



Denefield School First Aid Policy

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Denefield School

First Aid Policy

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and trustees 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 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 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.

3. Roles and responsibilities

Employers must usually have a sufficient number of suitably trained first aiders to care for students and employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided an assessment of need has taken into account the nature of employees' work, the number of staff and students, and the location of the school. The appointed person does not need to be a trained first aider.

3.1 Appointed person(s) and first aiders

The school's appointed persons are the Lead Medical and Welfare officer, and Facilities Manager. The Lead Medical and Welfare officer 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
- Ensuring that first aiders are available during the school day
- Ensuring that first aid incidents are recorded and communicated to parents and carers
- 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
- Recording incidents and communicating with parents and carers
- Sending students home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed persons are listed in appendix 1. Key first aiders' names will also be displayed prominently around the school.

3.2 The Board of Trustees

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

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

- Ensuring that an appropriate number of appointed persons and first aiders 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 students
- Reporting specified incidents to the HSE when necessary (see section 6).

3.4 Teachers and other school staff

School 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 responsible person or 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 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 student 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 Medical and Welfare officer will arrange for parents to be contacted immediately. This will likely be done by a member of the admin or welfare team.
- If a student needs to be taken to hospital by ambulance, and their parents/carer have not arrived, a member of staff will accompany the student and will remain with the student until the parent/carer arrives.
- If after discussion with the emergency services, it is recommended that a student is taken directly to hospital, the schools minibus will be used (if available), and two members of staff will accompany the student.
- The first aider/relevant member of staff will complete an accident report form (witness or first person on the scene) 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 students off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit

- Information about the specific medical needs of students
- Parents' and carers' contact details

Risk assessments will be completed by the Educational Visits Co-ordinator prior to any educational visit that necessitates taking students off school premises.

There will always be at least one first aider on residential school trips and, where possible, a first aider will accompany day trips. See appendix 3 for standard operating procedures for visits.

5. 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:

- The medical room
- Admin office
- The science prep room
- The school kitchens
- School vehicles
- Student reception

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/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 should be supplied when reporting an accident, including all of the information included in the accident form (in first aid room, and Facilities Manager's office)
- A copy of the accident report form will also be added to the student's educational record by the lead medical and welfare officer. This is to be scanned by the Facilities Manager, and shared with the Lead medical and welfare officer for entering onto students' records

- 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 Health & Safety Executive (HSE)

The Facilities 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).

The Facilities Manager or Headteacher 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.

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:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

The Facilities Manager or Headteacher will also notify West Berkshire Council of any serious accident or injury to, or the death of, a student while in the school's care.

7. Training

All school staff are able to undertake first aid training if they would like to.

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.

Staff are encouraged to renew their first aid training when it is no longer valid.

Monitoring arrangements

This policy will be reviewed by the Facilities Manager and DSL every year. At every review, the policy will be approved by the Headteacher, Facilities Manager and Trustees (Standards Committee)

Links with other policies

This first aid policy is linked to the following policies:

- Educational visits and off-site activities
- Health and safety
- Supporting students at school with medical condition

Appendix 1: List of appointed persons / first aiders correct as of June 2025

Staff member's name	Role	Contact details
John Reilly (not a first aider)	Facilities Manager Appointed person	jry@denefield.org.uk
Kerry Sharp	Lead First Aider Appointed person	ksp@denefield.org.uk
Jess Clark	First Aider Appointed person	jcl@denefield.org.uk
Sidra Ali	First Aider (rota)	
Craig Brown	First Aider (rota)	
Matt Cowen	First Aider (rota)	
Gemma Fox	First Aider (rota)	
Simon Gadsdon	First Aider (rota)	
Kate Molyneux	First Aider (rota)	
Jean Nay	First Aider (rota)	
Sophie Vickery	First Aider (rota)	
Emma Basden	First Aider (trips only)	
Anna Saverton	First Aider (trips only)	
Felicitas Wagner	First Aider (trips only)	
Ruth Yates	First Aider (trips only)	
Jemma Colbourne	Sports First Aid	
Sam Wheeler	Sports First Aid	
Colette Wheeler	Sports First Aid	
Peter Wright	Sports First Aid	

Appendix 2: Incident report forms

A small number of the forms will be kept in the First Aid room; the Facilities Manager will have a stock of them also. Once completed the form **MUST** be returned to the Facilities Manager as quickly as possible. If the FM is on holiday or off work sick, etc. the form is to be returned to the Headteacher. RIDDOR reportable incidents are time critical, hence the need to return the completed forms quickly.

Incident report form

This form is to be used to notify all reportable events. These include **all** accidents to people, whether staff or general public, all incidents involving damage to property, whether or not owned by this school and all other reportable events.

Please return this form to the **Facilities Manager** and retain a copy for your records. Any accident involving death or serious injury must be reported to the Headteacher **immediately**.

Injured party details

Surname:		Forenames:	
Address:			
DoB:	Sex:	Mr/Mrs/Ms/Miss	
Telephone (Home):		Telephone (Work):	

Status *Please circle*

Employee	Parent	Visitor	Other	Student
If other please specify				Tutor group:

Type of incident *Please circle*

Personal injury	Property damage	Violence/physical	Verbal abuse/threats	Chemical spillage	Bullying/discrimination	Other
If other please specify						

Incident description

Date:	Time:
Location and/or address (please be as specific as possible)	
Description of incident (please continue on separate sheet if necessary)	

[To next page]

Motor vehicles involved (if applicable)

Make & model:	Make & model:
Colour:	Colour:
Registration:	Registration:

Injuries: was a school first aider called? Yes / No (If **Yes**, this section should be completed by the first aider, if **no** by the person completing this form)

Nature of any injury sustained:	
What treatment was administered?	
By whom:	Signature of first aider (if applicable):
Was it necessary to take/send the injured person to hospital? Yes / No	
Name of hospital:	

Additional information, i.e. witnesses, medical conditions, if a student was under teacher supervision etc. (Please continue on separate sheet if necessary)

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Person completing this form

Name:	
Signed:	Date:

Line manager evaluation (What action should be taken to prevent recurrence)

Signed:	Date:

Once signed, please pass the original back to the Facilities Manager (or Headteacher in his absence) and keep a copy for your actions.

Is the incident reportable under RIDDOR? Yes/No
 Is the incident reportable under any other Health & Safety directives e.g. COSHH, Manual Handling Regs etc.? Yes/No
 Was the injured party absent for more than three days? Yes/No

Seen by Facilities Manager

Seen by Headteacher

Signed:	Date:
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Signed:	Date:
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School visits: medical and first aid processes

Reviewed June 2025



Before the visit

Timeline	Who	Task
3 months (residential) 6 weeks (day trip)	Trip leader	If the trip is residential, secure at least one first aider to accompany the visit, discussing any requirements for more with the EVC. For day trips a first aider will accompany the group where possible. Where it is not possible, first aid provisions must be reviewed in the risk assessment.
3 months (residential) 6 weeks (day trip)	Trip leader	Ensure the trip pack includes details of how to access medical and emergency intervention at the destination.
3 months (residential) 6 weeks (day trip)	Admin team	Request from parent / carers: <ul style="list-style-type: none"> • up to date details of any existing medical conditions (including mental health) • details of any medications students take regularly • details of emergency medical treatment • consent for staff to administer medications • details of dosage and timings of medications • emergency contact details • contact details for the students' GP • information about dietary requirements
3 months (residential) 6 weeks (day trip)	Admin team	Provide the medical lead and DSL with a list of names and medical information of students.
2 months (residential) 4 weeks (day trip)	Medical lead	Discuss the nature of the visit with the trip leader. Is there an increased risk of injury due to physical activity, for example? Agree the number and contents of first aid kits needed.
2 months (residential) 4 weeks (day trip)	DSL	Flag students with safeguarding concerns to the trip leader, such as those vulnerable to self-harm.
2 months (residential) 4 weeks (day trip)	Trip leader	Ensure students at risk are including on the risk assessment and liaise with the DSL regarding any individual risk assessments, where necessary.
1 month (residential) 2 weeks (day trip)	Medical lead	Inspect the first aid kits, ensuring supplies are in date, nothing is missing and extra supplies are included if needed.

1 month (residential) 2 weeks (day trip)	Medical lead	Provide the trip leader with all medical information, collated into a pack - this should be online where possible, however, a printed copy should also be provided.
1 month (residential) 2 weeks (day trip)	Trip leader	Read medical information provided and discuss any questions with the medical lead
1 month (residential) 2 weeks (day trip)	Trip leader	Share and discuss all information with the deputy trip leader and first aiders accompanying the trip. Provide a copy for the deputy leader and first aiders – securely kept online where possible.

The day before / the day of the visit

Who	Task
Trip leader	Ensure medical information is packed, easily accessible and that the deputy leader and first aiders have their packs. Where possible, this should be securely digitally stored. A printed copy must be taken for quick access and must be stored securely at all times.
Trip leader	Inform any subgroup leaders of any medical or welfare concerns for students in their group.
Trip first aider	Collect first aid kit(s) from the medical lead and make a final check of the contents. Confirm who students with medical conditions are with the medical lead and that all information and medication is available.

During the visit

Who	Task
All staff	Ensure medical information is securely stored at all times.
All staff	Data can be shared without consent if there is basis to do so, e.g. safeguarding or sharing medical details with a paramedic.
First aider	Ensure students take any required medication in accordance with their medical information. Raise any concerns with the trip leader.
Trip leader	<p>In the event of a medical event that <u>does not</u> require the attendance of a medic:</p> <ul style="list-style-type: none"> • Ensure a first aider is made available to attend • Ensure a parent / carer is informed • Ensure a record is kept of the incident and outcome <p>In the event of a more serious medical event that <u>does</u> require the attendance of a medic:</p> <ul style="list-style-type: none"> • Call the emergency services • Ensure a first aider accompanies the student at all times • Contact parents / carers as a matter of urgency • Where possible, both the (deputy) trip leader and first aider must accompany the

	<p>student to hospital</p> <ul style="list-style-type: none"> • Ensure a (deputy) trip leader remains with the rest of the group, with a first aider where possible • Inform the EVC • Ensure a clear record is made of the incident, actions, outcomes and any statements from staff or students • Keep parents / carers informed throughout
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After the visit

Who	Task
Trip leader	Medical information must be returned to the medical lead for secure disposal. Any medication and first aid kits must be returned to the medical lead.
Trip leader, EVC	Hold a debrief meeting with key staff to ensure current process are effective and recommend improvements.