

## First Aid Policy

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| Committee   | Resources      |
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## 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students 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 advice from the Department for Education on [first aid in schools](#) and [health and safety 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of students.

## 3. Roles and responsibilities

### 3.1 First aiders

The school's appointed First Aiders are listed in Appendix 1. They 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.
- 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.
- Sending students home to recover, where necessary.
- Ensuring that SIMS has been updated with the details of the first aid incident on the same day.

### **3.2 The local authority and governing body**

Lewisham Local Authority 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 body 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 Aiders 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.
- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of students.
- Reporting specified incidents to the HSE when necessary.

### **3.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- 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 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 student is too unwell to remain in school, they will contact the pastoral team who will decide whether a student can go home. If this is the case parents will be contacted and asked to collect their child.
- If emergency services are called, the First Aider will contact parents 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.

#### 4.2 Off-site procedures

When taking 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 students.
- Parents' contact details.

Risk assessments will be completed by the Trip Organiser prior to any educational visit that necessitates taking students off school premises.

### 5. 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.

First aid kits are stored in:

- The medical room.
- Reception (at the desk).
- All science labs.
- All design and technology classrooms.
- The school kitchens

## 6. Record-keeping and reporting

### 6.1 First aid and accident recording

- The first aider or the key stage administrator will record the incident on SIMS or as soon as possible after an incident resulting in an injury.
- Records held on SIMS 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.
- In certain circumstances, reports must also be made to Lewisham Local Authority.

### 6.2 Reporting to the HSE

The Operations 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 Operations Manager 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 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 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](#)

## 7. 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 this is valid until (see appendix 3).

Staff must renew their training if they are to continue fulfilling their additional responsibilities as a first aider at Deptford Green school once their certificate expires.

## 8. Monitoring arrangements

This policy will be reviewed by the Head of HR and Administration every year.

At every review, the policy will be approved by the Staffing and Resources Committee.

## 9. Appendix 1: list of First Aiders

| <b>Staff member's name</b> | <b>Role</b>            | <b>Contact details</b>  |
|----------------------------|------------------------|-------------------------|
| Solomon St Luce            | AV Technician          | EX 117 & Radio on Rota  |
| Gurvinder Chana            | DT Technician          | Radio on Rota           |
| Emmanuel Sheer             | Administrative Officer | EX 111 & Radio on Rota  |
| Power, Rebecca             | Administrative Officer | EX 121& Radio on Rota   |
| Vanessa Spencer            | Administrative Officer | Ext 154                 |
| Josh Stamp                 | Head of Humanities     | Duke of Edinburgh Trips |

## 10. Appendix 2: first aid training log

| <b>Name/type of training</b>                        | <b>Staff who attended (individual staff members or groups)</b> | <b>Date attended</b>          | <b>Date for training to be updated (where applicable)</b> |
|---|--|-------------------------------|---|
| <i>Emergency First Aid at Work<br/>2 Day Course</i> | Solomon St Luce  | 23 November 2022              | 22 November 2025  |
| <i>Emergency First Aid at Work<br/>2 Day Course</i> | Gurvinder Chana  | 23 October 2022               | 22 October 2025   |
| <i>Emergency First Aid at Work<br/>2 Day Course</i> | Emmanuel Sheer   | 5 <sup>th</sup> July 2024     | 5 <sup>th</sup> July 2027                                 |
| <i>Emergency First Aid at Work<br/>2 Day Course</i> | Rebecca Power  | 31 <sup>st</sup> July 2024    | 31 <sup>st</sup> July 2027                                |
| <i>Emergency First Aid at Work<br/>2 Day Course</i> | Vanessa Spencer  | 6 <sup>th</sup> December 2024 | 6 <sup>th</sup> December 2027                             |
| <i>Emergency First Aid at Work<br/>2 Day Course</i> | Joshua Stamp   | 22 <sup>nd</sup> July 2024    | 22 <sup>nd</sup> July 2027                                |

## 11. Appendix 3: First Aid additional responsibilities

### **Additional Responsibility – First Aider**

#### **Responsible to: Head of HR and Administration**

The role of the first aider is to take charge when someone is injured or becomes ill by:

- Assessing someone who is injured or ill, assessing whether they need first aid and administering it if necessary.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Attending to minor medical needs of students, such as administering plasters, bandages etc as required and looking after students who feel ill.
- Administering prescription drugs if necessary.
- Informing pastoral teams and SLT in the event of more serious incidents of first aid.
- Liaising with pastoral teams/attendance teams/SLT if a student needs to be sent home to recover.
- Informing parents of any accident or injury sustained by a student and any first aid treatment given as soon as the incident has occurred.
- Ensuring that all first aid incidents are logged on the school's software.
- Checking SIMS/asking an administrator to check SIMS when assessing a first aid case to check whether the student has any relevant health issues/medical plan.
- Ensuring that any first aid products which need to be ordered are reported to the admin team.
- Communicating any key messages to the rest of the first aid team and admin team.
- Attending training as required.
- Attending first aid meetings as required.