



# Hambling View

## First Aid Policy

**Ratified by Chair of Govs.**

**Signed by**

A handwritten signature in blue ink, appearing to read 'Guy Morgan', is positioned above the 'Signed by' text.

**Date 22<sup>nd</sup> January 2026**

Date

26.11.2025

Review Date

26.11.2026

### **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 regard to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

**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 the following legislation:**

<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

- The Health and Safety (First Aid) Regulations, 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 assess 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 Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of Students This policy complies with our funding agreement and articles of association.

### **Roles and responsibilities**

**Our school's first aiders will be displayed prominently in school. The school 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 (Shelley Ashwood)
- Ensuring that an ambulance or other professional medical help is summoned when appropriate (Shelley Ashwood)

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
- Contacting the Reception if the student needs to be sent home.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (the person who first came across the incident – overseen by Shelley Ashwood)
- Keeping their contact details up to date. It is emphasised that the qualified First Aiders are NOT trained doctors or nurses.

**Current Trained First Aider:** Shelley Ashwood

**Other staff with First Aid qualifications are:**

Molly Baker, Daniel Mullins, Louise Perryman, Julie Russell, Michelle Floyd

**Other staff who have completed basic first aid training are:**

Beth Rowlinson, Alex Owen, Luke Greenwood

### **The Governing Board**

The Governing Board has ultimate responsibility for health and safety matters in the school but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

### **The Headteacher**

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

- Ensuring that an appropriate number of appointed persons and/or 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 (see Staff handbook).
- 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.
- Reporting specified incidents to the HSE when necessary.

**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 is not called.
- Informing the headteacher or their manager of any specific health conditions or first aid needs.

### **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, the receptionist 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.

### **Off-site procedures**

**When taking Students off the school premises, staff will ensure they always have:**

- 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.

### **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:

- Reception (at the desk)
- School vehicles

### **Record-keeping and reporting**

#### **First aid and accident record book**

An accident form will be completed by the 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, including all of the information included in the accident form at appendix 2

A copy of the accident report form will also be added to the pupil's educational record by the allocated member of staff within school.

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**

Shelley Ashwood 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). Shelley Ashwood will report these to the Proprietor; The Chair of the Governing Board and 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 (Stallard Kane, the H&S provider for ALP will do this on our behalf): How to make a RIDDOR report, HSE  
<http://www.hse.gov.uk/riddor/report.htm>

The Headteacher will provide an update on accidents as part of their report to the Governing Body.

## **Training**

All school staff are encouraged to undertake First Aid 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 (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid. The staff member should contact the Headteacher two months before the end of the certificate expiration if they have not already been contacted by the Headteachers PA.

### **Monitoring arrangements**

This policy will be reviewed by the Headteacher every year.

### **Links with other policies**

#### **This first aid policy is linked to:**

- Health and safety policy
- Risk assessment policy
- Medication Policy (Diabetes, Anaphylaxis, Asthma & Epilepsy)