

# First Aid Policy

Roselyn House School

2026 – 2027



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| <b>Approved by:</b>        | Rachel Smith | <b>Date:</b> 13/07/2026 |
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### **1. Aims**

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils 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
- The 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 pupils
- First aid incidents involving injuries, unexplained marks, repeated accidents or concerns regarding a pupil's welfare will be reported in accordance with the school's Safeguarding and Child Protection Policy and Keeping Children Safe in Education (KCSIE) 2026.

### **3. Roles and responsibilities**

#### **3.1 Appointed persons and first aiders**

All staff employed by Roselyn House School are appointed persons. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Making sure that 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 pupils home to recover, where necessary
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident (available from Admin Office at both sites)
- Keeping their contact details up to date

All staff at Roselyn House School are appointed persons.

#### **3.2 The Headteacher**

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

- Making sure that an appropriate number of appointed persons are present in the school at all times
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place

- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

### 3.3 Staff

School staff are responsible for:

- Making sure they follow first aid procedures
- Completing accident reports
- Informing the Headteacher or Year Lead 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
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- Following any head injury, parents/carers will be informed on the same day. Where there is loss of consciousness, repeated vomiting, confusion, seizure activity or concern about concussion, emergency medical assistance will be sought immediately
- If the first aider judges that a pupil is too unwell to remain in school, the Year Lead will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, the Year Lead will contact parents/carers immediately
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

### 4.2 Off-site procedures

When taking pupils off the school premises, staff will make sure that they always have the following:

A school mobile phone

A portable first aid kit including, at minimum:

The following are based on the HSE's recommendation for a minimum travelling first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents/carers' contact details

When transporting pupils 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:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the group lead prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

There will always be at least 1 first aider on school trips and visits.

## **5. Mental Health Emergency**

Staff should seek immediate assistance where a pupil presents with a mental health crisis, self-harm injury, overdose, ligature incident or other situation placing them at immediate risk.

## **6.Restrictive Physical Intervention**

Any injury arising during the use of restrictive physical intervention will be recorded and reviewed in accordance with the school's Physical Intervention and Behaviour Policies.

## **7.First aid equipment**

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

The following is based on the HSE's recommendation for a minimum first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- Admin Office (both sites)
- Kitchen (both sites)
- All School vehicles
- Medical Rooms (both sites)

See section 4.2 for first aid equipment off the school site.

The school maintains an Automated External Defibrillator (AED). Its location is clearly identified and staff receive awareness training regarding its use. These are located as follows:-

KS3/4 site – Admin Office

KS5 site – Admin Office

## **8. Record-keeping and reporting**

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

An accident form will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury

As much detail as possible will be supplied when reporting an accident, including all of the information included in the accident.

For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the Admin Office

Accident records relating to pupils may be retained in accordance with the school's Information and Records Management policy and data retention schedule.

## 8.2 CPOMS

Where an injury raises safeguarding concerns, a CPOMS record will also be completed and reviewed by the Designated Safeguarding Lead.

## 8.3 Reporting to the HSE

The Senior Business Manager 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 Senior Business Manager will report these to the HSE as soon as is reasonably practicable and in 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.

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 Senior Business Manager 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

Pupils 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>

## **9. Training**

All school staff will undertake first aid training as part of their induction process.

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. The following qualifications are undertaken

- Emergency First Aid at Work (EFAW)
- Paediatric First Aid
- AED
- Anaphylaxis training
- Epilepsy awareness

## **10. Monitoring arrangements**

This policy will be monitored by Senior Business Manager and reviewed annually. At every review, the policy will be approved by the Headteacher

The first aid provision will be reviewed by the Senior Business Manager at least annually.

## **11. Links with other policies**

This first aid policy is linked to the following policies:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Physical Intervention Policy
- Educational Visits Policy
- Supporting Pupils with Medical Conditions Policy
- Emergency Evacuation Procedures
- Intimate Care Policy (if applicable)