

READ SCHOOL FIRST AID POLICY

Introduction

The purpose of this Policy is to highlight the requirements for all workplace and school activities either on site or off in ensuring that adequate consideration is given to the provision of first aid.

The policy indicates the minimum requirements to meet UK legislation for the provision of first aid within the workplace.

The policy forms part of Read School Health and Safety policy and is one of the measures taken by the school in meeting and maintaining legislative compliance and duty of care.

Aim

The aims of first aid are:

- To preserve life
- To limit the effects of the condition
- To promote recovery

Also at a minimum ensure:

- Reasonably practicable arrangements are identified and implemented for dealing with incidents or illnesses requiring first aid, as and when they occur for employees and non-employees, if they should be injured or become ill whilst at work or visiting the organisation's managed premises.
- A suitable and sufficient number of competent persons for carrying out first aid treatment are provided.
- Regular checks on first aid equipment, facilities and supplies are undertaken routinely and documented.
- A suitable and sufficient first aid risk assessment must be undertaken and should consider:
 - The proximity to external medical services.
 - Staffing levels in relation to the number of competent first aiders required and the type of establishment, school, office, workplace, etc.
 - Foreseeable risks in relation to the number of competent first aiders provided, looking at the working activity and workplace hazards, e.g. tools, machinery, hazardous substances, kitchens and workshops.
 - The needs of peripatetic staff e.g. lone workers, employees, service users or visitors with disabilities.

Scope

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This policy applies to all employees; this includes visitors, contractors and other personnel and applies to all existing and proposed on and off site premises.

This policy will aim to meet the minimum requirements of all UK regulatory standards and best practices.

In accordance with the school's health and safety arrangements it is the responsibility of the Senior Management Team to ensure that these policy requirements are met.

At a minimum ensure:

- Common first aid arrangements are robustly established in the workplace and documented accordingly.
- All relevant staff receives appropriate first aid awareness training through induction Staff directly involved in the management of transient and remote employees will receive more in depth training.
- There are adequate First Aid Notices indicating the names and location of First Aiders and are clearly marked.
- First Aid boxes, stocked with an appropriate quantity of first aid materials under the control of the designated and trained first aiders/appointed persons, around all premises shall be provided.
- All third parties, contractors and others working temporarily on our premises are familiar with and adhere to the documented first aid arrangements.
- All first aid treatment must be documented and recorded on the electronic Accident Report Form found in the staff section of the Readnet portal
- First Aiders receive appropriate and relevant levels of training and guidance to carry out their duties.
- First Aiders hold current and recognised First Aid at Work qualifications and ensure that where and when required they re-qualify and maintain their qualifications before the expiry date of any qualifications and or certificates held.
- Suitable and sufficient levels and means of communications are in place for contacting First Aiders and/or Appointed Persons.
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Responsibilities

Governors

The Board of Governors will support the Head in ensuring that there are adequate first aid provisions in place to support all staff, pupils and visitors.

Head

The Head, as Duty Holder has overall responsibility for health, safety and welfare, which includes first aid within school. They may delegate some responsibilities to a named member the Senior Leadership Team, medical centre staff, bursar or site manager.

Senior Leadership Team

In accordance with the school's health and safety arrangements it is the responsibility of the Senior Leadership Team to ensure that the requirements in this policy are met.

Ensuring the number of qualified first aiders is adequate for the requirements of the school.

Bursar

Ensuring that:

- The number and location of first aid boxes are published
- Arrangements for first aid on off-site activities are adequate
- Activities out of school hours i.e. lettings, concerts etc. are covered
- Arranging suitable and sufficient training
- Maintaining the register of qualified staff

Medical staff

Ensuring that:

- Keeping a suitable register of staff and pupil visits to the medical room
- Replenishing stock in first aid kits and sports teams first aid bags
- Maintaining stock levels of medicines and medical supplies as appropriate
- Maintaining staff and pupil medical details on Engage
- Monitoring dates of spare EpiPens etc. held in the medical room and reminding staff and parents when they need to be replaced
- Ensuring medicines held in fridges are kept at the correct temperature
- Completing the online accident report form when necessary

Staff

- All staff whether in charge of pupils or not are expected to use their best endeavours at all times, especially in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children
 - Attending suitable training when required arranged by the Medical Centre
- Completing the online accident report form when necessary

Definitions

First Aid at Work

- People at work can suffer injuries or be taken ill. It doesn't matter whether the injury or illness is caused by work, it is important to give them immediate attention and call an ambulance if required. First aid at work regulations and best practice covers the arrangements you should make to ensure this happens. It can save lives and prevent minor injuries becoming major ones. First Aid should only be administered by a competent person.

First Aider

- A first-aider is someone who has undertaken training and has a qualification that the Health and Safety Executive (HSE) has approved.
This means that they must hold a valid certificate of competence in either:
- First aid at work (FAW), issued by a training organisation
- Emergency first aid at work (EFAW), issued by a training organisation

Implementation

Staffing

In line with guidance provided by the Health and Safety Executive (HSE) the number of staff with a first aid qualification should be greater than one per 100 staff and pupils on each site. Those staff who undertake training to become first-aiders do so on a voluntary basis.

A qualified first-aider is present whenever children are on site. All rooms containing first aid kits are identified by a green square with a white cross on the door. A full list of first aid box locations can be found at the end of this policy.

First Aid provision will be provided, where possible, on all off-site activities. Where this is not possible members of staff accompanying the activity will carry mobile phones in order that assistance can be summoned or advice sought, if necessary, from the emergency services or qualified medical staff.

Accidents on school premises

In the event of a serious injury or illness contact the medical centre or in their absence the Reception desk as appropriate who will organise a qualified First Aider to come and assess the injuries.

In the unlikely event of a First Aid trained staff member being unavailable, then the member of staff responsible for the ill or injured person must personally carry out the 'General Procedure for All Accidents' as detailed in below.

Should the accident be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 then it should be done so in line with HSE guidance document Incident Reporting in Schools

Accidents off school premises

This applies to all off-site activities including excursions, expeditions and all sporting activities which take place off site. In planning and participating in outings and trips, staff should follow the Health and Safety guidance as detailed in the Educational Visits Coordinator's (EVC) policy

Where the accident occurs off-site, the member of staff responsible for the ill or injured person must personally carry out the 'General Procedure for All Accidents' (below).

During expeditions, camps etc. staff must ensure that they know the locations and telephone numbers of the nearest hospital/surgery. All staff should then follow the steps detailed in the EVC.

General procedures for all accidents

If the injury is serious an ambulance should be called immediately and it is important that the parents are contacted. In the case of a serious injury, this contact is best made by a senior member of staff or the medical centre, who will need to be informed of the injured pupil's name, the hospital to which admitted and details of the accident and injuries. If the parents cannot be contacted then the pupil's emergency number should be telephoned. If the parents (or their representative) can still not be contacted, a member of staff must accompany the pupil to hospital and remain there until a parent or other responsible adult arrives.

Any injuries to Read School pupils which result in a hospital visit must be reported to a member of the Senior Leadership Team who will decide whether further action is required. In cases where serious injury or death of a child occurs the incident must be reported to the Local Area Designated Officer (LADO) by the School's Designated Officer.

For a less serious injury, but one which requires hospital treatment or it is considered inadvisable that the pupil should travel home by public transport, the parents should be contacted and asked to come and collect their child. If the parents cannot be contacted the emergency contact number should be phoned. A member of staff must remain with the pupil at all times until the parent or the child's emergency contact person is present.

For a minor injury, but one about which the member of staff feels the parents should be informed, the pupil should go home by the usual method or alternatively the member of staff should contact the parents by telephone or email.

Only qualified members of staff should administer necessary First Aid and should not act outside their range of competence.

At all times members of staff are expected to use their own professional judgment and to err on the side of caution.

First Aid materials and equipment

First Aid box locations can be found at the end of this policy.

The school's defibrillator can be found in main entrance by Reception.

In addition, all school buses contain First Aid boxes and portable bags are available for PE & Games. A first aid bag must be taken by members of staff when working with pupils off-site. All First Aid bags are marked with a white cross on a green background. For off-site visits these are carried within other bags.

PE & Games portable bags are called in at the end of summer term for checking and re-stocking by the medical centre. If staff request supplies during the term, these supplies are given out as soon as possible by the medical centre. It is the responsibility of the medical

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centre to restock first aid boxes and bags as soon as possible after use. First aid boxes and bags must not contain medications including those used for pain relief e.g. paracetamol.

Pain relief is normally issued by the medical centre or Reception. However, there are times when the medical room is staffed by other school staff due to absence. In these cases extra checks are taken when issuing pain relief.

A wheelchair is available for use and is located in Norfolk House boot room.

Hygiene procedures when dealing with body fluids

All staff should take precautions to avoid cross infection and follow basic hygiene procedures and have access to appropriate Personal Protective Equipment (PPE). Staff dealing with an incident must ensure that their own cuts and grazes are covered.

Packs containing absorbent powder, antibacterial sprays and disposable scrapers along with PPE are available in the Urine and Vomit Spill Packs These should be used to mop up spillages of body fluids e.g. urine and vomit. All contaminated waste must be disposed of appropriately.

When to call an ambulance

An ambulance should be called, by dialling 999, in the following circumstances:

- where an injury cannot be controlled e.g. uncontrolled bleeding from an external wound or from a body cavity (e.g. mouth, nose, ear, rectum or vagina);
- signs of stroke (face drooped, arm limp, speech slurred) or heart attack (pain in chest, pain in jaw or left arm);
- signs of poisoning or drug overdose;
- where someone is trapped, unconscious or has severe back pain;
- sign of attempted suicide;
- injury caused by electric shock;
- drowning;
- extreme hypothermia;
- EpiPen used (anaphylactic shock).
- Asthma attack that is not relieved by pupils prescribed inhalers

Where a child has sustained an injury that requires them to be taken to hospital then the parents should be contacted to take them where practicable. No child should travel alone to hospital. Where a parent is unable to accompany a child, then a member of staff must accompany the child to hospital.

Reporting and recording incidents

Any occurrence requiring first aid is regarded as an incident. The medical centre keep a record of any first aid that is given to a pupil. This includes:

- the date, time and place of the incident
- the name and class/form of the injured person
- details of the injury/illness and what first aid was given
- what happened to the person afterwards (e.g. returned to class, resumed normal duties, went home, went to hospital) name and signature of first aider.

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Accident report forms should be completed where appropriate by the person administering first aid.

The Bursar is responsible for the reporting of incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

In the case of head injuries, parents must be informed immediately, by phone. If there is believed to be a significant head injury parents are advised to come to school and assess for themselves the condition of their child. For mild head injuries, bumps knocks etc. the medical centre will assess the child, notify parents via phone or email and keep a regular check on the child throughout the day.

Arrangements for pupils with category 1 medical needs

Parents are asked to specify if their child has any particular medical conditions (e.g. asthma, epilepsy, diabetes) on entry to school through the registration form. Parents are expected to notify the school if their child develops a particular medical condition.

Children identified with a particular medical condition are included on Engage. Copies of the list are given to all staff at the beginning of Autumn Term or when the details change.

Where a child has a long-term or complex medical need the school will draw up a health care plan in consultation with parents and relevant health professionals.

Children who carry EpiPens and Inhalers are identified by means of a photo in the staffroom and Kitchen

EpiPens and inhalers may be carried as follows:

- Junior School pupil EpiPens are held by the Junior School staff
- Junior School pupils requiring inhalers may carry them if a parent wishes and a spare supplied by the parent is kept in the Junior School
- Senior School pupils may carry an EpiPen with a spare being kept in the medical room.
- Senior School pupils requiring an inhaler to carry them.
- All pupils who suffer from Anaphylaxis or Asthma are expected to have a spare EpiPen or Inhaler in school which is held in the medical centre.
- An emergency spare EpiPen and Inhaler is held in an unlocked orange kit in the staffroom

Head Injuries

PE and Games staff should follow the Guidelines issued by England Rugby for the assessment and treatment of suspected concussion. The Heads of Sport should record any head injuries through the online Accident Reporting Form

Staff with medical conditions

Staff are asked to provide the school with any relevant information in relation to health problems that they may have on an annual basis. Any information given is Medical in Confidence but may help with any first aid if required.

Location of First Aid and Burns Kits*

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Number	Area	Date checked	Staff member
1	Medical Centre * / Norfolk House	September 2025	ELS
2	Reception	September 2025	ELS
3	Moloney Hall	September 2025	ELS
4	Read Block	September 2025	ELS
5	PE Dept x 2	September 2025	ELS
6	Sports Hall	September 2025	ELS
7	Art	September 2025	ELS
8	FPN Room *	September 2025	ELS
9	DT room	September 2025	ELS
10	Upper Junior's	September 2025	ELS
11	Lower Junior's	September 2025	ELS
12	Main Kitchen *	September 2025	ELS
13	Laundry	September 2025	ELS
14	Site Team	September 2025	ELS

School Buses

ECHO	September 2025	ELS
TANGO	September 2025	ELS
UNIFORM	September 2025	ELS
VICTOR	September 2025	ELS
YANKEE	September 2025	ELS

First Aid Trained Staff 2025-206

Read School aim to provide at least

- 3 First Aid At Work (3 day course) First Aiders
- 3 Paediatric First Aiders
- 7 Emergency First Aiders (1 day course)

List of current First Aiders

Name	Qualification	Expiry date
Sally Warren	First Aid at Work	October 2026
Allie Glover	First Aid at Work AED Training and CPR	October 2028
Elizabeth Hepworth	Emergency First Aid	September 2027
John Matthews	Emergency First Aid	October 2028
Scott Hunter	Emergency First Aid	October 2028
Mark Perkins	Emergency First Aid	October 2027
Sara Scholefield	Emergency First Aid	September 2025
Emma Cullen	Emergency First Aid	February 2028
Rachel Wake	Emergency First Aid	February 2028
Luke Johnson	Emergency First Aid	April 2026
Galen Hill	Emergency First Aid	April 2026
Catherine Fox	Paediatric First Aid	September 2026
Lisa Fairhurst	Paediatric First Aid	September 2026
Vicky Burnell	Paediatric First Aid	September 2026
CCF First Aiders		
Sarah Rothwell CC	DAO Level 3 Award in First Aid at Work	March 2029
Jason Dale (Army)	First Aid at Work	March 2029
Emma Dale (Army)	First Aid at Work	March 2029

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Ricardo Silva (Army)	FAA Emergency First Aid at Work (RQF)	October 2028
Annette Oliver (RAF)	Essential St Johns First Aid (RAF) Catastrophic Bleeding Certificate	November 2028 November 2028
Jane Purdy (CFAV RAF)	First Aid at Work	March 2029

Referenced

<https://www.gov.uk/government/publications/first-aid-in-schools>

Written by Emma Sowersby, Medical Centre Manager

Endorsed by Ruth Ainley, Head of School

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