

# **Barnhill Community High School**

## **First Aid Policy**

<b>Approved by:</b>	Trust Board
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<b>Date:</b>	6 February 2024
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<b>Next review due:</b>	5 February 2025
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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

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

## 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 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 School Premises \(England\) Regulations 2012](#), 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

Barnhill has two members of staff who have attended the Level 3 Emergency Paediatric First Aid course who provide first aid and welfare care to students as the Appointed Persons; and a member of Reception staff has attended School First Aid at Work training to provide first aid to staff and visitors. These members of staff are supported by a number of colleagues who have attended Emergency First Aid at Work training.

### 3.1 Appointed person(s) and first aiders

The school's appointed persons are: Mrs Angela Gabriel and Mrs Gabriel Raychaudhuri.

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
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

### 3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegate's operational matters and day-to-day tasks to the headteacher and staff members.

### **3.4 The headteacher**

The 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 (see section 6)

### **3.5 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 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

## **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 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 required from a colleague or the emergency services. They will remain on scene until help arrives
  - If required, the call to the emergency services will be made at the location of the incident alongside the injured person to ensure accuracy and expediency of information shared.
  - The first aider will also decide whether the injured person should be moved or placed in a recovery position
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- 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 First Aider will contact parents immediately, or will delegate this task to a Head of Year or Pastoral Support Manager if required.

- The First Aider 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**

The school uses EVOLVE to support its Educational Trips and Visits. The system offers a robust information sharing process from the schools Management of Information System (MIS). Therefore, when taking pupils off the school premises, staff can ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details
- A detailed risk assessment for the receiving venue, where available, which includes reference to any first aid provision.

The Educational Trips and Visits Policy outlines clearly the responsibilities of staff involved in trips and visits. The Lead Teacher is responsible for completing a comprehensive risk assessments prior to any educational visit that necessitates taking pupils off school premises. This is approved by the Educational Visits Coordinator and, ultimately, by the Headteacher.

The school will aim to have at least one first aider on all major school trips and visits. When this is not the case the first aid support will be clearly identified in the risk assessment and guidance given to all staff leading/attending a trip in the event of a medical emergency


## **5. First aid equipment**

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

- A leaflet with general first aid advice
- Regular and large bandages, including triangular
- Eye pad bandages
- Eye wash
- Microporous tapeAdhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits and other medical equipment are stored as follows:



**Defibrillators** can be found in the following locations:

- Ground floor – Inclusion area – on the wall immediately in front of you as you enter the department area
- Ground floor – canteen – by the door to the kitchen area
- First floor – by the Science lift
- First floor – by the main (reception) lift
- External – on the rear wall of the building (external to G104) near cage/astro

First Aid Kit Locations			
G099	& emergency asthma pack	PE CHR	& salbutamol and spacers for emergencies
G100	& emergency asthma pack	ENG	& salbutamol and spacers for emergencies
G099	& large eyewash tap	MFL	& salbutamol and spacers for emergencies
G074	& emergency asthma pack	ART	& emergency asthma pack
Dance Studio		MAT	& emergency asthma pack
Minibus		HUM	

## 6.1 First aid and accident record book

- Accidents and incidents are logged by the member of staff who administered first aid, usually the appointment person. These are logged as soon after the incident as practically possible; usually on the same day.
- Where an injury is sustained, the incident, injury and treatment/action taken will be logged both in a paper record and on an Excel spreadsheet. As much detail as possible will be recorded and will include the child's name, the nature of the incident, the treatment given and action taken and a record of who undertook the first aid.
- Where the incident prompts a safeguarding concern, an entry will also be made on My Concern, which is an online platform used by the school to support the Safeguarding of students.
- Where an incident occurs that relates to the fabric or use of the building or its grounds e.g. a trip on loose carpeting, a falling ceiling tile, this will be logged on the online Accident, Incident or Near Miss form. Staff are made aware that the recording of Near Misses is an important part of the school's Health & Safety structure.
- Records held in the first aid and accident book 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.

## 6.2 Reporting to the HSE

The Welfare and medical 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 Operations Manager 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)  
<http://www.hse.gov.uk/riddor/report.htm>

## 6. 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 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

## 7. Monitoring arrangements

This policy will be reviewed by the headteacher and Inclusion Manager every year.

At every review, the policy will be approved by the head teacher and the full governing board.

## 8. Links with other policies and procedures

This first aid policy is linked to the

- Health and Safety Policy
- Safeguarding Policy
- Risk Management Procedures
- Educational Trips and Visits Procedures
- Policy on supporting pupils with medical conditions

## Appendix 1: list of first aiders

Surname	Forename	Department	Training	Renewal Date
Gabriel	Angela	Inclusion	Paediatric First Aid Course: 2-day (Hillingdon)	17/01/2026
Raychaudhuri	Gabriel	Inclusion	Paediatric First Aid Course: 2-day (Hillingdon)	17/01/2026
Markwell	Marilyn	Reception	First Aid at Work (3 day)	22/06/2026
Bond	Linda	Lead Cover Supervisor	School Emergency First Aid at Work	21/04/2026
Shepherd	Peter	PE	School Emergency First Aid at Work	21/04/2026
Clyne	Conor	PE	School Emergency First Aid at Work	21/04/2026
Vockic	Gabriella	EAL	School Emergency First Aid at Work	21/04/2026
Amjad	Kashaf	Art	School Emergency First Aid at Work	21/04/2026
Allen	Paul	Creative Design	School Emergency First Aid at Work	21/04/2026
Edwards	Damian	SLT	School Emergency First Aid at Work	21/04/2026
Church	James	Business	School Emergency First Aid at Work	21/04/2026
Gardner	Matthew	LSA	School Emergency First Aid at Work	21/04/2026
Taylor	Jade	Science	School Emergency First Aid at Work	21/04/2026
Evans-Brown	Bethany	Science	School Emergency First Aid at Work	21/04/2026