

First Aid Policy

Health & Safety – Code of Practice

2025 - 2026

Anita Spires	Headteacher
Katherine Russell	Chair of Governors
Date Reviewed:	September 2025
Date Ratified by Governors:	October 2025
Next Review:	October 2026

Contents Page:

1.		
Introduction		3
1.1	Requirements	
1.2	Definitions	
1.3–1.5	Limitations	
2. Training		3
2.1.1	Requirements	
2.2	Appointed Persons	
2.3	First Aiders	
3. Additional Information		4
3.1–3.2	Provision of information	
3.3	First Aiders responsibilities	
	Accidents & Health	
	Ambulance Policy	
3.4	Reference Documentation	

Beechwood School has adopted Slough Borough Council's Health & Safety code of practice for First Aid Sept 2015.

The following process should be applied for staff, students and visitors of Beechwood School.

1 - INTRODUCTION

- 1.1 An employer has a responsibility to provide First Aid facilities for staff.
- 1.2 First Aid can be described as providing treatment for the purpose of preserving life and minimising the consequences of injury or illness until help arrives and the treatment of minor injuries that would otherwise receive no treatment.
- 1.3 First Aiders are not trained to diagnose illness or other medical conditions or to prescribe drugs of any description.
- 1.4 First Aider's must not put themselves at risk in order to treat a casualty.
- 1.5 Whilst the Health and Safety (First Aid) Regulations do not require that treatment is given to non-employees, it is considered that it would be impractical to refuse First Aid treatment if an incident occurs on the school premises.

2 - TRAINING

- 2.1 There are three levels of training:
 - For Appointed Persons
 - For First Aiders
 - For Emergency First Aid at Work
- 2.2 An Appointed person is someone who has been nominated to take charge of first aid equipment and to manage accident emergencies. Training is usually conducted over one day. Appointed persons are not qualified to administer first aid treatment.
- 2.3 First Aiders who attend a three-day First Aid at Work course are trained to give treatment to an injured or ill person until that treatment is completed or their care is handed over to suitably qualified medical personnel. First Aid at work training has to be renewed every three years. A one day annual First Aid course can support this training.
- 2.4 Emergency First Aid at Work is a one-day course and subject to risk assessment will be sufficient to comply with the legal requirements to provide First Aid cover.
- 2.5 Only courses that provide training to the standards contained in the Health and Safety (First Aid) Regulations should be used.
- 2.6 Where possible, First Aid training should cover any specific risk areas that could be experienced in the workplace.
- 2.7 Some training providers can deliver specific emergency First Aid courses. These courses are designed to train individuals to provide limited emergency First Aid until a qualified First Aider and/or Medical Practitioner becomes available.

3 - ADDITIONAL INFORMATION

3.1 Appointed Persons are not required when there are sufficient numbers of qualified First Aiders available.

3.2 The recommended numbers of First Aiders are as follows:

- Low Risk areas
 - Less than 25 - appointed person only
 - 25 – 50 - 1 EFAW
 - 50+ - 1 First Aider/100 staff
- High Risk areas
 - Less than 5 - 1 appointed person only
 - 5 – 50 - 1 EFAW or First Aider dependant on type of injury.
 - 50+ - 1 First Aider/50 staff

When assessing First Aid requirements, Beechwood School has looked at the likely risks to pupils and visitors, as well as to staff.

Points considered are:

- The size of the School buildings.
- Numbers of Staff, Pupils and Visitors on site.
- The location of the school in relation to the emergency services.
- Any specific hazards / risks on site, e.g. hazardous substances, dangerous tools or machinery, or temporary hazards such as building and maintenance work.
- Any specific health needs or disabilities of pupils or staff and the age range of pupils.

Beechwood School is considered Low risk and provides for the following:

- Adequate provision for lunch times and breaks.
- Adequate provision for leave and in case of absences.
- First-aid provision for off-site activities.
- Adequate provision for practical areas such as Science, Technology, Home-Economics and Physical-Education departments.
- Provision for out-of-school-hours activities, e.g., sports and clubs, events.
- Agreements with PFI partners on joint First Aid provision for their employees.

In addition to the above, where access to First Aid may be limited (holiday periods) and a particular work activity is considered high risk, consideration should be given to ensuring that a member of that work team be a trained First Aider

All staff must be made aware of where to find First Aid when required. The school operates a dedicated First Aid phone number (777) which diverts to all First Aid locations.

Staff should be aware that they should report any incidents or work-related ill health. Where appropriate, staff are made aware of a pupils known medical condition.

Facilities:

Beechwood Schools has a dedicated First Aid room located inside Student Services reception. The Education (School Premises) Regulations 1999 apply.

3.3 In dealing with an incident, First Aiders are responsible for:

- Assessing the situation
- Identifying the condition or injuries of the casualty
- Giving immediate, appropriate and adequate treatment to each injury or condition, giving priority to those that present the most threat to the life of the casualty.
- Arranging, where necessary, for the removal of the casualty to hospital
- Offering advice, where necessary, that the casualty should seek medical attention.
- Advising the employee's manager that an incident has occurred and that accident reporting procedure should be followed.
- Parents are to be advised of any incident concerning their Children whilst at School.

Administration of Medication

Pupils who have medical requirements should be asked to lodge them with Student Services who will issue them upon request as long as a Parental Consent Form has been previously lodged with Student Services. The administration of medication must only be carried out in strict accordance with the school policy. **(See MEDICAL POLICY) Staff members do not issue any drugs - except in circumstances where there is a formal agreement between parents and school.**

First Aid Equipment

First-Aid equipment is clearly labelled and easily accessible. Fully stocked first-aid containers are provided at key locations and are marked with a white cross on a green background. These containers are sealed and maintained on a regular basis (DRA). The containers are restocked on a regular basis. Any items that have expired are safely discarded.

Locations of First Aid Equipment

- Main Adult Reception + Plasters + Defibrillator.
- First Aid Room +Grab bag's, Plasters and Ice Packs.
- Student Services + Plasters + Defibrillator.
- Science Labs and Prep room + Plasters and Eyewash facilities
- PE Department
- Food Technology Room + Blue plasters.
- Technology + Plasters + Eyewash facilities.
- Art + Eyewash facilities)
- Swimming Pool + Foil blankets
- ICT Office (located in the Crescent)
- Minibus x 2 Grab Bags (maintained in Student Services when not in use).

Incident Reporting, Recording and Investigation.

Beechwood School has adopted Slough Borough Council procedures for reporting of incidents; **SLOUGH BOROUGH COUNCIL HEALTH AND SAFETY – CORPORATE CODE OF PRACTICE - ACCIDENT REPORTING**

Reportable specified injuries are:

1. A fracture, other than to fingers, thumbs and toes.
2. Amputation of an arm, hand, finger, thumb, leg, foot or toe.
3. Permanent loss of sight or reduction of sight.
4. Crush injuries leading to internal organ damage
5. Serious burns (covering more than 10% of the body, or damaging the eyes.
6. Respiratory system failure or other vital organs.
7. Scalping which requires hospital treatment
8. Unconsciousness caused by head injury or asphyxia.
9. Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

All accidents are recorded on the cloud based Medical Tracker Software. For all incidents the code of practice is followed and a Confidential Accident and Incident Report Form is completed and sent to the schools "responsible person" (School Business Manager or line manager) who will investigate and report incidents/accidents.

First Aid Code of Practice and Accident reporting are located on Google team drive First Aid.

ALL accidents and illnesses should be reported to the Line Manager/Supervisor as soon as possible.

If you require to send a student requiring attention to the Medical Room/ Student Services Reception. Please send him/her with a designated Green Medical Slip, indicating time of departure, nature of complaint and a staff signature. Students should normally be sent on their own.

Where it is appropriate, a Student's known medical condition, of which Staff need to be made aware of, will be communicated by the regular (confidential) distribution of the Student Severe Medical Condition Register. This information is also available via the Medical Tracker System. On the rare occasion that there is a medical condition which the Director of Studies (DoS) and the Form Tutor/Teacher may be aware of but will have an impact on other students or staff, this information may be kept confidential.

Staff should also declare any medical conditions and where appropriate be communicated to the Lead Medical Needs Coordinator / First Aider in case of emergency. These should also be recorded on the Medical Tracker System.

Many accidents at school are minor and include bruises, minor sprains and scratches, in these cases, the student can be instructed to inform his/her parents on arriving home.

Serious accidents, will require immediate medical attention and /or an ambulance to be called, particularly if the accident includes shock or loss of consciousness, however brief.

AMBULANCE POLICY

- If a student is unwell, follow normal First Aid Policy.
- If it is clear that a student needs urgent medical attention an adult should stay with the child and send a student for help to Student Services and/or dial '777'
- When a student is clearly in need of further medical attention an ambulance will be called.
- If an ambulance has been called Student Services will contact a member of SLT (Appointed Person) and inform them. Student Services will ensure a member of staff is in attendance.
- If a Student has to go to Hospital a member of staff will accompany the student and liaise with the parents, it is their responsibility to remain with the student until their parents arrive.
- An appropriate member of staff will contact the parents to follow the student's progress.
- A member of SLT will ensure that any students or staff involved are debriefed and supported, they will complete the relevant paperwork and notify the LA.

The above procedures will also apply for Staff and Visitors on site.

3.4 Reference Documentation:

Health & Safety Executives website: [First Aid](#)

Health and Safety (First-Aid) Regulations 1981

ACOP First-Aid at Work L74

Reporting of Injuries, Diseases and Dangerous Occurrences 1995

Corporate Code of Practice - Accident Reporting