



FIRST AID POLICY

Priestley Smith Specialist VI School

September 2025

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Policy status: Statutory

Responsible member of SLT: Joanna Garvey Headteacher

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1. AIMS

Priestley Smith School is committed to the rights of the child as outlined in the UN Convention and is working towards Rights Respecting Schools Gold award. This belief influences everything the school does and impacts upon all our policies.

Article 3 The best interests of the child must be a top priority in all things that affect children.

Article 23 A child with a disability has the right to live a full and decent life with dignity and independence, and to play an active part in the community.

Article 24 Children have the right to the best health care possible.

The aims of our first aid policy 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 policy is based on the *Statutory Framework for the Early Years Foundation Stage*, advice from the Department for Education contained in [guidance on first aid for schools.pdf \(publishing.serDeputy.gov.uk\)](#) and health and safety in schools, and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981 \(legislation.gov.uk\)](#), 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 \(legislation.gov.uk\)](#), 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 \(legislation.gov.uk\)](#), 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 2013 \(legislation.gov.uk\)](#) 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
- [The Social Security \(Claims and Payments\) Regulations 1979 \(legislation.gov.uk\)](#) which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012 \(legislation.gov.uk\)](#) 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 AND FIRST AIDERS

Priestley Smith Specialist School will employ an appropriate member of staff be the **Appointed Person** for first aid. Deputy Appointed Persons will be identified in the primary and secondary departments.

The appointed or deputy appointed person is responsible for:

- Taking charge when there are significant injuries, or someone becomes significantly ill requiring more than basic first aid.
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

In line with Government legislation, Priestley Smith Specialist School will appoint **at least 1** trained first aider for every 50 people on site as listed in Appendix 1. The names of the first aiders will be displayed prominently around the school. In the school's Early Years setting at least one person who has a current paediatric first aid (PFA) certificate will be always onsite.

First aiders are trained and qualified to carry out the role. Their main duties are:

- To complete a training course approved by the Health and Safety Executive.
- In school they are required to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- To record any injuries, they respond to using the appropriate format.

3.2 RESPONSIBILITY OF THE GOVERNORS

The governing board 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 / DEPUTY HEADTEACHER

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

- Ensuring that an appropriate number of trained first aid personnel 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
- Reporting specified incidents to the HSE when necessary, through the RIDDOR process

3.4 STAFF

School staff are responsible for:

- Ensuring they follow the First Aid Policy
- Ensuring they know who the first aiders in school are
- Completing the accident form for all incidents they attend to where a first aider is not called for

4. FIRST AID PROCEDURES

4.1 IN-SCHOOL PROCEDURES

In the event of an accident or illness:

- 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 will administer first aid as per their training. Further first aiders may be asked to assist if the incident is serious.
- If, in the case of illness rather than injury and the first aider judges that a pupil is too unwell to remain in school, the first aider will consult with a member of the senior management team to decide on the next steps. If appropriate, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will brief the parents on the incident
- If emergency services are called, the Headteacher /Deputy Headteacher or if not available the School Administrator team will contact parents immediately
- The relevant member of staff will complete an accident form 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 pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Contact numbers for the school
- Contact numbers for parents
- A Risk assessment will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises. This will be discussed and approved by the Educational Visits Coordinator who has completed the appropriate training. (see Educational Visits Off Site guidelines)

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on all other school trips and visits.

5. FIRST AID KITS

While there is no statutory list of contents for a first aid kit, Priestley Smith Specialist School will provide kits in line with the Health and Safety Executive (HSE) guidance. Priestley Smith Specialist School will have a **minimum** of one first aid kit for each 50 people on each site. First Aid Kits will be labelled and accessible. The location of first aid kits will be displayed with first aider information throughout the site.

A mobile first aid kit will be taken whenever children are taken off site. The Appointed person and/or deputy appointed persons will monitor the contents of First aid kits and mobile first aid kits on a monthly basis and restock any depleted items.

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

- 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.

6. RECORD-KEEPING AND REPORTING

6.1 FIRST AID AND ACCIDENT RECORDING

All injuries involving pupils and staff will be recorded on the accident form

Injuries following incidents of Behaviours of Concern will be recorded as both an incident and injury on MyConcerns

SLT will receive notifications for all reported accidents of injuries and the accident form should be given to them. Further actions and follow up will be noted within the comment box at the end of the accident report. Notifications of any pupils or staff who need to leave the premises due to injury or illness will be sent to the Headteacher/Deputy Headteacher. Admin staff will then scan the accident form onto the child's SIMS profile, and placed in the child's pupil profile on One Drive. The hard copy will be retained in the pupil's files.

Any First Aid administered should be recorded on an accident form and parents or carers should be contacted.

Staff receiving First Aid will need an accident form completed and retained on their staff file

6.2 REPORTING TO THE HSE

The Headteacher /Deputy Headteacher 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 Headteacher /Deputy Headteacher in liaison with Human Resources 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>

6.3 NOTIFYING PARENTS

Class staff are required to inform parents via the Home-School book, in person or via telephone of any injuries on the same day of the injury. In the case of a severe injury, parents will be contacted by the first aider, class teacher or Headteacher/Deputy Headteacher. If necessary, parents will be required to collect their child from school.

In the event of a head injury the transport guide should also be informed

If an ambulance needs to be called, the Headteacher/Deputy Headteacher or a member of the leadership team will contact parents immediately. In the case of staff, the Headteacher/Deputy Headteacher or a member of the Human Resource team will inform the emergency contact as stated on the staff members file.

A member of staff or the first aider will accompany the pupil in the ambulance as agreed by the Headteacher/Deputy Headteacher. They will remain at the hospital with the pupil until a parent or guardian arrives at the hospital. A member of staff or the first aider will accompany a member of staff to the hospital as needed and agreed by the Headteacher/Deputy Headteacher.

The Headteacher/Deputy Headteacher will arrange for the member of staff to be collected from the hospital or arrange for a taxi via reception.

6.4 REPORTING 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 Headteacher will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. TRAINING

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. Current first aiders will be identified on a list in reception.

A significant number of children and young people attending Priestley Smith Specialist School require access to Emergency Rescue Medication. (See Medical Policy and Allergy Awareness Policy)

Additional training is offered to staff to support pupils who may need emergency medication for the following conditions:

- | | |
|------------|---------------|
| • Epilepsy | • Anaphylaxis |
| • Asthma | • Diabetes |

Individual, pupil specific training may be offered for conditions additional to the list above.

8. MONITORING ARRANGEMENTS

This policy will be reviewed every 2 years. At every review, the policy will require approval by the Governors

9. LINKS WITH OTHER POLICIES

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

10. FIRST AIDER PROVISION

Suggested minimum numbers based on the HSE guidance are given in the tables below.

Category of Risk	Numbers employed at any one location	Suggested minimum number of First Aid Personnel within the school
Lower Hazard Schools fall into the lower hazard category except for specific activities	Primary – 25-30 children excluding EYFS, 10-12 staff Secondary – 50-60 children 30-35 staff	Primary - 2 members of staff trained in Level 3 Award in Emergency Paediatric First Aid Secondary – 5 members of staff trained in Level 3 Award in Emergency Paediatric First Aid
Higher Hazard areas of activity - in secondary - food technology, science labs, in primary and secondary Swimming.	Primary swimming – 10-20 children plus 6 – 10 staff 50-60 children 30-35 staff. 8-12 in a food tech or science lesson, KS3 swimming Children with additional needs and medical needs are supported by staff trained to meet their need – see Medical needs and medication policy	At least one First Aider trained in EFAW or FAW depending on types of injuries that may occur. At least one additional First Aider trained in FAW for every 50 employed (or part thereof) First aider (PE teacher) accompanies students to Swimming
PS EYFS framework applies	8-10 children 3-4 staff	EYFS - Minimum of 1 first aider in EYFS who has full 12 hour Paediatric first aid at all times

Checklist for assessment of first-aid needs**Point to consider**

Both primary and secondary departments have low-level hazards, as per a normal school environment

Higher levels of risk posed from swimming and from specific lessons in secondary (Food tech and Science)

Impact on first-aid provision

Designated persons to take charge of first-aid arrangements and ensure a suitably stocked first-aid kit.

Sarah Jones – Primary

Sonya Jennings - secondary

Both primary and secondary departments have a medical room.

Swimming is supervised by PE teacher who has emergency paediatric first aid qualification

Science and Food tech rooms have access to first aiders and kit in secondary department

Employees

EYFS 8-10 children 3-4 staff

Primary – 25-30 children, 10-12 staff

Secondary – 50-60 children 30-35 staff

Minimal numbers of work experience, medical needs recorded prior to starting placement

Staff with specific health needs are known

Medical rooms sited in both primary and secondary department

Minimum of 1 first aider in EYFS who has full 12 hour Paediatric first aid at all times

Minimum of 2 first aiders in each department

First aid equipment located in medical rooms in primary and secondary departments

Defib in Secondary department and one in Beeches Juniors and accessible.

Each mini bus has a first aid kit

Accidents and ill-health records

Head injuries

Bumps and grazes

Falls and trips

Diarrhoea

Epilepsy

Asthma

See Medical needs and medication policy for head injury letters, diarrhoea letter

Record of minor injuries kept in accident book

More serious injuries requiring hospital treatment

RIDDOR reporting form sent to LA

Working arrangements

Some employees complete home visits

Secondary and primary department are in two separate buildings

Access to emergency services

Employers working at other sites – Fortis and Wilson Stuart School

Sufficient provision to cover for first-aiders or appointed persons when they are absent

See Home visits policy

Medical room with first aid kit in each room

First Aiders present in both departments

See appendix 3 Ambulance procedures displayed in both primary and secondary receptions

First Aid policies from other schools. Activities monitored by PS staff

There are 4 first aiders in Primary Department

5 in secondary and 4 in Habitation. First Aiders can be moved between departments as required.

Non-employees

Parents and other visitors on site including peripatetic music teachers.

First Aiders will support any first aid needs for visiting persons

APPENDIX 2: LIST OF FIRST AIDERS

FIRST AIDERS – Primary Department

	Date	Expires
Sarah Jones – Paediatric First Aid FULL COURSE	25 th March 2024	24 th March 2027
Paula Sillence - Emergency Paediatric First Aid	9 th February 2024	8 th February 2027
Jo Garvey – Paediatric First Aid FULL COURSE	29 th August 2025	28 th August 2028
Victoria Karim - Emergency Paediatric First Aid	9 th February 2024	8 th February 2027
Beth Hooper - Paediatric First Aid FULL COURSE	3 rd September 2025	2 nd September 2028
Toni Simmonds - Emergency Paediatric First Aid	9 th February 2024	8 th February 2027
Carole Ward – Emergency Paediatric First Aid	7 th April 2025	6 th April 2028
Emma Cardinal– Emergency Paediatric First Aid	7 th April 2025	6 th April 2028
Chloe Manley – Paediatric First Aid FULL COURSE	3 rd September 2025	2 nd September 2028
Emily Asson – Emergency Paediatric First Aid	7 th April 2025	6 th April 2028
Richard Foord– Paediatric First Aid FULL COURSE	3 rd September 2025	2 nd September 2028
Roshida Begum - Emergency Paediatric First Aid	7 th April 2025	6 th April 2028

FIRST AIDERS – Secondary Department

	Date	Expires
Lesley Holsey - Emergency Paediatric First Aid	9 th February 2024	8 th February 2027
Jeremy Adams - Paediatric First Aid FULL COURSE	3 rd September 2025	2 nd September 2028
Daryl Burns - Emergency Paediatric First Aid	9 th February 2024	8 th February 2027
Laura Shwalbe - Emergency Paediatric First Aid	9 th February 2024	8 th February 2027
Joyce Farnsworth – Emergency Paediatric First Aid	7 th April 2025	6 th April 2028
Katie Smith – Emergency Paediatric First Aid	7 th April 2025	6 th April 2028
Kim Blundell – Emergency Paediatric First Aid	7 th April 2025	6 th April 2028

FIRST AIDERS – Specialist Outreach Department

	Date	Expires
Suzanne McDonald - Paediatric First Aid FULL COURSE	3 rd September 2025	2 nd September 2028
Terri Ann Bent - Paediatric First Aid FULL COURSE	3 rd September 2025	2 nd September 2028
Lottie Hickie – Paediatric First Aid FULL COURSE	3 rd September 2025	2 nd September 2028

First Aiders - Lunchtime Supervisors

	Date	Expires
Rachel Lewins - Emergency Paediatric First Aid	7 th April 2025	6 th April 2028
Sophie Ann Birch - Paediatric First Aid FULL COURSE	3 rd September 2025	2 nd September 2028

APPENDIX 3: AMBULANCE PROCEDURES

Calling an Ambulance

If you need to call an ambulance to take a casualty to hospital:

Contact SLT for support and between you carry out the following actions

Ask a supporting member of staff to gather the information you will need THIS SHOULD ALL BE ON THE CARE PLAN– name, age, date of birth, special needs, key medical information including any medication, brief details of the emergency, school phone number 0121 325 3900

Call **999** and ask for the ambulance service

Give brief details and answer the operator's questions.

Tell them the entrance you need –

Priestley Smith Primary School, Beeches Road, B42 2PY Use What Three Words code –lows.loops.stream	Priestley Smith Secondary School, Beeches Road, B42 2PY Use What Three Words code - farm.gallons.fuels
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- Tell reception that an ambulance is on its way, where the emergency is and where the ambulance is coming to
- Reception will contact site services and the Headteacher
- Make sure that someone who saw what happened and knows the student well is ready to talk to the ambulance crew
- Contact parents (for students) or next of kin (for adults) to inform them of what is happening.
- Ensure that a member of staff is vigilant to show the crew where to go

When the ambulance arrives

- Show the crew where to go and share information
- At least one member of staff will go in the ambulance with a student if they are going to hospital.
- Make sure someone will be at the hospital for an adult (next of kin or school staff)
- Arrange to meet parents at hospital
- SLT will arrange cover for the team

When the ambulance has left

- Arrange to collect any staff from hospital or ask reception to order them a taxi on the school account
- Check on the team and offer support/ cover/ debrief as needed

Update the Headteacher