

First Aid Policy

Reviewed by: Community and Wellbeing

Reviewed: March 2026

Contents

1.0 Aims	2
2.0 Legislation and guidance.....	2
3.0 Roles and responsibilities	3
4.0 First aid procedures	4
5.0 First aid equipment.....	6
6.0 Record-keeping and reporting.....	6
7.0 Training	9
8.0 Procedure of Calling an Ambulance	9
9.0 Monitoring arrangements	9
10.0 Links with other policies	10
Appendix 1: List of Trained First Aiders	11
Appendix 2: Accident Report Form	12
Appendix 3: First Aid Training Log.....	13
Appendix 4: Procedure for Calling an Ambulance	14
1.0 Purpose	14
2.0 When to Call an Ambulance	14
3.0 Responsibility.....	14
4.0 Procedure for Calling an Ambulance	15
5.0 On-Site Coordination	15
6.0 Contacting Parents/Carers	16
7.0 Accompanying a Student to Hospital	16
8.0 Recording and Reporting	16
9.0 Review	16
Appendix 5: Ambulance Emergency Procedure for Display in Medical Room, Offices and Staff Areas.....	17

1.0 Aims

1.1 The aims of our first aid policy are to:

- 1.1.1 Ensure the health and safety of all staff, students and visitors
- 1.1.2 Ensure that staff and trustees are aware of their responsibilities with regards to health and safety
- 1.1.3 Provide a framework for responding to an incident and recording and reporting the outcomes

2.0 Legislation and guidance

2.1 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:

- 2.1.1 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
- 2.1.2 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
- 2.1.3 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
- 2.1.4 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
- 2.1.5 The Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records

2.2 This policy complies with our funding agreement and articles of association.

3.0 Roles and responsibilities

3.1 Appointed person(s) and first aiders

3.1.1 The school's appointed persons are the First Aid Leads. They are responsible for:

3.1.1.1 Taking charge when someone is injured or becomes ill

3.1.1.2 Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

3.1.1.3 Making sure that an ambulance or other professional medical help is summoned when appropriate

3.1.2 First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

3.1.2.1 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

3.1.2.2 Sending students home to recover, where necessary

3.1.2.3 Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident (see the template in Appendix 2)

3.1.2.4 Keeping their contact details up to date

3.1.3 Our school's appointed persons and first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school site.

3.2 The Board of Trustees

3.2.1 The Board of Trustees 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.

3.3 The Headteacher

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

3.3.1.1 Making sure that an appropriate number of trained first aid personnel are present in the school at all times

3.3.1.2 Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role

3.3.1.3 Making sure all staff are aware of first aid procedures

3.3.1.4 Making sure appropriate risk assessments are completed and appropriate measures are put in place

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

3.4 Staff

3.4.1 School staff are responsible for:

- 3.4.1.1 Making sure they follow first aid procedures
- 3.4.1.2 Making sure they know who the appointed persons and first aiders in school are
- 3.4.1.3 Completing accident reports (see Appendix 2) for all incidents they attend to where an appointed person/first aider is not called
- 3.4.1.4 Informing the HR Manager, Headteacher or their manager of any specific health conditions or first aid needs

4.0 First aid procedures

4.1 In-school procedures

4.1.1 In the event of an accident resulting in injury:

- 4.1.1.1 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
- 4.1.1.2 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
- 4.1.1.3 If the injured person (or their parents/carers, in the case of students) 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)
- 4.1.1.4 The first aider will also decide whether the injured person should be moved or placed in a recovery position
- 4.1.1.5 If the first aider judges that a student is too unwell to remain in school, they 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.

4.1.1.6 If emergency services are called, the appointed person/first aider will contact parents/carers immediately

4.1.1.7 The appointed person/first aider 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

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

4.2.1.1 A school mobile phone

4.2.1.2 A portable first aid kit including, at minimum:

4.2.1.3 A leaflet giving general advice on first aid

4.2.1.4 6 individually wrapped sterile adhesive dressings

4.2.1.5 1 large sterile unmedicated dressing

4.2.1.6 2 triangular bandages – individually wrapped and preferably sterile

4.2.1.7 2 safety pins

4.2.1.8 Individually wrapped moist cleansing wipes

4.2.1.9 2 pairs of disposable gloves

4.2.1.10 Information about the specific medical needs of students

4.2.1.11 Parents/carers' contact details

4.2.2 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:

4.2.2.1 10 antiseptic wipes, foil packed

4.2.2.2 1 conforming disposable bandage (not less than 7.5cm wide)

4.2.2.3 2 triangular bandages

4.2.2.4 1 packet of 24 assorted adhesive dressings

4.2.2.5 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)

4.2.2.6 2 sterile eye pads, with attachments

4.2.2.7 12 assorted safety pins

4.2.2.8 1 pair of rustproof blunt-ended scissors

4.3 Risk assessments will be completed by the Trips Coordinator prior to any educational visit that necessitates taking students off school premises.

4.4 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).

5.0 First aid equipment

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

5.1.1 A leaflet giving general advice on first aid

5.1.2 20 individually wrapped sterile adhesive dressings (assorted sizes)

5.1.3 2 sterile eye pads

5.1.4 2 individually wrapped triangular bandages (preferably sterile)

5.1.5 6 safety pins

5.1.6 6 medium-sized individually wrapped sterile unmedicated wound dressings

5.1.7 2 large sterile individually wrapped unmedicated wound dressings

5.1.8 3 pairs of disposable gloves

5.2 No medication is kept in first aid kits.

5.3 First aid kits are stored in:

5.3.1 Medical room

5.3.2 Science department

5.3.3 DT department

5.3.4 PE department

5.3.5 School kitchen

5.3.6 School vehicles

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

6.0 Record-keeping and reporting

6.1 First aid and accident record book

6.1.1 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

6.1.2 As much detail as possible will be supplied when reporting an accident, including all of the information included in the accident form at Appendix 2

6.1.3 For accidents involving students, a copy of the accident report form will also be added to the student's educational record by appointed person

6.1.4 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

6.2 Reporting to the HSE

6.2.1 The Site 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).

6.2.2 The Site 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.

6.2.3 School staff: reportable injuries, diseases or dangerous occurrences. These include:

6.2.3.1 Death

6.2.3.2 Specified injuries, which are:

6.2.3.3 Fractures, other than to fingers, thumbs and toes

6.2.3.4 Amputations

6.2.3.5 Any injury likely to lead to permanent loss of sight or reduction in sight

6.2.3.6 Any crush injury to the head or torso causing damage to the brain or internal organs

6.2.3.7 Serious burns (including scalding) which:

6.2.3.7.1 Covers more than 10% of the whole body's total surface area; or

6.2.3.7.1.1 Causes significant damage to the eyes, respiratory system or other vital organs

6.2.3.8 Any scalping requiring hospital treatment

6.2.3.9 Any loss of consciousness caused by head injury or asphyxia

6.2.3.10 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

- 6.2.3.11 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 Site Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- 6.2.3.12 Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - 6.2.3.12.1 Carpal tunnel syndrome
 - 6.2.3.12.2 Severe cramp of the hand or forearm
 - 6.2.3.12.3 Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - 6.2.3.12.4 Hand-arm vibration syndrome
 - 6.2.3.12.5 Occupational asthma, e.g. from wood dust
 - 6.2.3.12.6 Tendonitis or tenosynovitis of the hand or forearm
 - 6.2.3.12.7 Any occupational cancer
 - 6.2.3.12.8 Any disease attributed to an occupational exposure to a biological agent
- 6.2.3.13 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:
 - 6.2.3.13.1 The collapse or failure of load-bearing parts of lifts and lifting equipment
 - 6.2.3.13.2 The accidental release of a biological agent likely to cause severe human illness
 - 6.2.3.13.3 The accidental release or escape of any substance that may cause a serious injury or damage to health
 - 6.2.3.13.4 An electrical short circuit or overload causing a fire or explosion
- 6.2.4 Students and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences. These include:
 - 6.2.4.1 Death of a person that arose from, or was in connection with, a work activity*
 - 6.2.4.2 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

6.2.5 *An accident “arises out of” or is “connected with a work activity” if it was caused by:

6.2.5.1 A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)

6.2.5.2 The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or

6.2.5.3 The condition of the premises (e.g. poorly maintained or slippery floors)

6.2.6 Information on how to make a RIDDOR report is available here:

6.2.6.1 How to make a RIDDOR report, HSE:
<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents/carers

6.3.1 The appointed person/first aider 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.

7.0 Training

7.1 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).

7.2 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.

8.0 Procedure of Calling an Ambulance

8.1 The procedure for calling an ambulance can be found at Appendix 4.

8.2 A version of the procedure of display in Medical Room, Offices and Staff Areas is at Appendix 5.

9.0 Monitoring arrangements

9.1 This policy will be monitored by the Site and HR Managers and reviewed by the Headteacher every three years.

9.2 At every review, the policy will be approved by the Board of Trustees.

9.3 The first aid provision will be reviewed by the Site and HR Managers and the Headteacher at least annually.

10.0 Links with other policies

10.1 This first aid policy is linked to the:

10.1.1 Health and safety policy

10.1.2 Risk assessment policy

10.1.3 Policy on Supporting Students with Medical Conditions

Appendix 1: List of Trained First Aiders

STAFF MEMBER'S NAME	QUALIFICATION	ROLE
Victoria Allin	Emergency First Aid at Work	Head of Biology
Lisa Anderson	First Aid at Work	Senior Science Technician
Laura Bell	Emergency First Aid at Work	Teacher of PE
Stephen Bishop	First Aid at Work	Site Assistant
Grace Cameron	Emergency First Aid at Work	Cover Supervisor
Ben Capaldi	Emergency First Aid at Work	Teacher of PE
Zoe Clare	Emergency First Aid at Work	Catering Assistant
Antonia Clausen	First Aid at Work	Trips Coordinator
Matthew Cocker	Emergency First Aid at Work	Site Assistant
Richard Daniel	Emergency First Aid at Work	Head of PE
Jon Dexter	Emergency First Aid at Work	Teacher of Science
Jon Dudbridge	Emergency First Aid at Work	Teacher of PE
Lee Grenfell-Williams	Emergency First Aid at Work	Teacher of PE
Lewis Hardwell	First Aid at Work	Site Assistant
Zoe Heath	First Aid at Work	First Aid Lead/Appointed Person
Leah Hill	Emergency First Aid at Work	Librarian
Helen Isaacs	First Aid at Work	Communications Officer
Lucy Johnstone	Emergency First Aid at Work	Head of Y9/Teacher of PE
Rachel Jones	Emergency First Aid at Work	Teacher of Mathematics
Josh Morris	Emergency First Aid at Work	Teacher of PE
Justin Myers	Emergency First Aid at Work	Teacher of Geography
Stefan Pace	Emergency First Aid at Work	Site Manager
Sarah Prosser	Emergency First Aid at Work	Teacher of PE
Carolyn Rolleston	Emergency First Aid at Work	Teacher of PE
Lucy Stacey	First Aid at Work	First Aid Lead/Appointed Person
Jo Turksen	Emergency First Aid at Work	Teaching Assistant
Joby Wicks	First Aid at Work	Site Assistant
Leila Wills	Emergency First Aid at Work	Head of Girls' PE

Appendix 2: Accident Report Form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred.			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

Appendix 3: First Aid Training Log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			

Appendix 4: Procedure for Calling an Ambulance

1.0 Purpose

- 1.1 This appendix outlines the procedure for summoning emergency medical assistance to ensure a rapid, safe and coordinated response in the event of a serious injury, medical emergency, or life-threatening situation on school premises or during school activities.

2.0 When to Call an Ambulance

- 2.1 An ambulance must be called immediately in the following circumstances:

- 2.2 Unconsciousness or unresponsiveness
- 2.3 Difficulty breathing or choking not resolved quickly
- 2.4 Severe chest pain
- 2.5 Severe bleeding that cannot be controlled
- 2.6 Suspected head, neck or spinal injury
- 2.7 Suspected fracture or a major limb or hip
- 2.8 Seizure lasting more than 5 minutes or repeated seizures
- 2.9 Anaphylaxis (severe allergic reaction)
- 2.10 Serious asthma attack not responding to medication
- 2.11 Significant trauma (e.g. road traffic collision, fall from height)
- 2.12 Any condition where there is doubt about the casualty's safety
- 2.13 If in doubt, call emergency services.

3.0 Responsibility

- 3.1 The First Aid Lead or First Aider takes charge of the situation.
- 3.2 Another first aider, designated staff member or the school office makes the emergency call if instructed.
- 3.3 If a first aider is alone with the casualty and the situation is life-threatening, they must call emergency services themselves before continuing treatment.

4.0 Procedure for Calling an Ambulance

4.1 Dial 999

4.2 Ask for Ambulance

4.3 Provide:

4.3.1 School name: Katharine Lady Berkeley's School

4.3.2 Full address: Wotton-Under-Edge, Glos GL12 8RB

4.3.3 Telephone number: 01453 842227 or mobile number

4.3.4 Exact location of the casualty (e.g. sports hall, science lab, playground)

4.3.5 Nature of the emergency

4.3.6 Age and condition of the casualty

4.3.7 Any treatment being given

4.3.8 Best entrance for ambulance access

4.4 Do not hang up until the operator tells you to do so

4.5 The caller must inform the Site Team immediately after the call is made.

5.0 On-Site Coordination

5.1 The Site Team must:

5.1.1 Send a staff member to the agreed entrance to meet the ambulance crew

5.1.2 Ensure gates are opened and access is clear

5.1.3 Arrange for lifts if required

5.1.4 Keep phone lines clear where possible

5.2 The First Aid Lead/First Aider or a staff member must:

5.2.1 Remain with the casualty at all times

5.2.2 Continue first aid until paramedics arrive

5.2.3 Send for the casualty's medical information (if applicable)

5.2.4 Arrange supervision for other students

6.0 Contacting Parents/Carers

6.1 Parents/carers must be contacted immediately after an ambulance has been called.

6.2 Provide clear information about:

6.2.1 Nature of the incident

6.2.2 Hospital destination (if known)

6.2.3 Which staff member is accompanying the student (if applicable)

6.3 If parents/carers cannot be reached, emergency contacts must be used.

7.0 Accompanying a Student to Hospital

7.1 A member of staff must accompany the student to hospital if parents/carers are not present

7.2 The staff member must take:

7.2.1 Emergency contact details

7.2.2 Relevant medical information

7.2.3 Any medication (where appropriate)

7.2.4 Staff should remain with the student until a parent/carer arrives.

8.0 Recording and Reporting

8.1 Following the incident:

8.1.1 Complete the school accident/incident report form

8.1.2 Record the time the ambulance was called and arrived

8.1.3 Inform the Headteacher/SLT

8.1.4 Report under RIDDOR if applicable

8.1.5 Review the incident to identify any lessons learned.

9.0 Review

9.1 This appendix will be reviewed annually or following any significant incident requiring emergency services.

AMBULANCE EMERGENCY PROCEDURE

For Serious or Life-Threatening Incidents

1. SEND FOR A FIRST AIDER IMMEDIATELY

2. CALL 999 – AKS FOR AMBULANCE

› Provide:

- School name/postcode: Katharine Lady Berkeley's School GL12 8RB
- Exact location on site
- Nature of emergency
- Age and condition of casualty
- Treatment being given
- Best entrance for access

3. INFORM SITE TEAM

- › Open gates
- › Send staff to meet ambulance
- › Clear access route

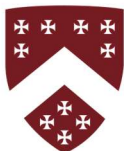
4. DO NOT LEAVE CASUALTY ALONE

- › Continue first aid until paramedics arrive

5. CONTACT PARENTS/CARERS

6. COMPLETE INCIDENT REPORT AND INFORM HEADTEACHER/SLT

KLB



Katharine Lady Berkeley's School
Wotton-under-Edge, Gloucester, GL12 8LX

Tel: 01453 842227

Mail: info@klbschool.org.uk

www.klbschool.org.uk