First Aid Policy

Health & Safety – Code of Practice

Anita Spires	Headteacher
Katherine Russell	Chair of Governors
Date Reviewed:	September 2025 September 2026
Date Ratified by Governors:	October 2026
Next Review:	October 2027

Contents Page:

1. **Introduction & Statutory Framework** **3**
    - 1.1 Legislation & Guidance
    - 1.2 Scope & Definitions
    - 1.3 Role Limitations
2. **First Aid Training & Provision** **3**
    - 2.1 Training Levels
    - 2.2 Ratios & Risk Assessment 4
3. **First Aid Operational Procedures** **4**
    - 3.1 Responsibilities of First Aiders
    - 3.2 Facilities & Equipment (including AEDs)
    - 3.3 Administration of Medication
    - 3.4 Head Injury & Concussion Protocol
4. **Incident Reporting, Recording & RIDDOR** **5**
    - 4.1 Internal Accident Reporting
    - 4.2 RIDDOR Reporting (Staff vs. Pupils)
5. **Ambulance & Emergency Protocol** **6**
6. **Off-Site Activities & Educational Visits** **6**
7. **Reference Documentation** **6**

1. Introduction & Statutory Framework

1.1 Legislation & Guidance

This policy is based on advice from the Department for Education (DfE) on *First aid in schools, early years and further education* and complies with the following statutory requirements:

- **The Health and Safety (First-Aid) Regulations 1981**
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**
- **The School Premises (England) Regulations 2012**
- **The Management of Health and Safety at Work Regulations 1999**
- DfE Statutory Guidance: *Supporting Pupils at School with Medical Conditions (2017)*
- DfE Guidance: *Working Together to Safeguard Children (2023)*

Beechwood School adopts Slough Borough Council's Health & Safety Framework alongside DfE standards to ensure the health, safety, and welfare of all staff, pupils, contractors, and visitors.

1.2 Definitions

- **First Aid:** The immediate treatment provided for the purpose of preserving life and minimising the consequences of injury or illness until professional medical help arrives, alongside the treatment of minor injuries that would otherwise receive no treatment.

1.3 Limitations

- First Aiders are not medically qualified to diagnose illness/conditions or prescribe/issue drugs of any description.
- First Aiders must not put themselves at risk of harm in order to treat a casualty.
- Whilst First Aid regulations strictly govern workplace employees, Beechwood School extends full First Aid cover to pupils, contractors, and visitors present on school premises.

2. First Aid Training & Provision

2.1 Training Standards

Only courses delivered by accredited providers adhering to Health and Safety Executive (HSE) standards will be used:

- **First Aid at Work (FAW):** 3-day course (refreshed every 3 years, supplemented by annual 1-day refreshers).
- **Emergency First Aid at Work (EFAW):** 1-day course providing essential emergency intervention training.
- **Appointed Person Training:** 1-day course focused on managing first aid equipment, records, and emergency calls (not qualified to give treatment).

2.2 First Aider Ratios & Risk Assessment

Based on our site risk assessment (considering school layout, pupil numbers, location of specialist rooms, and emergency response times), Beechwood School maintains:

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 - 1appointed person only
  5 – 50 - 1 EFAW or First Aider dependant on type of injury.
  50+ - 1 First Aider/50 staff

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

3. First Aid Operational Procedures

3.1 Responsibilities of First Aiders

First Aiders responding to an incident are responsible for:

- Assessing the scene safely and identifying injuries/illnesses.
- Administering immediate, appropriate treatment prioritizing life-threatening conditions.
- Arranging emergency ambulance transport where necessary.
- Logging all treatment administered on **Medical Tracker**.
- Ensuring the casualty's line manager (for staff) or parents/carers (for pupils) are promptly informed.

3.2 Facilities & Equipment

In accordance with *The School Premises (England) Regulations 2012*, Beechwood School maintains a dedicated **First Aid Room** located inside Student Services Reception equipped with a sink, couch, grab bags, and first aid supplies.

- **First Aid Containers:** Clearly marked with a white cross on a green background, sealed, checked, and restocked regularly. Expired stock is safely destroyed.
- **Locations:**
  - Main Adult Reception *(First Aid Kit, Plasters, AED / Defibrillator)*
  - First Aid Room *(Grab Bags, Ice Packs, Specialist Supplies)*
  - Student Services *(First Aid Kit, AED / Defibrillator)*
  - Science Labs & Prep Room *(Eye Wash Stations, First Aid Kit)*

    - PE Department & Sports Hall
    - Food Technology *(Blue Detectable Plasters, Burn Care)*
    - Design & Technology *(Eye Wash Stations, First Aid Kit)*
    - Art Department *(Eye Wash facilities)*
    - Swimming Pool *(Foil Blankets)*
    - ICT Office (The Crescent)
    - School Minibuses x 2 *(Mobile Travel Grab Bags)*
- **Automated External Defibrillators (AEDs):** AEDs are located in Main Reception and Student Services. Their readiness status is inspected weekly by designated site staff.

3.3 Administration of Medication

Medication will only be administered in strict accordance with the school's *Supporting Pupils with Medical Conditions Policy*. Medication must be lodged with Student Services with a fully completed and signed **Parental Consent Form**. Staff must never administer non-prescribed medication without formal written agreement.

3.4 Head Injury & Concussion Protocol

- **Assessment:** Any pupil who sustains a blow to the head, face, or neck must be assessed by a qualified First Aider.
- **Mandatory Contact:** Parents/carers must be notified by telephone **as soon as possible** for every recorded head injury, regardless of how minor it appears.
- **Notification Slip:** Pupils returning to class after a minor head impact will carry a written *Head Injury Advisory Slip* to be handed to parents at home, detailing potential delayed concussion symptoms.
- **Concussion Red Flags:** If a pupil exhibits signs of concussion (vomiting, unequal pupils, dizziness, confusion, memory loss, drowsiness, severe headache), emergency services (999) must be called immediately.

4. Incident Reporting, Recording & RIDDOR

4.1 Internal Recording

All first aid treatments, minor injuries, and medical visits are recorded on the cloud-based **Medical Tracker** system.

Where an injury requires further investigation, an internal **Confidential Incident Report Form** must be completed and submitted online to Reading Borough Council Health & Safety and Beechwood's PFM Compliance and Site Officer within 24 hours.

4.2 RIDDOR Reporting (HSE)

Under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013*, specified incidents must be reported to the Health and Safety Executive (HSE).

A. For Staff / Employees:

Reportable incidents include:

- Work-related fatal injuries.
- Specified injuries: Fractures (excluding fingers, thumbs, toes), amputations, loss/reduction of sight, crush injuries to organs, serious burns (>10% body

surface or eye damage), scalping requiring hospital care, or loss of consciousness due to head injury/asphyxia.
- Occupational injuries causing over 7 consecutive days of incapacitation (reported within 15 days of the incident).

B. For Pupils, Visitors, and Non-Employees:

An incident involving a pupil or visitor is **ONLY reportable under RIDDOR if**:

1. The accident arose **out of or in connection with a work/school activity** (e.g., faulty equipment, poor site maintenance, lack of supervision during a lesson); **AND**
2. The injured person was **taken directly from the school premises to a hospital** for treatment.

(Note: Routine playground injuries where a child goes to hospital as a precaution are NOT RIDDOR reportable unless caused by a failure in school activity/maintenance).

5. Ambulance & Emergency Protocol

1. **Immediate Action:** If a person requires urgent emergency attention, the adult on scene stays with the casualty and immediately contacts Student Services or dials the internal emergency extension **777**.
2. **Calling 999:** A designated staff member or First Aider dials **999** for an emergency ambulance.
3. **SLT Notification:** Student Services immediately notifies a member of the Senior Leadership Team (SLT).
4. **Parental Contact:** Student Services contacts parents/carers immediately to inform them of the emergency transport.
5. **Hospital Escort:** If parents/carers cannot arrive before the ambulance departs, a designated member of school staff will accompany the pupil in the ambulance and remain at the hospital until a parent/carer arrives.
6. **Debrief:** SLT will conduct an incident debrief with involved staff/pupils, notify the Local Authority if required, and complete all HSE/RIDDOR reporting.

6. Off-Site Activities & Educational Visits

- **Risk Assessment:** Every off-site trip, residential visit, or sports fixture must complete a formal risk assessment detailing First Aid requirements.
- **Designated First Aider:** At least one trained First Aider carrying a fully stocked mobile First Aid kit must accompany every school outing.
- **Medication on Trips:** Pupils' individual prescribed medications (e.g., EpiPens, Asthma Inhalers, Diabetes kits) must be checked out from Student Services by the trip lead and carried securely for the duration of the trip.

7. Reference Documentation

- DfE Guidance: *First aid in schools, early years and further education*
- HSE Code of Practice: *First Aid at Work (L74)*
- DfE Guidance: *Supporting Pupils at School with Medical Conditions (2017)*
- Slough Borough Council Corporate Health & Safety Code of Practice
- Beechwood School *Supporting Pupils with Medical Conditions Policy*
- Beechwood School *Health and Safety Policy*
- Beechwood School *Educational Visits Policy*