First Aid Policy

North Halifax Grammar School

Approved by:	Assistant Headteacher
This policy was considered by the Governance Board on:	Autumn Term 2026
To be reviewed on an annual basis. Next review:	Autumn Term 2027
Policy Owner:	School Welfare Officer

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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 (DfE) 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
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of students
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of students

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person and first aider is The School Welfare Officer. They are responsible for:

- Taking charge when someone is injured or becomes ill or injured
- 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 students home to recover, where necessary and liaising with parents
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date with staff and on the website

3.2 The local authority and governance board

Calderdale 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 governance board

The governance board 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 students
  Reviewing the first aid needs and arrangements annually
- 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 and/or appointed person(s) in school are
- Completing accident reports for all incidents they attend to where a [first aider/appointed person] 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, 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 student is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the school welfare officer will contact parents/carers immediately Members of staff may accompany the student should it be necessary
- The nearest hospital is; Calderdale Royal Hospital 01422 357171
- The School welfare officer 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/carers' contact details

When transporting students 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:

Risk assessments will be completed by the trip leader of the educational visit that necessitates taking students off school.

5. First aid equipment

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

- A leaflet giving general advice on first aid
- individually wrapped sterile adhesive dressings (assorted sizes)
- sterile eye pads
- individually wrapped triangular bandages (preferably sterile)
- safety pins
- medium-sized individually wrapped sterile unmedicated wound dressings
- large sterile individually wrapped unmedicated wound dressings
- pairs of disposable gloves No medication is kept in first aid kits.

5.1 First aid Boxes in School

- See Appendix B
- Defibrillators
- There are 3 Defibrillators situated in the building and 1 portable one available for trips. These are situated in
- -1 Reception area of the main school building
- -1 Reception area of the Sports Hall.
- -1 Welfare Room

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the School welfare officer or first aider 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
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years

6.2 Equal opportunities

The School will take care with the first aid provision for its disabled and/or pregnant staff and disabled students. Appropriate risk assessments will be done by the person in charge of first aid, and suitable provision will be made in liaison with the Headteacher.

6.3 Mental Health

DFE guidance suggests schools may decide that its beneficial to have a trained mental health lead.

The Designated Safeguarding lead is the Senior Mental Health lead and provision for students is managed by the School Well-being Manager

6.4 Reporting to the HSE

The School Welfare Officer will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Welfare Officer will report these to the HSE as soon as is reasonably practical and 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.

6.5 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 School Welfare Officer] 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

6.6 Students 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

6.4 Notifying parents/carers

The School Welfare officer will inform parents/carers of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents/carers 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 expires. 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 School Welfare Officer every 2 years. At every review, the policy will be reviewed by the Head Teacher and governing body

9. Links with other policies

This first aid policy is linked to the?

- Policy on supporting students with medical conditions and the administration of medicines

Appendix 1 – List of First Aiders

ASSOCIATE STAFF First aid at work - 3 day
Mrs Lamb
Mr Barakas
Emergency First Aid at Work
Mr Downing
Mrs Best
Mrs Beal
Miss Crossley
Ms Greier
Mr Wrathall
Ms Boardman
Mrs Pare
Mrs Hadcroft
Mrs Williamson
Mrs Manley
TEACHING STAFF First Aid at Work -3days
Mr Fountain
Mr McWilliams
Emergency First Aid at Work
Mrs Ablewhite
Dr Ashley
Mrs Jonas
Mr Doyle
Mr Hore
Ms Keeler
Mr Marston
Mrs Pegg
Mrs Davis
Mr Heaton
Mrs Baker-Casey
Mr Webb
Mrs Beech
Mr Wahid
Mrs Lydon
Dr Dickinson
Miss Lightfoot
Mrs Fuller
Mr Cresswell
Miss Wright
Mrs Taylor

Appendix 2 – First Aid Box Contents

Contents of the first aid boxes:

- antiseptic wipes, foil packed
- conforming disposable bandage (not less than 7.5cm wide)
- triangular bandages
- 1 packet of assorted adhesive dressings
- large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- sterile eye pads, with attachments
- assorted safety pins
- A pair of rustproof blunt-ended scissors

Appendix 3 – Location of First Aid Kits

First aid kits are stored in:

- The Medical Room
- Reception (at the desk)
- The Old Gym
- The Sports Hall
- The Sixth Form block
- The School Office
- The Premises office
- The cleaner's office
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles
- A Public Access Trauma PAcT kit at reception