



BEACONSFIELD HIGH SCHOOL  
*A remarkable grammar school*

---

**FIRST AID POLICY**

Date last reviewed:	February 2024
Next review date:	February 2025
For review by:	Headteacher & FGB



---

### Contents

1.	Aims .....	3
2.	Legislation and Guidance.....	3
3.	Roles and Responsibilities .....	3
4.	First Aid Procedures .....	4
5.	First Aid Equipment.....	5
6.	Record-Keeping and Reporting.....	5
7.	Training .....	7
8.	Monitoring Arrangements.....	7
9.	Links with Other Policies.....	7
	Appendix 1: List of Trained First Aiders .....	8

## 1. 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.

## 2. 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.

This policy complies with our funding agreement and articles of association.

## 3. Roles and Responsibilities

### 3.1. Appointed Person(s) and First Aiders

The school's appointed person(s) are Kate Vaughan and Penny Chapple. They 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.
- Logging an incident on CPOMS on the same day, or as soon as is reasonably practicable, after an incident or in the case of a staff member, emailing a report for their staff file and copy retained in Student Welfare.
- Keeping their contact details up to date.

Our school's appointed person(s) and/or first aiders are listed in Appendix 1.

### 3.2. The governing board

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

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

- Ensuring that an appropriate number of appointed persons and/or 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 (see section 6).

### **3.4. Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders and/or appointed person(s) in school are.
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called.
- 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 the school Matron or 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 or Matron 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, Matron will recommend next steps to the parents/carers.
- If emergency services are called, Matron, Reception or a senior member of staff will contact parents/carers immediately.
- Matron will complete an accident report 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 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.
  - 1 triangular bandage – individually wrapped and preferably sterile.
  - 6 safety pins.
  - Individually wrapped moist cleansing wipes.
  - 2 pairs of disposable gloves.
- Information about the specific medical needs of pupils.
- Parents/Carers 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).
  - 1 triangular bandage.
  - Assorted adhesive dressings.
  - 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm).
  - 12 assorted safety pins.

Risk assessments will be completed by the trip leaders and approved by trips administrator prior to any educational visit that necessitates taking pupils off school premises.

Where indicated by the risk assessment, there will always be at least 1 first aider on school trips and visits.

## **5. First Aid Equipment**

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

- A leaflet giving general advice on first aid.
- Wrapped sterile adhesive dressings (assorted sizes).
- 1 individually wrapped triangular bandage (preferably sterile).
- 6 safety pins.
- 1 medium-sized individually wrapped sterile unmedicated wound dressing.
- 1 large sterile individually wrapped unmedicated wound dressing.
- 3 pairs of disposable gloves.

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room.
- Reception (at the desk).
- All science prep rooms.
- All design and technology classrooms.
- The school kitchens.
- School vehicles.
- PE Fixture Bags.

First aid kits are checked and replenished at the beginning of each term.

## **6. Record-Keeping and Reporting**

### **6.1. First Aid and Accident Record Book**

- Incidents and accidents will be recorded on Medical Tracker by the Matron on the same day or as soon as possible after an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident, including all of the information.
- If appropriate the accident report will be stored on the pupil's CPOMS record by Matron.
- Records held will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed.

### **6.2. Reporting to the HSE**

The Facilities 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).

The Facilities Manager 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.

#### **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;
  - o Covers more than 10% of the whole body's total surface area; or
  - o causes significant damage to the eyes, respiratory system or other vital organs.
- 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.
- 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 Facilities Manager 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:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

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

**6.3. Notifying Parents (early years only)**

Matron 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. Parents/Carers will also be informed if emergency services are called.

#### **6.4. Reporting to Ofsted and child protection agencies (early years only)**

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 the relevant Buckinghamshire Council child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

#### **7. 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 (see appendix).

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.

#### **8. Monitoring Arrangements**

This policy will be reviewed by the Assistant Headteacher who line manages Student Welfare annually.

At every review, the policy will be approved annually.

#### **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.

### Appendix 1: List of Trained First Aiders

Name	Department	Expiry	Course Name
Liz Ball	Student Welfare	03/01/2026	Level 3 Emergency First Aid at Work
Iwona Batterberry	Admin	03/01/2026	Level 3 Emergency First Aid at Work
Amy Brown	PE	03/01/2026	Level 3 Emergency First Aid at Work
Penny Chapple	Student Welfare	21/11/2025	First Aid at Work
Claire Churchill	Support	03/01/2026	Level 3 Emergency First Aid at Work
Hannah Embery	PE/Dance	20/06/2025	Level 3 Emergency First Aid at Work
Juliette Ganachaud	AHT/Sixth Form	20/06/2025	Level 3 Emergency First Aid at Work
Oliver Jennings	Computer Science	21/07/2025	Level 3 Award in Outdoor first Aid (RQF) & Emergency First Aid at Work
Isobel John	English	03/01/2026	Level 3 Emergency First Aid at Work
Charlotte Lewis	English	20/06/2025	Level 3 Emergency First Aid at Work
Gemma Lloyd	PE	03/01/2026	Level 3 Emergency First Aid at Work
Kathryn Martin	Performing Arts	03/01/2026	Level 3 Emergency First Aid at Work
Ciara Milliken-Tull	Languages	20/06/2025	Level 3 Emergency First Aid at Work
Kavitha Nair	Maths	20/06/2025	Level 3 Emergency First Aid at Work
Emma Pritchard	AHT	03/01/2026	Level 3 Emergency First Aid at Work
Alison Robinson	Maths	20/06/2025	Level 3 Emergency First Aid at Work
Karen Ross	English	03/01/2026	Level 3 Emergency First Aid at Work
Zahara Sattar	AHT	20/06/2025	Level 3 Emergency First Aid at Work
Sill To	Support	03/01/2026	Level 3 Emergency First Aid at Work
Kate Vaughan	Student Welfare	28/04/2024	First Aid at Work
Anne Vesterinen-Heath	Science Technician	20/06/2025	Level 3 Emergency First Aid at Work