

First Aid Policy

Kelvin Hall School

Policy reviewed and adopted
by the Board of Trustees

Spring 2025

Version

V1

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Spring 2026

Responsible Committee:

Local Governing Body

Monitoring:

Trust Board

Related Policies

- Health and safety policy & guidance;
- Risk assessment policies;
- Policy on supporting pupils with medical conditions ;
- Equality, Diversity & Inclusion Policy

Where is this policy
published?

School Website

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1 Policy at a glance

- 1.1 The school's first aid policy aims to ensure the health and safety of all staff, pupils, and visitors. It outlines the roles and responsibilities of staff in responding to an incident and recording and reporting the outcomes. The policy also details first aid procedures, including in-school and off-site procedures.
- 1.2 Here are some of the key points of the policy:
 - The school has appointed first aiders who are responsible for providing first aid treatment to those who are injured or become ill;
 - Staff are required to report all accidents and injuries, regardless of how minor they may seem;
 - The school will report specified incidents to the Health and Safety Executive (HSE), as required by law;
 - Parents will be informed of any accident or injury sustained by their child, regardless of how minor it may seem.
- 1.3 The policy is linked to a number of other school policies, including the health and safety policy, risk assessment policies, and the policy on supporting pupils with medical conditions. It is also reviewed regularly and amended when necessary.
- 1.4 The school's first aid policy is a comprehensive document that outlines the steps that should be taken in the event of an accident or injury. The policy is designed to ensure the safety of all staff, pupils, and visitors.

2 Introduction

Prior to final approval by the LGB, this policy has been the subject of review and suggested amendments have been taken into consideration and changes made where they can be agreed.

3 Aims

The school aims to ensure that:

- The health and safety of all staff, pupils and visitors;
- Staff and governors are aware of their responsibilities with regards to health and safety;
- We provide a framework for responding to an incident and recording and reporting the outcomes.

This policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation. Kelvin Hall School makes sure all staff understand their duty of care to children and young people and are confident in knowing what to do in the event of an emergency. The school understands that certain medical accidents/conditions are serious and potentially life-threatening, particularly if poorly managed or misunderstood. The school understands the importance of medication and care being taken as directed by health care professionals and parents.

4 Legislation and Guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#), and the following legislation. The latest [guidance updates were published on 14th February 2022](#) and these have been included in this policy:

- [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. HSE has published detailed [First Aid guidance](#) to help employers comply with the regulations and offers practical advice on what they need to do;

- [Health & Safety at Work etc. Act 1974 and associated regulations](#);
- [School Premises \(England\) Regulations 2012](#), and [the Education \(Independent Schools Standard Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils;
- [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.

5 Roles and responsibilities

In all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work.

5.1 Minimum Legal Requirement - Appointed person

The **minimum legal requirement is to have an 'appointed person'** to take charge of first aid arrangements, provided an assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

5.2 Appointed person(s) and first aiders

The school's appointed people are Fiona Mason and Julie Baker. 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;
- Supporting students with both short-term and long-term medical conditions.

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.

Our school has a List of Designated First Aider (s) for first aid and/or trained first aiders, which is updated termly.

5.3 The Trust Board and Local Governing Body

The Trust 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.

Members of the LGB monitor that the school is following the policy and adhering to the Trust's policies.

5.4 The Executive 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);
- Make sure all staff are aware of this policy and understand their role in its implementation;
- Ensure that all staff who need to know are aware of a child's specific condition;
- Take overall responsibility for the development of Healthcare plans;
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

5.5 Staff and Health Care Professionals

Supporting all during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical needs. Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so. Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. Additionally all staff will:

- Ensure they follow first aid procedures;
- Ensure they know who the first aiders in school are;
- Complete accident reports for all incidents they attend to where a first aider is not called;
- Inform the headteacher or their manager of any specific health conditions or first aid needs.

5.6 Parental Responsibility

Provide the school with sufficient and up-to-date information about their child's medical needs and any specific conditions

6 First Aid Procedures

6.1 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 needed from a colleague or the emergency services. They will remain on 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. Upon their arrival, the first aider will recommend next steps to the parents;
- If emergency services are called, the Headteacher or Deputy Head will contact parents immediately
- The first aider or member of staff dealing with the incident will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

6.2 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;
- The following are based on the HSE's recommendation for a minimum travelling first aid kit
 - A leaflet giving general advice on first aid;
 - 6 individually wrapped sterile adhesive dressings;
 - 1 large sterile unmedicated dressing;
 - 2 triangular bandages – individually wrapped and preferably sterile;
 - Individually wrapped moist cleansing wipes;
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils;
- Parents' 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 a minimum:

- 10 antiseptic wipes, foil packed;
- 1 conforming disposable bandage (not less than 7.5cm wide);
- 2 triangular bandages;
- 1 packet of 24 assorted adhesive dressings;
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm);
- 2 sterile eye pads, with attachments;
- 12 assorted safety pins;
- 1 pair of rustproof blunt-ended scissors.

Risk assessments will be completed by the visit lead teacher, checked by the Deputy Head and Authorised by the Headteacher using EVOLVE, prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 staff member with a basic understanding of First Aid on school trips and visits, where there is not a first aider at the place being visited.

7 First Aid Equipment

7.1 First Aid Kits

7.1.1 A typical first aid kit in our school will include the following and are compliant with BS-8599:

- A leaflet with general first aid advice;
- Regular and large bandages;
- Eye pad bandages;
- Triangular bandages;
- Adhesive tape;
- Safety pins;
- Disposable gloves;
- Antiseptic wipes;
- Plasters of assorted sizes;
- Scissors;
- Cold compresses;
- Burns dressings.

7.1.2 No medication is kept in first aid kits or in the First Aid room unless for students with medical conditions that require emergency medication or regular medication such as Insulin.

7.1.3 First aid kits are stored in:

- The medical room;
- Reception (at the desk);
- Staff bases;
- All science labs;
- All Design and Technology classrooms;
- The school kitchens;
- School mini-buses.

7.2 Defibrillators

Each school in Thrive has:

- A defibrillator. Kelvin Hall School's defibrillator is located in the Reception and the PE department, hanging on the wall;
- Staff are trained to use this. It also has easy-to-follow verbal instructions.

8 Record-keeping and reporting

8.1 First aid and accident record book

- A Google accident form will be completed by the first aider 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;
- A copy of the accident report form will also be added to SMARTLOG (trust recording system);

- Records held in the first aid and accident book and/or digitally will be retained by the school until their 25th birthday, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of [See Thrive Data Retention Policy).

8.2 Reporting to the Trust

- A log for all accidents will be recorded on the spreadsheet, provided by the Thrive Cooperative Learning Trust.

8.3 Reporting to the HSE

The person responsible for Health & Safety at the school 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 aiders 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 – 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 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 scalding 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
- 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.

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences 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>

8.4 Notifying parents

A School Office will inform parents of any significant accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

8.5 Reporting to Ofsted and Child Protection Agencies

The Headteacher or Deputy Headteacher (DSL) 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 Head of School or Deputy Headteacher (DSL) will also notify Hull Safeguarding Children's Partnership of any serious accident or injury to, or the death of, a pupil while in the school's care.

9 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 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 until when this is valid.

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.

10 Links with other policies

This first aid policy is linked to the

- Health and safety policy & guidance;
- Risk assessment policies;
- Policy on supporting pupils with medical conditions;
- Equality, Diversity & Inclusion Policy

11 Reviewing the Policy

This policy will be reviewed regularly and amended when necessary.

12 Public Sector Equality Duty

12.1 The Equality Act 2010 replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It aims to ensure that people have equality of opportunity in accessing and experiencing public services. Schools when carrying out their day-to-day work should have regard to the following:

- eliminating discrimination
- advancing equality of opportunity and
- Fostering good relations across all characteristics

12.2 Schools cannot unlawfully discriminate against pupils because of their disability, gender, race, religion or belief, sex and sexual orientation. Protection is now extended to pupils who are pregnant or undergoing gender reassignment. This means it is now unlawful to discriminate against a transgender pupil or a pupil who is pregnant or recently had a baby.

12.3 This policy was reviewed and updated with reference to this duty. The author/s of this document considered this policy in the light of these requirements to ensure that Kelvin Hall School adheres to these statutory regulations.

13 Person Responsible

Updated Spring 2025

Headteacher

To be reviewed Spring 2026

Appendix 1 Administration of Medication within First Aid at Kelvin Hall

- A.1 Kelvin Hall School is an inclusive community that welcomes and supports pupils with medical conditions. Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities. The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.
- A.2 The Governors and staff of Kelvin Hall School wish to ensure that students with medical needs receive proper care and support at school. The Head of School/Executive Headteacher will accept responsibility in principle for members of the school staff giving or supervising students taking prescribed, emergency or necessary medications during the school day where those members of staff have volunteered to do so. Medication will only be received in school if it has been prescribed by a doctor or at the written request of a parent. Only reasonable quantities of medication should be supplied to the school, (for example, a maximum of four weeks supply at any one time). Each item of medication must be delivered in its original container and handed directly to an appropriate member of staff in the first aid room, as designated by the SLT. Where the student travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the student, including medication for administration during respite care.
- A.3 Each item of medication must be clearly labelled with the following information:
- Student's name;
 - Name of medication;
 - Dosage;
 - Frequency of dosage;
 - Date of dispensing;
 - Storage requirements (if important);
 - Expiry date
- A.4 The school will not accept items of medication which are in unlabelled containers Unless otherwise indicated all medication to be administered in school will be kept in a locked medical cabinet. Emergency medications such as Salbutamol (Ventolin) inhalers or Adrenaline Autoinjectors (Epipens, Anapens, Jext) MUST NOT be locked away. On request, the school will provide parents/carers with details of when medication has been administered to their child. Where it is appropriate to do so students will be encouraged to administer their own medication, if necessary, under staff supervision. Parents/carers will be asked to confirm in writing or by Google form if they wish their child to carry their medication with them in school. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the student's need for medication.

A.5 Roles and responsibilities of administering medication.

- Parents are responsible for ensuring emergency medication stored in school is in-date;
- The First Aid Officer - under the supervision of the relevant member of the Senior Leadership Team will regularly monitor that stored medication is in-date, taking action as appropriate;
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the school;
- The school will make every effort to continue the administration of medication to a student whilst on trips away from the school premises, even if additional arrangements might be required. However, there may

be occasions when it may not be possible to include a student on a school trip if appropriate supervision cannot be guaranteed;

- It is the responsibility of the First Aider providing medication to ensure relevant policies and guidelines are followed, and relevant documentation completed. These include the recording and checking in of all medication and regular checking of medication dates;
- All medication will go home at the end of each academic year and will need to be returned in September by parents/carers.

A.6 Written Statement of Principles

Every pupil understands they have the right to attend school and feel safe, valued, and respected.

- All pupils, staff and visitors are free from any form of discrimination;
- Staff and volunteers should set an excellent example to pupils at all times;
- The application of this policy should be understood by pupils and staff;
- Pupils should be supported and guided to take responsibility for their actions;
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities. The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

A.7 Complaints

Parents/carers who are dissatisfied with the support provided should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they make a formal complaint via the school's complaints procedure on the school website

The school has the following documentation in school:

- List of Designated First Aider(s) for first aid and/or trained first aiders;
- Accident report form for serious injuries/medical assistance;
- First aid training log.