club. • Regular specialist training for administration of Auto-Adrenaline Injector for Anaphylaxis. Up to date lists displayed in office, staff room and medical room. A copy is also with first aid, breakfast club and after school club.
Inadequate first aid treatment	Employees, Pupils, Agency or Casual Staff Visitors, Contractors	Serious injury	• All first aiders included on the list for the school have successfully completed a re-qualification course to ensure certificates and knowledge are kept up-to- date.

Unaware of how to summon first aid provision or an ambulance	Employees, Agency or Casual Staff Visitors, Contractors	Serious injury	• Managers are responsible for ensuring any new staff are made aware of first aid arrangements by performing an induction which includes this. Adequate information must also be provided to contractors and visitors for whom managers are responsible. • Managers are responsible for a list of first aiders to be prominently displayed in each work area. Office, staff room and medical room. • Employees' Responsibilities: • In the event of someone being injured, if it is considered serious and that an ambulance is required, you must ring for an ambulance using the procedure laid out below. • Locate the nearest qualified first aider (from hard copy lists on notice boards). If they are unavailable, select the next nearest first aider accordingly. • Give the location and symptoms if known to the first aider. • Keep the casualty warm, comfortable and above all as still as possible. • On arrival, the first aider will take control and issue instructions accordingly. • Ambulance Procedure: • Dial 999 ask for ambulance service, give brief details of type of casualty and ask for the ambulance to attend appropriate entrance. • Ensure reception/office staff are aware advising them that an ambulance has been called to an incident in the school. Arrange for someone to meet the ambulance at the main vehicle gate and escort the ambulance crew to the location of the incident. • Child specific protocols are in place for Anaphylaxis. Copies of this protocol are kept with child's medication in the medical room and office. Should an ambulance need to be called for one of these children with a protocol, very specific information on the protocol is to hand.
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Insufficient first aid supplies	Employees, Agency or Casual Staff Visitors, Contractors	Serious injury	- Managers are responsible for providing first aiders with an appropriately stocked kit to enable them to undertake their role. - The supplies must be suitable to deal with the type of injuries likely to be received within that area. The H&S web site provides advice and guidance on this subject. - First Aiders are responsible for keeping check on the stock levels and expiry dates on supplies within their own kits and for requesting any replenishment via their line manager or local ordering procedure. - First aid kits are to be stocked with the contents of a protection kit as standard e.g. gloves & resuscitator, to reduce the risk of transfer of contaminated bodily fluids. - Spare blue asthma pumps and Epi-pens are in a clearly labelled box in the medical room. - In addition, first aid supplies are available at controlled points within the school establishment e.g. - Offices - Medical Room
Trips, falls & Bumps to the head	Pupils	Minor Injury	- All injured children to see a First Aider. - Children to receive First Aid treatment & Cold Compress as required. ALL children to receive a 'Bump to the Head' phone call from the school office for injuries involving the head & face. - Notes home or phone calls are currently used if child has nose bleed or takes their inhaler at school. - Minor accidents to be recorded on an incident form. - Serious accidents e.g. broken bones, stitches to be recorded on HS1 form (medical centre). Headteacher MUST be informed. - Phone calls to parents/carers as required. - If in doubt, check injuries with Head Teacher or JS Headteacher in her absence. - Parents/Carers to inform school of any medical conditions. - Parents/Carers to inform school of up-to-date emergency contact details. - Injured children are not to be left unsupervised.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in

..... (Name of team/school)

Signed: Name: Risk Assessor.

If the control measures described are not in operation and further action is required or there are further local significant hazards please record these here, transfer any actions required to the Action Plan at Part C below and sign off below. Do not sign off above if further actions are required.

PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
Further significant hazards	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)

I certify that the assessment for the task/activity above covers all the significant hazards applicable (name of Team/School).

Signed:
(Line Manager/Headteacher

Name: