

First Aid Policy



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Aims

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.

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 guidance from the Health and Safety Executive (HSE) on incident reporting 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

Roles and responsibilities

Appointed person(s) and first aiders

The school's first aiders are 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 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
- Sending pupils 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 1)
- Keeping their contact details up to date

First aiders' names and photographs will be displayed prominently around the school and they will be introduced to new staff as part of the induction process.

In line with legal requirements, where a qualified first aider is not available, an appointed person will take charge of first aid arrangements, including calling emergency services and maintaining supplies. An appointed person does not need formal first aid qualifications but must be capable of managing first aid coordination.

The Executive headteacher

The executive 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

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 1) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs.

Governance

The governing board retains overall responsibility for health and safety and ensures appropriate systems and oversight are in place. Day-to-day responsibilities are delegated to the Executive Headteacher and staff.

First aid procedures

The medical room on each site is clearly labelled and a list of first aiders is displayed on the school premises in the form of a poster. All medical rooms are on the ground floor of each site, and there's a pull-out medical bed for short-term care.

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 the 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 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 relevant staff member will contact parents

immediately

- The staff member/first aider will complete an accident report, in hard copy, as soon as possible, on the same day.

If concerning a student, the incident will then be added to their school records and communicated to their parents/carer.

If the incident concerns a member of staff and is serious enough to require time off, professional medical treatment or ongoing concerns, the incident will be added to their HR records.

All serious accidents must be reported to the HSE by the H&S leads (CFOO, Facilities Manager, SLT) as required by RIDDOR.

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 including, at minimum:
- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- SLT contact details and Parent / carer contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 3 vials of eye wash
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises. The risk assessment will then be reviewed by the Head of Site before being signed off by the Executive Head Teacher.

Should an accident occur during a school trip, staff will contact the Head of Site or another member of SLT as soon as possible. The Head of Site or alternative member of SLT will contact parents, carers or family as appropriate. If no member of SLT is present or immediately contactable, an appointed first aider or alternative appointed staff member will contact parents / carers or family.

Outreach procedure

Where lessons take place in the students' home, there is always a responsible adult (family member or carer), who will be responsible for the students' medical needs. The Southover Partnership staff will act with a supportive role should an incident occur that requires first-aid. Where lessons take place in a public venue, we will follow the risk assessment and first aid procedure provided by the venue.

First aid equipment

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

- 10 antiseptic wipes, foil packed
- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 3 vials of eye wash or one bottle of eye wash
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves
- No medication to be kept in first aid kits
- Staff on each site and on trips should be aware

Record-keeping and reporting

First aid and accident record

- An accident form will be completed in hard copy, in an accident record book, by the first aider on the same day or as soon as possible after an incident resulting in an injury.
- As much detail as possible will be supplied when reporting an accident, including all of the information included in the accident form.

- The details of the accident will be added to digital record systems as soon as possible: students will have significant accidents or accident patterns added to their education records; staff will have significant accidents or accident patterns added to their HR files.
- Records held on the system for a minimum of 10 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed.

Reporting to the HSE

The Chief of Financial Operation Officer (CFOO) 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 Chief of Financial Operation Officer (CFOO) will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days. In the absence of the Chief of Financial Operation Officer (CFOO), the Executive Head teacher will be responsible for reporting to the HSE.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalding 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Chief of Financial Operation Officer (CFOO) will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic

bleach

- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment
- An accident “arises out of” or is “connected with a work activity” if it was caused by:
 - A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
 - The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
 - The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

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

Training

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.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

Monitoring and Review

This policy will be monitored by senior leadership and reviewed annually by the governing body to ensure effectiveness and compliance.

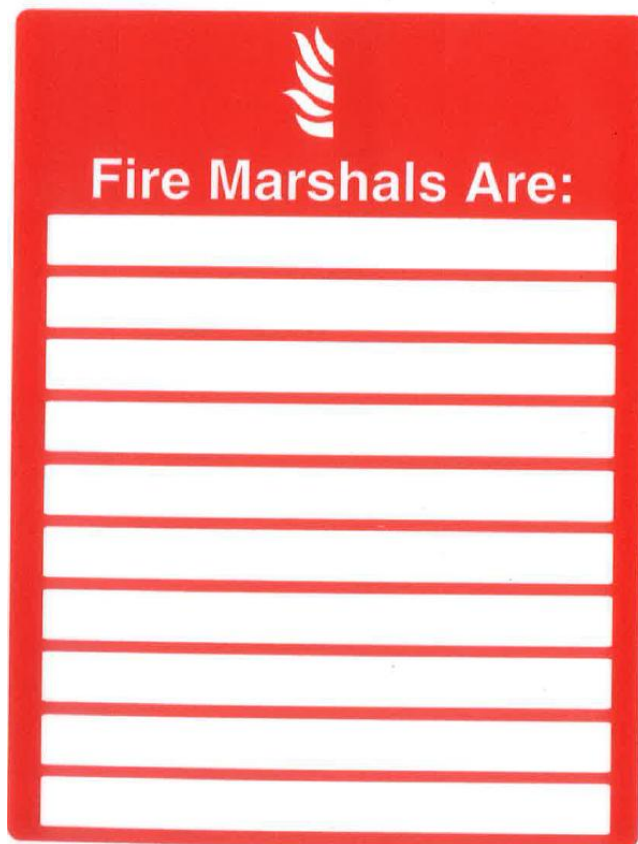
The Health and Safety Committee will regularly review and analyse reported accidents to identify patterns.

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.
- Educational visits policy
- Safeguarding Policy

Appendix 1:



A red rectangular sign with a white flame icon at the top center. Below the icon, the text "Fire Marshals Are:" is written in white. The sign features ten horizontal white lines for listing names, all enclosed within a red border.



A green rectangular sign with a white cross icon at the top center. Below the icon, the text "First Aiders Are:" is written in white. The sign features ten horizontal white lines for listing names, all enclosed within a green border.

13046BA

Appendix 2:

List of trained first aiders

Staff member's name	Location	Telephone
Aaron Gallagher	Kingsbury Manor	
Claire Harris	Kingsbury Manor	
Jason Smith	Kingsbury Manor	
Jean-Robert Etonde	Kingsbury Manor	
Laura Gamble	Kingsbury Manor	
Manna Naher	Kingsbury Manor	
Precious Rubie	Kingsbury Manor	
Sara Greek	Kingsbury Manor	
Gisela Bonet	Kingsbury Manor	
Karen Gilbride	Split	
Violeta Ismail	Kingsbury Manor	
Anahita Milligan	Edgware	
Ediz Fehmi	Edgware	
Georgia Bance	Edgware	
Katie Pockett	Edgware	
Nadir Minar	Edgware	
Vivian Gaprelian	Edgware	
Ben Denham	Edgware	
Davut Unsal	Edgware	
Freya Wyman	Edgware	
Jonathan Harper	Edgware	
Pranali More	Edgware	
Sam Weaver	Edgware	
Paula Berry	Finchley	
Deeqa Warsame	Finchley	
Mayesha Puspa	Finchley	
Reece Wilson	Finchley	
Dina Shah	Finchley	
Suraiya Qureshi	Outreach	