



GLOSSOPDALE
HIGH SCHOOL
Part of True Learning Partnership

To aspire, endeavour and thrive together

FIRST AID POLICY

Revision	Date	Description of Changes
Updated policy	26/10/2023	Updated using the Key Policy
4.2 Offsite provision	18/6/25	An emergency inhaler in the first aid kit following recommendations from Safeguarding audit
5 First Aid storage	18/6/25	Storage in DT and Science is not in classrooms/labs, in preparation and work rooms
6.1 Record Keeping	18/6/25	Student accidents are recorded on a google form and added to their Bromcom record.
Appendix 1	18/6/25	Updated staffing list
Appendix 1	01/07/26	Updated staffing list Link to Allergy & Anaphylaxis Policy

Approved by: LGB **Date:** 01/07/2026

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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
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

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

3. Roles and responsibilities

a. Appointed person(s) and first aiders

The school's appointed first aid team and the appointed person(s) are responsible (see Appendix 1) 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. These will be checked periodically and recorded
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Designated first aiders (see Appendix 1) 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 as, or as soon as is reasonably practicable after, an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed first aid team and the appointed person(s) are listed in appendix 1. Their names will also be displayed prominently around the school site.

b. 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.

c. 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 (see Appendix 1) 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)

d. 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 (see appendix 2) 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

a. 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. Where necessary, upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the attending first aider will notify a member of the pastoral/admin team, who will contact parents immediately

The first aider/attending member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

b. 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:
 - i. A leaflet giving general advice on first aid
 - ii. 6 individually wrapped sterile adhesive dressings
 - iii. 1 large sterile unmedicated dressing
 - iv. 2 triangular bandages – individually wrapped and preferably sterile
 - v. 2 safety pins
 - vi. Individually wrapped, moist cleansing wipes
 - vii. 2 pairs of disposable gloves
 - viii. 2 disposable ice packs
 - ix. Sanitary products
 - x. An emergency inhaler
- Information about the specific medical needs of pupils Parents' contact details
- Risk assessments will be completed by the Trip Leader prior to any educational visit that necessitates taking pupils off school premises. These will be recorded on the school system via Evolve Software.
- Guidance on first aid requirements for specific trips can be found in the School Offsite Visits Policy

5. First aid equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 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 is kept in first aid kits.

First aid kits are stored in:

- The first aid room
- Reception (at the desk)
- Science work room; labs have emergency eye wash apparatus as outlined in CLEAPSS
- Design and technology and food technology preparation rooms; CAD room has basic first aid supplies
- The school kitchens
- The PE Office
- The Thrive Centre
- The extension building

First aid kits will be checked and replenished periodically and recorded by the first aid team. Members of staff within individual departments/faculties will also need replenish stock where needed.

6. Record-keeping and reporting

a. First aid and accident record book

- An accident form will be completed by the first aider/attending member of staff 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 included in the accident form at appendix 2 - this is currently recorded via a Google form and recorded by the Business Manager
- For accidents involving pupils, details are added to the pupil's educational record on Bromcom by the first aid team
- Records of completed accident report forms 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 of

b. Reporting to the HSE

The first aid team 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 first aid team 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:
 - 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 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 School Business 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 where 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>

c. Notifying parents

The first aid team/attending member of staff will inform parents 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 will also be informed if emergency services are called.

7. 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 (see appendix 3).

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 Senior Leadership Team every year.

At every review, the policy will be approved by the Head teacher and the School Governors.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Allergy and Anaphylaxis Policy

Appendix 1: list of appointed persons(s) for first aid and/or trained first aiders

STAFF MEMBER'S NAME	ROLE
Mr J Chetwyn	Assistant Head Teacher / Designated Person
Ms K Smith	Head Teacher / Designated Person
Mrs C Davenport	Designated First Aider
Mrs E Preston	Assistant SENCO
Mrs N Dewey	Year Manager / Designated First Aider
Miss R Wilde	Year Manager / Designated First Aider
Mrs A Evans	Year Manager / Designated First Aider
Ms S Gilchrist	Year Manager / Designated First Aider
Mrs M Johnson	Year Manager / Designated First Aider
Mrs H Davies	Year Manager / Designated First Aider
Mrs J Gallagher	KS3 Admin Assistant / Designated First Aider
Mrs K Boakes	Sixth Form Student Learning Support Manager / Designated First Aider
Mrs T Smith	TA Team Leader / Designated First Aider
Mr L Woolstencroft	Network Assistant / Designated First Aider

STAFF MEMBER'S NAME	ROLE
Ms C Chan	Science Technician / Designated First Aider
Miss C Ansbro	Communications & Admin Manager
Mr J Bailey	Casual letting assistant / Designated First Aider
Mr D Donnelly	Casual letting assistant / Designated First Aider
Mr J Lowe	Casual letting assistant / Designated First Aider
Ms Leanne Pace	Business Manager/Community Development Manager /Designated First Aid Trainer