



# First Aid Procedure

Partner school

John Taylor Multi Academy Trust



## 1. Aims

The aims of our first aid procedure 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 procedure 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 pupils

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders:

The school has a designated first aider and four additional staff trained in First Aid at Work.

All are responsible for:

- Taking charge when someone is injured or becomes ill;
- Ensuring the needs of pupils are fulfilled as per individual healthcare plans;
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits (Designated First Aider in the first instance)
- Ensuring that an ambulance or other professional medical help is summoned when appropriate;
- Recording of all staff accidents via 'My Health and Safety' portal (Designated First Aider in the first instance);
- Recording of all pupil injuries where further medical assistance is required (attends hospital), as a result of lack of supervision, defect to premises/equipment or as a result of curricular activity (Designated First Aider in the first instance);
- 'Bang to the head' leaflet to be issued to pupil and parents/carers notified when an injury is sustained to the head.

Staff who are trained at this level, will also be responsible for the actions listed below for staff trained at emergency level.

To ensure adequate first aid provision across all departments, a number of teaching and support staff are trained in Emergency First Aid at Work. These staff are trained and qualified to carry out the role 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;
- Record all visits via the 'First Aid Visit Log' ensuring any injury is specifically notified to the Designated First Aider within an hour, for 'My Health and Safety' portal to be updated or a 'bang to the head' leaflet to be issued where necessary;
- Sending pupils home to recover, where necessary with close liaison with the relevant Student Support Officer and reception staff.

Our school's Designated First Aider and all trained staff are listed in appendix 1. Their names are also displayed prominently around the school.

### 3.2 JTMA and Governing Body:

JTMA has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Local Governing Body.

The Local Governing Body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

### 3.3 Headteacher:

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

- Ensuring that an appropriate number of 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 pupils;
- Ensuring incidents are reported to the HSE when necessary (via Staffordshire County Council).

### 3.4 Staff:

School staff are responsible for:

- Ensuring they follow first aid procedures;
- Ensuring they know who the first aiders in school are;
- Reporting any incidents they are involved in, to the Designated First Aider.
- 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 pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers;
- If emergency services are called, the PA to Headteacher will contact parents/carers immediately;
- The first aider will complete the 'First Aid Visit Log' on the same day and specifically notify the Designated First Aider of any injury details for 'My Health and Safety' portal to be updated or a 'bang to the head' leaflet to be issued where necessary.

#### 4.2 Off-site procedures:

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone;
- A portable first aid kit and lockable box for any medication;
- Information about the specific medical needs of pupils;
- Parents/carers contact details.

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

### 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
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Vent aid resuscitation shield to administer mouth to mouth
- Protective Gloves
- Scissors
- Safety pins

No medication is kept in first aid kits.

**In addition:** The Designated First Aider holds a First Aid kit bag containing all of the above plus additional items to be used only by fully trained First Aid at Work staff, as listed in Appendix 1.

- Burns treatment gel/dressings
- Pillow, Blanket and foil blanket

- Cold Compresses
- Sterile Eye Wash - also located in our Science Labs

**Defibrillator:** The school has Four defibrillators and are stored in reception, the progress hub and PE department (sports office and sports field. The defibrillators will be checked termly by the designated first aider

First aid kits are stored in the following areas of school and are checked half termly by the designated first aider:

- First aid room
- Reception (at the front desk)
- Sports Hall
- Science prep room
- Technology staffroom
- Art staffroom
- School vehicles
- Staff Workroom
- Performing Arts staffroom
- 6<sup>th</sup> Form Office
- Library
- Progress hu
- ICT Services office

## **6. Record-keeping and reporting**

### **6.1 First aid and injury**

- All visits to first aiders are recorded via the 'First Aid Visit Log'.
- 'My Health and Safety' portal will be updated with any staff injuries and to record all pupil injuries where further medical assistance is required (attends hospital), as a result of lack of supervision, defect to premises/equipment or as a result of curricular activity.
- Pupil records are retained by the school until the age of 21, 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**

The Business 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). These will be reported to Staffordshire County Council Health and Safety team, who will report to RIDDOR on the school's behalf, as soon as is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrence include:

- Death;
- Specified injuries, which are:
  - o Fractures, other than to fingers, thumbs and toes
  - o Amputations
  - o Any injury likely to lead to permanent loss of sight or reduction in sight
  - o 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>

## **7. Notifying parents/carers**

The Designated First Aider (in the first instance) or first aiders will inform parents/carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. This will be via message to the priority 1 listed parent/carer, unless it is deemed appropriate for a phone call to be made.

It is the parent/carer's responsibility to inform the school of any changes to their child's health. Keeping school up to date with any additional information, i.e. pregnancy, health conditions that could cause them any harm whilst at school and providing medication if needs to be taken in school.

## **8. Issuing of medication**

The Designated First Aider or first aider will not issue medication to a pupil, unless the 'Parent/Carer – Instruction Form' has been completed. It is parent/carers' responsibility to inform the school of any change and/or if the medication is no longer required. It will then need to be collected by the parent/carer.

All parents/carers must make the Designated First Aider aware if any pupil needs medication administering. No child is to carry any medication on them around school (inhalers are permitted to be carried by pupils, if approved as part of their individual healthcare plan), it should be held in the first aid room.

## **9. Healthcare plans**

Pupils who have long-term and complex medical conditions or carry their own medication (for example, an inhaler for asthma or adrenaline for intramuscular use in anaphylaxis) the only role for a first aider is generally, limited (where appropriate) to helping pupils who need to take their own medication to do so.

Some pupils may need to have access to life saving prescription drugs in an emergency, the details will be recorded in the 'Pupil Healthcare Plan' and identified staff members will

be aware of what to do. Healthcare plans need to be agreed and signed by the Designated First Aider and parents/carers and reviewed at least annually.

#### **10. Report to OFSTED and child protection agencies**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Designated Safeguarding Lead will also notify the LADO and local Safeguarding Team of any serious accident or injury to, or the death of, a pupil while in the school's care.

#### **11. 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.

#### **12. Immunisations**

These are carried out by the School's Immunisation Team, Midlands Partnership NHS Foundation Trust, Stafford. They hold children's Immunisation information records and not the school. Once paperwork has been completed by a parent/carer this covers them for their duration at school.

If there are any changes to your child's health or a reason why they should not have a certain vaccine it is the parent/carers responsibility to report it to the MP NHS Foundation Trust on 03001240366 or via email to [school.immunisation@mpft.nhs.uk](mailto:school.immunisation@mpft.nhs.uk)

#### **13. Monitoring arrangements**

This procedure will be reviewed by the Headteacher every two years. At every review, the procedure will be approved by the Local Governing Body.

**Reviewed by Governing Body:** October 2025

**Adopted:** October 2025

**Next Review:** October 2026

**Appendix 1 – Designated first aider and trained staff (emergency cover for pupils, staff and visitors)**

<b>Name of staff</b>	<b>Role</b>	<b>Contact details</b>
Ms A Elliot (First Aid at Work)	Designated First Aider	<a href="mailto:a.elliott@chaseterraceacademy.co.uk">a.elliott@chaseterraceacademy.co.uk</a>
Ms R Goodman (First Aid at Work)	Attendance Officer	<a href="mailto:r.goodman@chaseterraceacademy.co.uk">r.goodman@chaseterraceacademy.co.uk</a>
Miss C Thomas (First Aid at Work)	Teaching Assistant	<a href="mailto:c.thomas@chaseterraceacademy.co.uk">c.thomas@chaseterraceacademy.co.uk</a>
Mrs S Pickin (First Aid at Work)	Pupil Support Officer	<a href="mailto:s.pickin@chaseterraceacademy.co.uk">s.pickin@chaseterraceacademy.co.uk</a>
Mrs L. Howard (First Aid at Work)	Attendance Officer	<a href="mailto:l.howard@chaseterraceacademy.co.uk">l.howard@chaseterraceacademy.co.uk</a>

<b>Name of staff</b>	<b>Role</b>	<b>Department</b>
Mr A Tonks, Anthony Dunning and (Emergency First Aid at Work)	Site team	Contractor and out of hours cover
Ms H Hewitt, Mrs M Weaving, Mrs K Graham, Ms V Hobday, Ms K Grave (Emergency First Aid at Work)	Student Support Officer	Whole school pupil support
Ms J Stewart, Ms T Doughty (Emergency First Aid at Work)	Science Technician	Science Department
Miss H Weaving, Mr K Edrop (Emergency First Aid at Work)	D&T Technician	Design and Technology Department
Mr J Barter, Mr J Swannell, Miss A Vivian, Miss V Wilson, Mrs A Bromley, Mr M Brotherton, Mr H Windsor (Emergency First Aid at Work)	PE team	PE Department, extra-curricular clubs, afterschool fixtures and school trips
Mr R Giles, Mr M Ray, Ms L Roach and Ms G Bennett (Emergency First Aid at Work)	MFL/Geography	School trips
Mr J. Krause (Emergency First Aid at Work)	ICT Technician	ICT Services/site/out of hours
Mrs D Maymand (Emergency First Aid at Work)	Performing Arts	Performing arts department, school productions
Mrs F Gilbert (Emergency First Aid at Work)	Cover Manager	EVC/school trips
Mrs J Howkins (Emergency First Aid at Work)	Student Support	Whole school student support
Mrs K. Tonks (Emergency First Aid at Work)	TA	SEN / educational trips



## Appendix 2 - Issuing of Medication – Parent/Carer Instruction

If you require your child to take medication on the school premises, please complete the form below. It is parents/carers responsibility to inform school of any change and/or if the medication is no longer required. It will then need to be collected by the parent/carers. You must make the Designated First Aider aware if your child needs the medication administering.

No child is to carry any medication on them around school, it should be held in the first aid room.

Name:		Year		Tutor Group	
Date of Birth		Medical Need			

Name of medication			
Start date of medication		End date of medication	
<b>Dosage/</b> Key details of medication/Time of day to be taken/Amount to be taken			
Name:		Parent/Carer/Grandparent/ with responsibility	
Signed by:		Date	

### Office Use

Date received in school:		Recorded on file:	
Signed by First Aid Officer			

### Appendix 3 – Pupil Healthcare Plan

Name:		Year		Tutor Group	
Date of Birth		Medical Need			

#### Emergency Contacts:

Name	Relationship to child	Mobile	Home/Work

#### Full Description of Condition/s (additional space over leaf)

Name of Condition	Description of condition	Procedure in case of emergency: Steps
		1 2 3 4 5

#### Medication in school

Name of medication	Instructions for medication	Other Information

Does your child need to visit the First Aid Room during the day to take medication: **Y / N**

Self Administer: **Y / N** Needs Assistance **Y / N** (ring one)

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine and First Aid in accordance with the school policy. I will inform school immediately, in writing, if there is any change of circumstances or any changes to dosage or frequency or if the medication is stopped.

**NB: Diabetics will need a copy of their up to date care plan from their Diabetes Nurse and is up to the parent to supply a copy and keep school notified with any changes.**

Signed by Parent: \_\_\_\_\_

Date\_\_\_\_\_

Office Use:

Signed by First Aider: \_\_\_\_\_

Date\_\_\_\_\_

DSL Notified: Y / N \_\_\_\_\_

**Full Description of Condition/s** (continued)

Name of Condition	Description of condition	Procedure in case of emergency: Steps

Any other information: