



Brighter Futures Educational Trust



Chair of Trustees: Daniel Login | BA (Hons) |

LARWOOD DRIVE, STEVENAGE, HERTFORDSHIRE, SG1 5BZ

Email: admin@larwood.herts.sch.uk **Telephone:** 01438 236333

Website: www.larwoodacademytrust.co.uk

Larwood School

Executive Headteacher: Mr Pierre van der Merwe | BA, NPQH |

Brandles School

Headteacher: Mr Paul Smith | BA (Hons), AVCM |

Dan Login

Chair of Trustees

Pierre van der Merwe

Executive Headteacher

FIRST AID POLICY

Policy Number: 25

Review Committee: Finance and Resources

Type of Policy: Statutory

Review Period: Annually

Approved: June 2025

Next Review: June 2026

Registered office:

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Version Control

V1.1	June 2024	Version control added and rewording of words and grammar.
V1.2	June 2025	Change of trust name, Section 5 added and Brandles first aiders in Appendix 1.

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 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 pupils.

3. ROLES AND RESPONSIBILITIES

Each school in Brighter Futures Educational Trust will have suitably trained first aiders.

3.1 Appointed person(s) and first aiders

Each school will identify a named First Aider or First Aid Team. They are 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
- Ensuring 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
- Recommend if a pupil should be sent home to recover.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping contact details up to date.

3.2 The Board of Trustees

The Trustees have 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.

3.3 The Headteacher

- The Headteacher is responsible for the implementation of this policy, including:
- Ensuring that an appropriate number of First Aiders are present in the school
- 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 pupils
- 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 Aider or First Aid Team are in school
- Completing accident reports 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

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
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider advises 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 school 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 pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

There will be at least one first aider/staff member able to attend to specific needs identified when on school trips and visits.

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

5. RECORD-KEEPING AND REPORTING

- First aid and accident record book with serious accidents
- Day to day accidents are recorded on Behaviourwatch.
- An accident form will be completed 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
- 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

The Head 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 Headteacher 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 Headteacher 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>

6. 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.

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.

7. FIRST AID AND EQUIPMENT IN SCHOOL

(equips to BS 8599 standards)

- A leaflet with general first aid advice
- Regular and large bandages

- Eye pad bandages (sterile)
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors (in first aid room and part of defibrillator kit)
- Cold compresses
- Face Shields

No medication is kept in first aid kits.
First aid kits are stored in:

- The medical room
- Outside some classrooms
- Reception (at the desk)
- School vehicles

8. MONITORING ARRANGEMENT

This policy will be reviewed annually and approved by the Standards Committee (SC).

Appendix 1: list of appointed first aiders**Larwood School**

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Ian Reid	Site Manager Larwood	01438236333
Victor Osobu	PE coach	01438236333
Molly Heritage	Trainee Teacher	01438236333
Jade Lewis	Trainee Teacher	01438236333
Jupiter Hipperson	Behaviour Support	01438236333
Nicolas Newman	Support Staff	01438236333
Rhiannon Katterhorn	LASA and Forest School Lead	01438236333
Kerry Paul	HLTA and Forest School Lead	01438236333
Georgina Longcroft	HLTA and Forest School Lead	01438236333

Brandles School

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
XX	XX	01462896351
XX	XX	01462896351
XX	XX	01462896351
XX	XX	01462896351
XX	XX	01462896351
XX	XX	01462896351