First Aid Policy

Approved by: SLT	**Date:** 02/12/2025
Last reviewed on: November 2026	
Next review due by: November 2027	

Aims

The aims of the SHS First Aid Policy is 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; and provide a framework for responding to an incident and recording and reporting the outcomes. This policy is further to Shaftesbury High School's medical policy.

Harrow Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.
The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

Roles and responsibilities

SHS will provide a sufficient number of suitably trained first aiders to care for staff, students and visitors.

The expectations of appointed persons and first aiders are set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

Appointed person(s) and first aiders

SHS has a team of **Lead First Aiders.** The **Lead First Aiders** are known to staff.

The SHS **Lead First Aider**s are responsible for:

- 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.
- Sending pupils home to recover, where necessary
- Keeping records up to date (see below for procedures)
- Writing and keeping healthcare plans up to date
- Liaising with families regarding accidents, injuries and medical needs and medications
- Maintaining up to date prescribed medications for individual students
- Liaising with the school nursing team where appropriate for training support and links with health for individual students
- Keeping tutor teams up to date with any changes to medical needs, care plan and/or accidents, injuries and illnesses.
- Keeping medical devices and equipment up to date and in good working order such as defibrillators.

The SHS **First Aider**s are responsible for:

- Taking charge when someone is injured, has self-harmed, or becomes ill
- Keeping records up to date (see below for procedures)
- Liaising with families regarding accidents, injuries and medical needs and medications
- Communicating with tutor teams about any accidents, injuries or illnesses

SHS is committed to providing first aid training to staff. First aid training is offered annually to staff as part of CPD to keep a sufficient number of suitably trained first aiders within the school. This will include refresher training for staff renewing their certificates and new first aid qualifications for staff. Staff with up to date first aid certificates will be offered short refreshers termly on different topics to keep knowledge up to date.

SHS first aiders 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
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 1)

- Keeping their contact details up to date (for offsite trips)
- Informing lead first aiders of any accidents/injuries to either staff, students or visitors
- The SHS first aiders will have their names displayed in prominent locations around the school.

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, 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, contact with parents will be made immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. See record keeping and reporting for more information
- Where possible and appropriate, students will be encouraged to take care of their own injuries with the supervision of a first aider. An example of this is, using an antiseptic wipe to clean a cut or holding a cold pack on an injury. This will be assessed for each individual student and support given to those that are not physically able or cannot due to the injury sustained.
- Any concerns that students share with regards to their bodies or any body part that are not the result of an accident or incident at school will be shared via myconcern to our safeguarding leads and a phone call with parents/carers will take place.

Notifying parents

- The First Aider will inform parents of any accident or injury (including self-harm) sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.
- Tutor teams need to be made aware of any communication with families/carers
- The types of injury will require different methods of communication (please see reporting below)
- Any safeguarding concerns are to be reported to the safeguarding leads either through MyConcern or if deemed necessary in an emergency through face to face reporting

Infectious disease and Coronavirus

If there is a concern that a student has an infectious disease (e.g. chicken pox):
The student should be isolated in a ventilated area. One first aider (two if necessary) should accompany the student, wearing the appropriate PPE as needed.

- Parents/carers to be contacted and asked to collect the child to be taken and seen by a medical professional for confirmation.
- Once there has been confirmation of an infectious disease, Public Health's guidance on exclusion will be followed by the school.
- If an infectious disease is confirmed, staff will be informed and the Headteacher, with the lead first aiders will support staff that may be at risk (eg: due to pregnancy or being immunocompromised). Families will be informed that there has been an infectious disease. This may be isolated to the class the student is in depending on the nature of the infectious disease, the attendance of the student affected and advice from Public Health.

Off-site procedures

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

- All staff have mobile phones and numbers left in School Office
- A portable first aid kit
- Information about the specific medical needs of pupils including but not limited to individual care plans
- Parents' contact details
- The lead teacher on the trip will have the emergency contact list of staff within the school

Risk assessments will be completed by the teacher in charge prior to any educational visit that necessitates taking pupils off school premises. The EVC will oversee and approve off site visits before they take place including staffing arrangements.

There will always be at least 1 first aider on school trips and visits. The first aiders are responsible for carrying the first aid kit and any medications but this will be overseen by the lead teacher as part of the risk assessment process.

Each minibus has its own first aid kit on board. This kit needs to stay on board.

Should an accident/injury occur on an educational visit, the first aider will follow the protocol of the school for treating accidents/injuries. If it is deemed that the student requires emergency treatment, contact will be made with the school and parents/guardians whilst the first aider calls 999.

The first aider will stay with the student and travel with them to hospital unless parents/guardians can arrive to go with them. The teacher in charge of the visit will be responsible for contact with senior leads at Shaftesbury and arrangements for continued supervision for remaining students.

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. Please see SHS medical policy for arrangements for individual medications.

First aid kits are stored in school:

- The medical room
- The school kitchens
- The science room
- The DT room
- The sports hall

Keeping and reporting

First aid and accident record book:

- 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. This is located in the medical room.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form (appendix 2).
- Tutor teams will be made aware of accidents or injuries
- Parents will be informed of any accident or injury through SHS's communication methods which includes but is not limited to school diary, dojo message, text message, letter home or phone call
- Depending on the type of injury, a phone call home rather than a message via other SHS communication methods may be required. This includes but is not limited to bumped heads or other head injuries. The student's other medical needs may also inform the requirement for a phone call home.
- Any injuries/accidents that are of a safeguarding concern are reported on 'My Concern' and communicated to safeguarding leads
- Injuries/accidents to staff or visitors will be recorded in the yellow accident book
- Any accident/injury that requires the person affected, whilst on site or out on a trip, to have further treatment by doctor/ambulance/hospital must be reported to Harrow Council on their online reporting system by reporting an incident at https://app.uk.sheassure.net/harrow/p/portal. Any staff or visitor who received further treatment by doctor/ambulance/hospital must have this reported on this platform also. Any injuries to any person that involves further investigation due to health and safety must be reported also.
- See below for reporting to HSE/Ofsted
- 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 Lead First Aid Team overseen by a member of SLT in charge (currently Assistant Head of Key Stage 3), 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 Lead First Aid Team overseen by a member of SLT in charge, 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 scalding 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

Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Safeguarding Lead will also notify Social Services of any serious accident or injury to, or the death of, a pupil while in the school's care.

All external media communication is via the Headteacher.

Monitoring arrangements

This policy will be reviewed by the Health and Safety team every three years.

At every review, the policy will be approved by the Headteacher and the governing board

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)

SHS 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 person is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

Links with other policies

This first aid policy is linked to the

- Health and Safety Policy
- Medical Policy
- Risk Assessment Policy

- Educational Visits Policy
- Code of Conduct
- Safeguarding
- Allergy policy

External Legislation and guidance

This policy is based on advice from the Department for Education on first aid in schools, health and safety in schools and actions for schools during the coronavirus outbreak, 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 School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

Appendix 1: accident report form

Date	Time of Injury	Name and Class	Reason	Actions	First Aider Name
			Presentation (What is wrong/What happened?): What action was taken to treat?	☐ Injury recorded ☐ Parents contacted by phone ☐ Parents contacted via Dojo ☐ Student sent home ☐ Medical advice sought (111 or ambulance ☐ Esure record made for L.A	