

First Aid Policy

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Approval Body:	Finance & Audit Committee
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Version:	V2

Version	Date	Updates
V2	September 2025	Changes highlighted in yellow – new electronic accident/incident/near miss reporting procedure.

Associated Policies

- Health and Safety Policy
- Medical Needs Policy
- Allergy and Intolerance Policy and Procedures

1.	Policy Statement
1.1	This policy has been updated in line with statutory guidance as detailed below.
2.	Aims
2.1	<p>The aims of our first aid policy are to:</p> <ul style="list-style-type: none"> • 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
3.	Legislation and guidance
3.1	<p>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:</p> <ul style="list-style-type: none"> • 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 Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils. • This policy complies with our funding agreement and articles of association.
4.	Roles and Responsibilities
4.1	<p>First aiders, emergency first aiders and appointed person(s)</p> <p>The Health and Safety Manager is the lead first aider. The lead first aider along with all first aid staff, are responsible for:</p> <ul style="list-style-type: none"> • 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. <p>First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:</p> <ul style="list-style-type: none"> • 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, or as soon as is reasonably practicable, after an incident (NSG Accident/Incident/Near Miss Report document). Minor student accidents are reported separately in the First Aid Team Drive. • Keeping their contact details up to date. <p>Our school's first aiders and emergency first aiders are listed in appendix A. Their names will also be displayed prominently around the school.</p>

4.2	<p>The Governing Board</p> <p>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.</p>
4.3	<p>The Headteacher</p> <p>The Headteacher is responsible for the implementation of this policy, including:</p> <ul style="list-style-type: none"> • 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 pupils. • Reporting specified incidents to the HSE when necessary (see section 6).
4.4	<p>Staff</p> <p>School staff are responsible for:</p> <ul style="list-style-type: none"> • Ensuring they follow first aid procedures. • Ensuring they know who the first aiders in school are. • Completing accident reports (see appendix B) for all incidents they attend to where a first aider is not called. Minor student accidents are reported separately in the First Aid Team Drive. <p>Informing the headteacher or their manager of any specific health conditions or first aid needs.</p>
5.	First Aid procedures
5.1	<p>In-school procedures</p> <p>In the event of an accident resulting in injury:</p> <ul style="list-style-type: none"> • 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 lead first aider, a member of student services or appropriate member of staff 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. Student accidents are recorded on the Google drive on the electronic recording sheet. • Staff accidents will be recorded using the form at appendix B. A copy is held in the policy drive in the Health and Safety Folder.
5.2	Off-site procedures

	<p>When taking pupils off the school premises, staff will ensure they always have the following:</p> <ul style="list-style-type: none"> • A school mobile phone. • A portable first aid kit. • Information about the specific medical needs of pupils. • Parents' contact details. <p>Risk assessments will be completed prior to any educational visit that necessitates taking pupils off school premises.</p> <p>There will always be at least one first aider on school trips and visits. When a student with diabetes is attending a school trip, there will always be a member of staff accompanying the trip who has received annual training from an NHS Hospital Diabetes Team.</p>
6.	First Aid Equipment
6.1	<p>First aid kits at NSG will include the following:</p> <ul style="list-style-type: none"> • 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. <p>First aid kits are stored in all areas of the school and are easily accessible and identifiable to all staff.</p>
6.2	<p><u>First Aid kits for school trips</u> must contain as a minimum:</p> <ul style="list-style-type: none"> • 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. <p>Inhalers are also held in Student Services and are available for staff to take on school trips.</p>
6.3	<p>There are 4 x defibrillators held at NSG, they are stored:</p> <ul style="list-style-type: none"> • Sports Centre • Elm 3 Student Services • Spinney Hill Theatre • School Reception •
7.	Record keeping and reporting
7.1	First aid and accident record book

	<ul style="list-style-type: none"> The electronic student accident record and/or 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. This is located in the First Aid Team Drive. As much detail as possible should be supplied when reporting an accident, including all of the information included in the NSG Accident/Incident/Near Miss Report. Minor student accidents are reported separately in the First Aid Team Drive. 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.
7.2	<p>Reporting to the HSE</p> <p>The Health and Safety 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). It will also be recorded with the schools Health and Safety adviser.</p> <p>The Health and Safety 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.</p> <p>Full details of reportable injuries, diseases or dangerous occurrences for schools can be found at HSE - Incident reporting in schools (accidents, diseases and dangerous occurrences), but may include:</p> <ul style="list-style-type: none"> Death. Specified injuries, which are: <ul style="list-style-type: none"> o Fractures, other than to fingers, thumbs and toes. o Amputations. o Any injury likely to lead to permanent loss of sight or reduction in sight. o Any crush injury to the head or torso causing damage to the brain or internal organs. o Serious burns (including scalding). o Any scalping requiring hospital treatment. o Any loss of consciousness caused by head injury or asphyxia. o 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 in certain circumstances. 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: <ul style="list-style-type: none"> o The collapse or failure of load-bearing parts of lifts and lifting equipment. o The accidental release of a biological agent likely to cause severe human illness. o The accidental release or escape of any substance that may cause a serious injury or damage to health. o An electrical short circuit or overload causing a fire or explosion. <p>Information on how to make a RIDDOR report is available here: How to make a RIDDOR report, HSE</p>
8.	Training
8.1	All school staff are able to undertake first aid training if they would like to and where reasonably practicable.
8.2	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.
8.3	Staff are encouraged to renew their first aid training when it is no longer valid.
9.	Policy Review

9.1	This policy will be monitored as part of the Academy's annual internal review and reviewed on a three year cycle or as required by legislature changes.
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APPENDIX A

First Aiders	Department	Extension
Lisa Charles	Elm Student Services	344
Julia Bradshaw	Oak	397
Karen Bright	H&S	362
Steph Ferris	SEND	357
Kate Morgan	SEND	357
Claire Odell	Performing Arts	346 / 371
Wendy Tarlton	PE	314 / 315
Sarah Terry	Design	368 / 329
Jenny Thurlow	Performing Arts	346 / 371
Zoe Anstiss	PE / Pool	314/ 315
Emergency First Aiders	Department	Extension
Tanya Begum	Science	319
Abby Bell	Assistant Headteacher	385
Ed Boylan	Humanities	350 / 351
Hannah Bradshaw	Library	321
Richard Campbell (DofE)	Humanities	350 / 351
Tarnia Cherrett	Design	329 / 368
Jo Ebsworth	Oak	347
Emma Gother	SEND / PE	320
Tamryn Henn	Library	321
Deb Holmes	Music	346 / 371
Lauren Huskisson	Maths	333
Mayumi Judd	Design	367
Kinjal Kansara	Design	367
Freya Lloyd-Jones	Elm / Inclusion	342
Bev Moore	SFC	375
Sarah Peachey	Humanities	350
Charlotte Olds	Maths	333 / 334
Lucy Smith	PE	314 / 315
Alex White	Spinney Theatre	369
Alice Williams	Dance/Drama/PE	346 / 371 / 314
Emma Wilson	Humanities	350
Jayne Woodward	Dance/Drama	346 / 371 / 314

Please note that there are four defibrillators on the school site, one is kept in the Elm 3 Student Services, PE Office, Spinney Theatre (Foyer) and Main Reception.

Student accidents and incidents must be reported to student services.
All staff accidents and incidents must be reported to Karen Bright immediately.