

First Aid Policy

May 2025

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Reviewed by (SLT Lead):	School Business Manager
Governor Sub Committee Link:	Resources Committee / Budget Scrutiny
Adopted by Governing Body on:	to be adopted July 2025
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Next Review:	May 2026

1. Purpose:

The purpose of this policy is to:

Employers have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. It doesn't matter whether the injury or illness is caused by the work they do, what is important is that they receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones. First-aid provision in the workplace covers the arrangements that need to be made to manage injuries or illness suffered at work.

This policy outlines the School's responsibility to have adequate and appropriate first aid provision available for students, staff, parents and visitors and to have the procedures in place to meet that responsibility.

2. Aim:

The aim of this policy is to:

Identify the first aid needs of the School in line with Health and Safety (First Aid) Regulations 1981 to ensure that adequate first aid provision is available at all times while people are on school premises and offsite whilst on educational visits.

The Management of Health and Safety at Work Regulations 1999 require employers to make an assessment of the risks to health and safety of their employees at work, and to identify what measures they need to take to prevent or control these risks. First-aid provision must be 'adequate and appropriate in the circumstances'. This means that sufficient first-aid equipment, facilities and personnel should be available at all times.

The School is a low risk environment, but consideration of specific times, lessons and activities in certain areas of the school need to be considered when deciding upon our provision.

3. Procedures and Practice:

Emergency Procedure for Major Incidents

In the event of an emergency or if an at risk student/person falls ill then the member of staff at the incident must;

- Call Reception – who will;
- Call 999.
- Summon a First Aider
- Emergency treatment should be delivered.

If 999 is called the following information must be given;

- GHS telephone number 01865 374971
- GHS address; Oxford Road, Kidlington, OX5 2NT.
- Name of casualty and symptoms/any known medical condition
- Inform ambulance control of the best entrance e.g. main reception entrance.
- If an ambulance is called to the main reception, SLT should be informed and a member of staff should go to the entrance to give directions to the ambulance crew.

If the emergency services are called the parent of the casualty must be telephoned by staff at Reception as soon as is practicable.

First Aid Treatment

If a student or member of staff feels unwell or has an accident that requires medical attention then they should go to Reception to seek first aid treatment. The Receptionist is the Primary First Aider. There are a number of members of staff that are qualified first aiders. An up to date list of First Aiders can be found on the Shared Drive in the Health & Safety Folder in the First Aid file.

First Aid Room

The First Aid Room is located next to Reception. It should be used to treat students/members of staff or visitors that require treatment or time to recover. The First Aid Room has a supply of first aid equipment.

Provision of First Aid Supplies

There are several first aid stations located around the school. The local First Aider or Department Head is responsible for ensuring that there is an adequate supply of first aid equipment and that supplies have not passed their expiry date.

Recording of First Aid Treatment

All first aiders that administer first aid treatment have an obligation to record the treatment given in the First Aid Log. The First Aid Log is held in Reception.

Hygiene

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should use disposable gloves when administering first aid, these can be found in every first aid box. Any spillages must be notified to the site team who will follow the correct procedure for dealing with bodily fluids.

4. Roles and Responsibilities:

Role and responsibilities of Primary First Aider

Primary First Aider is responsible for:

- Being the primary provider for staff and students who require first aid treatment and managing the First Aid Room.
- Ensuring sufficient first aid supplies are held in the First Aid Room and that they have not passed their expiry date.
- Ensuring that all first aid treatment provided is recorded in the First Aid Log.
- Ensuring that the ambulance is called in case of an emergency.

Role and responsibilities of First Aider

First Aiders are responsible for:

- Providing first aid treatment as and when required.
- Ensuring that any first aid supplies that they are responsible for are replaced when used and all supplies have not passed their expiry date.
- Ensuring that any first aid treatment that they have provided is recorded in the First Aid Log.
- PE staff are responsible for checking and restocking the First Aid kits when taking lessons/tournaments off site.

Role and responsibilities of the Governing Body

The Governing Body is responsible for:

- Ensuring adequate first aid arrangements are in place to meet their statutory responsibilities and should ensure that policies, procedures and systems are properly and effectively implemented.
- Ensuring that sufficient staff have received suitable training and are competent before they take on responsibility to provide first aid treatment. Staff should have access to information as needed.

Role and responsibilities of the Headteacher

The Headteacher is responsible for:

- Ensuring that the school's policy is developed and effectively implemented.
- Ensuring that all staff know the first aid arrangements in place.
- Ensuring sufficient trained numbers of staff are available to provide first aid treatment. Ensuring that school staff are appropriately insured and are aware that they are insured to support students in this way.

Role and responsibilities of the Health & Safety Manager

The Health & Safety Manager is responsible for:

- Assessing the first aid requirements and needs of the School and ensuring that there is adequate provision of first aid and associated facilities at all times whilst the school is occupied and during educational visits.
- Ensuring that each school minibus carries a first-aid kit and are kept fully stocked and that all supplies have not passed their expiry date.
- Ensuring that there is an adequate number of qualified first aiders on site during operational hours.

Role and Responsibilities of the Visit Leader on an Educational Visit

The Visit Leader is responsible for:

- Ensuring that there is an adequate number of qualified first aiders and first aid provision during their educational visit.
- Ensuring that any student with a high risk medical need is supervised by a qualified first aider for the duration of the visit.
- Ensuring that any incident involving a student or member of staff that required first aid treatment is recorded in the accident book or first aid log (whichever is applicable) upon return to school.
- Ensuring that any significant incident that required first aid treatment whilst on an educational visit is report to the Health & Safety Manager upon return to school to ensure that suitable remedial action is taken as required.

5. Monitoring and Review:

In order to monitor the effectiveness of this policy an annual audit will be conducted by the designated member of the Senior Leadership Team responsible for Health and Safety.

A formal review of this policy shall be conducted every two years to ensure that it remains valid and up to date.

6. Sources and References

- The Health & Safety at Work etc. Act. 1974.
- The Health & Safety (First Aid) Regulations 1981.
- The Management (Health and Safety) Regulations 1999.
- GHS Accident Reporting Procedure.
- GHS Supporting Student with Medical Conditions Policy.