

Hadrian Learning Trust

First Aid Policy

Reviewed: September 2023

1. Overview

This first aid policy is linked to the:

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

2. Legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and 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

3. Roles and responsibilities

Hadrian Learning Trust (HLT) will ensure there are a sufficient number of suitably trained first aiders to care for employees in case they are injured at work and care for pupils/students and visitors whilst within the Trusts care at school or on school trip.

3.1 Appointed person(s) and first aiders

The school has an appointed lead first aider and a number of first aiders who provide support to the lead first aider as required. The lead first aider is 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 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/students home to recover, where necessary
- Keeping an up-to-date record of all first aid incidents

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

3.2 The Trust Board

The Trust Board have ultimate responsibility for health and safety matters across the Trust and delegate responsibility for policy and procedures to the Executive Headteacher. The Trust Board monitor the undertaking of this responsibility via the Safeguarding Group.

3.3 The Executive Headteacher

The Executive Headteacher is responsible for the implementation of this policy. Operational matters and day-to-day tasks are delegated to the Business Manager, the Lead First Aider and the Assistant Headteachers for Standards and Support as Medication Controllers. These cover:

- 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/students
- 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
- 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.
- If emergency services are called, a member of staff will contact parents immediately. This will be coordinated by the Office Manager.
- The member of staff reports the accident 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/students 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/students
- Parents' contact details

When transporting pupils/students using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box.

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils/students off school premises.

There will typically be a first aider on all trips and visits from school. The exceptions may be on a local trip or to a venue with a qualified first aider where travel is minimum. Authority for a trip to go without a first aider is given by the Executive Headteacher only.

5. First aid equipment

The Lead First Aider is responsible for ensuring first aid boxes are kept fully stocked and items. First aid kits are stored in:

- The first aid room
- Science department
- Design and technology classrooms
- The school kitchens
- School vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

All incidents requiring first aid will be recorded in the First Aid log by the first aider.

Accident forms will be completed by a member of staff as soon as possible after an incident or near miss. Accident forms are reviewed and recorded by the Business Manager. The Business Manager is responsible for reporting to the HSE as required and in line with the Trusts health and safety [policy](#) and HSE [regulations](#).

7. Training

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.

8. Monitoring arrangements

This policy will be reviewed by the Safeguarding Group each year.

Appendix 1: list of qualified first aiders

STAFF MEMBER'S NAME	SCHOOL	QUALIFICATION
Carol Metcalfe (Lead First Aider)	QEHS/HMS	First Aider
Juliette Harle	QEHS/HMS	First Aider
Ruby Westlake	QEHS/HMS	First Aider
Vicki Bell	QEHS/HMS	First Aider
Jen Scobie	QEHS/HMS	First Aider
Wendy Spalding	QEHS/HMS	First Aider
Dawn Brotherton	QEHS/HMS	First Aider

STAFF MEMBER'S NAME	SCHOOL	QUALIFICATION
Gemma Brook	QEHS/HMS	First Aider
Geoff Cant	QEHS/HMS	First Aider
Jonathan Dodds	QEHS/HMS	First Aider
Philippa Thompson	QEHS/HMS	First Aider
Emma Forsyth	QEHS/HMS	First Aider
Joanne Robinson	QEHS/HMS	First Aider
Lucy Dryden	QEHS	First Aider
Carole Brown	QEHS	First Aider
Alex Drummond	HMS	First Aider
Lizzie Kingett	HMS	First Aider
Tom Jesper	QEHS	First Aider
Michael Bourne	QEHS	One Day Emergency
Emerson Brown	QEHS	One Day Emergency
Paul Gaines	QEHS/HMS	One Day Emergency
Yasmin Hopper	QEHS	One Day Emergency
Graeme Armstrong	QEHS	One Day Emergency
James Cameron	QEHS/HMS	One Day Emergency
Jill Cleland	QEHS	One Day Emergency
Paul Main	QEHS	One Day Emergency
Caroline Campbell	QEHS	One Day Emergency