ST JAMES

Senior Boys' School

First Aid Policy

2026-2027

Version Control

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Date of last review of this policy	August 2026
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Policy owner (SMT)	Deputy Head
Policy owner (Proprietor)	Governor

Signed: Dominic Prendergast Date: 01/09/2026

Authorised by the Chair of Governors, Ashford

Aims

To ensure that the pupils and adults have access to immediate and necessary First Aid provision as necessary.

- To ensure that staff are trained in First Aid and any available updates are undertaken.
- To ensure that First Aid kits and equipment are easily accessible and identified by all.

To ensure that all staff are aware of their responsibilities in maintaining health and safety around the school and when taking pupils off-site for external trips/sporting events. Staff are required:

- To report any incidents to the appropriate member of staff and provide appropriate records and reports.
- To prioritise the safety of the pupils and adult(s) receiving First Aid as well as the person administering the First Aid.

So that any incident/accident is dealt with immediately and appropriately the following documentation and assessment of the situation is provided:

- A framework for responding to an incident and ensuring that the appropriate documentation is available for record keeping and monitoring.

Legislation and guidance

This First Aid Policy is based on the advice from the Department for Education on First Aid in schools and health and safety in schools, together with the following:

- The Health and Safety (First Aid) Regulations 1981 – 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 – require employers to make an assessment of the risks to the health and safety of the employees.
- The Management of Health and Safety at Work Regulations 1999 – 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 – 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 – sets out rules on the retention of accident records.
- The School Premises (England) Regulations 2012 – require that suitable space is provided to cater for the medical and therapy needs of pupils.

Roles and Responsibilities

The school has 37 First Aiders who are qualified to assess an incident and provide immediate and appropriate treatment as necessary.

All First Aid qualifications are renewed every 3 years.

The First Aiders responsibilities include:

- Taking charge when someone is injured or ill.
- Ensuring that they are aware of where the First Aid kits are situated and informing the Medical Officer if it needs to be restocked.
- Ensuring that the Medical Officer and/or ambulance is summoned as necessary. ▫ Providing appropriate and accurate documentation of the incident.

The names of the qualified First Aiders are situated around the school in all of the buildings and classrooms, accessible to all.

The role of the Medical Officer:

- To provide clinical assessment, treatment and advice in relation to their knowledge, skills and practice within the guidelines of the Nursing and Midwifery Council. The Nurse must revalidate their Nursing Registration every three years to maintain their practice.
- To ensure that all pupils with healthcare needs and/or medical needs have a Personal Healthcare Plan (written and signed by their parents/consultant, as appropriate). To ensure that the healthcare plans are accessible to the relevant staff, and especially First Aiders. (HCPs kept with medication in the Emergency Cupboard or in the HCP folder in the medical room).
- To provide support and advice to all First Aiders.
- To maintain the appropriate supplies with the First Aid kits.

The Governing Board

The Governing Board has ultimate responsibility for health and safety matters in the school, delegating operational matters and day-to-day tasks to the Head.

The Head

The Head is responsible for the implementation of this policy, including:

- Ensuring that there is an appropriate number of qualified First Aiders, that their training is up-to-date and the First Aider is competent for the role.
- Ensuring all staff are aware of First Aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are in place.
- Ensuring that adequate space is available for the medical needs of the pupils.
- Reporting specified incidents to HSE when necessary.

School Staff

School staff are responsible for:

- Ensuring they follow First Aid procedures.
- Ensuring that they know who the school First Aiders are and how to contact them.
- Completing accident/incident forms as soon as possible (within 48 hours of the incident).

First Aid Procedures

In school

- A minimum of one First Aider must be present at all times when pupils are on-site.
- The closest member of staff will assess the seriousness of the injury and seek the assistance of the Medical Officer/qualified First Aider.
- The Medical Officer/First Aider will assess the injury, act accordingly and decide if further assistance is required (another colleague/parents/emergency services).
- If the Medical Officer/First Aider assesses the pupil to be too unwell to remain at school, the parents should be notified and requested to collect the student. Further information should be given to the parents verbally and in writing if applicable.
- If emergency services are called, a member of staff will contact the parents immediately.
- An accident/incident form should be completed by the member of staff who witnessed the incident within 48 hours.

Off site

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

- A member of staff who is a qualified First Aider
- A school mobile phone
- An appropriate First Aid kit
- Information about the specific medical needs of pupils ▫ Parents contact details

Risk assessments will be completed prior to the off-site visit. These are checked by a member of the Health and Safety Team for approval.

There will always be at least one First Aider on any off-site visit, dependent on the number of pupils attending.

First Aid Equipment

A typical First Aid kit should include:

- A leaflet with general First Aid advice
- A selection of different size bandages
- Eye pad bandages
- Triangular bandages

- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of various sizes
- Scissors
- Cold compresses
- Burns dressings

NO MEDICATION IS TO BE KEPT IN A FIRST AID KIT

Full Personal Protective Equipment (PPE) must be available and is required if there is a risk of cross-contamination. (This includes Covid-19 and any other risk of infection). All staff should be aware of how to access PPE and how to wear it appropriately.

Hand sanitizer should be available if appropriate hand washing is not accessible.

Body Fluid Spillage kits should be easily accessible and used as necessary by a member of staff or First Aider that is appropriately trained.

Record-keeping and reporting

All accidents/incidents should be documented within 48 hours. The accident/incident form is situated on IISAMS. This should be passed onto the Medical OfficerMedical Officerwho will discuss it with the Health and Safety Team.

All accident/incident forms 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 Medical OfficerMedical Officerwill 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 Deputy Head/Bursar 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 include:
- Fractures, other than to fingers/thumbs/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/scalds
- 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 events, e.g. the collapse or failure of load-bearing parts of lifts/lifting equipment; the accidental release of a biological agent likely to cause severe human illness; the accidental release/escape of any substance that may cause a serious injury or damage to health; an electrical short circuit/overload causing a fire/explosion.

Information on how to make a RIDDOR report http://www.hse.gov.uk/riddor/report.htm

Notifying Parents

The Medical Officer/First Aider who has attended to the pupil will inform the parents of any accident or injury sustained to the pupil, and any First Aid provided, on the same day.

Monitoring and Review

The implementation of this policy will be monitored by the Senior Management Team every year.