First Aid Policy

Date of last review | 1 **September 2025**
Date of next review |1 **September 2026**

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1 OVERVIEW

1.1 Introduction

Kew House School recognizes its responsibility to provide adequate and appropriate First Aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed bi-annually.

1.2 Aims

- To identify the First Aid needs of the school in line with the Management of Health and Safety at Work Regulations 1974 1992 and 1999 amendments)
- To ensure that First Aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

1.3 Objectives

At Kew House School, we aim for a minimum of 5 trained Appointed First Aiders at Work and the majority of the staff should have either basic First Aid training or 12 hour paediatric First Aid training. Kew House School will:

- Provide relevant training and ensure monitoring of training needs
- Provide sufficient and appropriate resources and facilities.
- Inform staff and parents of the School's First Aid arrangements.
- Keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (RIDDOR)

2 ROLES AND RESPONSIBILITIES

The *Directors of Gardener Group (GGS)* are ultimately responsible for the health and safety of everyone on the premises. This includes *the Head* and teachers, non-teaching staff, pupils, and visitors (including contractors). GSG will ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

- SLT will ensure that risk assessments of the school are undertaken and that the appointments, training and resources for First Aid arrangements are appropriate and in place. Risk assessments will be carried by relevant members of staff and subject leaders, and when circumstances alter, these are overseen by the Health and Safety Committee.

The Health and Safety Committee of Kew House School, on behalf of the Gardener Group is responsible for the continuing assessment for First Aid needs, we will take into account:

- Numbers of pupils, staff, and visitors on site
- Layout and location of buildings and grounds
- Specific hazards
- Hours of work
- Out of hours and off-site arrangements
- Arrangements to provide adequate numbers of First Aiders, to provide cover in the absence of First Aiders, and adequate training.
- First Aid equipment needed.
- Location of First Aid equipment and notices

The Head, on behalf of the board and The Health and Safety Committee, is responsible for:

- Ensuring the policy is put into practice and there are detailed procedures.

The Director of Estates, on behalf of the Health and Safety Committee, is responsible for:

- Arranging an ongoing cycle of training including an induction training programme to meet the requirements of First Aid at work and schools.
- Maintaining an up-to-date log of training
- Maintaining a First Aid notice board in the staff print room
- Giving all staff information on the location of equipment, facilities and First Aid trained personnel and the same provision for new staff as part of their induction programme

The School Nurse, on behalf of the Health and Safety Committee, is responsible for:

- Liaising with the health and safety committee on First Aid issues and reporting of accidents
- Arranging the provision for in-house training for administering pupil medication
- Advising the School on training and resources needed for pupils with special medical needs.
- Advising on the dates and requirements of the immunization team for pupil immunizations on site
- Holding a record of all First Aid trained staff

The School Nurse is responsible for:

- All day to day First Aid issues
- Organising provision and replenishment of First Aid equipment
- Ensuring First Aid boxes are checked regularly.
- Maintaining accurate records of First Aid treatments given in the medical room
- Maintaining accurate records of accidents
- Maintaining a first-aid notice board in the medical room
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Ensuring that pupils with medical conditions are properly supported so that they can have full access to education, school trips and physical education in line with the Equality Act (2010)

The School Nurse will support the staff member dealing with the situation by:

- Giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called and must be able to leave to go immediately to an emergency.

Qualified First Aiders (see appendix 4) are responsible for:

- Responding promptly to calls of assistance.
- Providing First Aid support within their level of competence
- Summoning medical help as necessary
- Recording details of treatment given and the nature of the injury

Head of Sport is responsible for:

- Ensuring appropriate First Aid cover is available at all out-of-hours PE activities.
- Ensuring First Aid kits and specialist medication is taken to all practice sessions and matches.

Science department staff are responsible for:

- Ensuring that they are aware of the location of the First Aid kits in their laboratories.

Art and DT staff are responsible for:

- Ensuring that they are aware of the location of the First Aid kits in their classroom.

The Nurse and School Administrator are responsible for:

- Holding and maintaining an up-to-date list of all staff trained in Emergency First Aid at Work, and specialist training e.g., Diabetes, Epilepsy, EpiPen, Asthma etc.

All Staff:

- All Staff (teaching and non-teaching) are trained to summon medical help in an emergency and to administer basic First Aid. In addition, they are expected to do all they can to secure the welfare of the pupils and assist the school nurse in the completion of her role.
- Staff are regularly reminded about any specific medical needs some students may have and the subsequent immediate treatments needed such as, epilepsy and diabetes and the need for Epi pens etc.

INFORMATION

The Director of Estates will:

- Provide information for all new staff as part of their induction programme.
- Maintain a First Aid notice board in the Reprographics Room
- Give all staff information on the location of equipment, facilities and First Aid personnel.

TRAINING

All teaching staff will have basic one-day emergency First Aid training on a 3-year cycle arranged by the Estates Office Staff in conjunction with the nurse.

The school is a low-risk environment, but the *Heads of Department* will consider the needs of specific times, places and activities in deciding on their provision.

In particular, they will consider:

- Off-site PE
- School trips
- Science lab
- D&T workshops
- Art Room
- Adequate provision in case of absence, including trips.
- Out-of-hours provision e.g. clubs.
- Arrangements should be made to ensure that the required level of cover of both First Aiders and Nurse is available at all times until 5:30 in the evening, when the majority of people are on school premises.
- In school holidays, there should be a qualified First Aider available during working hours, for example the school caretaker.
- The Nurse will hold a valid certificate of competence, issued by an organization approved by the HSE, for example St. Johns Ambulance

3 PROCEDURES

3.1 Minor accidents

During lesson times, play or lunchtime, everyday cuts and bruises may be dealt with by the class teacher or member of staff on playground duty. If staff regard it as being warranted, the student will be sent to the medical room. The student may be accompanied, depending on the severity of the injury.

For minor accidents and head injuries, the Accident Book must be completed, and the relevant class teacher and *Head or Deputy* informed. Thereafter parents should be contacted where further treatment is considered prudent. Medical or admin staff will also need to inform the teacher of the following lesson, if it is not the class teacher.

3.2 Serious accidents

The Nurse or a First Aider must be called immediately, and the pupil should not be left unattended at any time. The Nurse or the First Aider must assess the extent of the pupil's injury to the best of their ability and act accordingly, not hesitating to call an ambulance where necessary.

3.3 If an ambulance is deemed necessary

Immediate treatment must be given as required whilst a second member of staff is sent to call an ambulance and notify *SMT.* Once that member of staff has confirmed to a Certified First Aider/Nurse that an ambulance is on its way, **the second member of staff must organise to inform the parents, guardians, or emergency contacts via a member of the *SMT*, where available. Basic information only should be given to the parent and there should be no speculation as to the injury unless certain of the details.** When the ambulance has been called, an adult should open the school gates to allow access and wait at the junction of the entrance to Kew House School and the main road to guide the ambulance to the school, thus avoiding unnecessary delay.

If the parents have been summoned and not arrived before the ambulance leaves, a member of staff must accompany the student to hospital and this member of staff would be advised to take a school mobile phone with them. Staff remaining at school must find out from the ambulance to which hospital the student is to be taken so that the parents can be kept informed. If there is any change in this destination *en route* the accompanying member of staff must report this back to school as soon as possible.

3.4 Reporting accidents

All accidents in school, whether involving adults or children, must be reported to *the School Nurse*, *Deputy Head* Pastoral and the *Site Manager*, or in their absence, to the *School Secretaries* and this **must be done** by a member of SLT.

The incident will be recorded in the accident book and, if necessary, further reported to the *Director of Estates* who will, if it is required according to HSE guidelines, record and report the incident 6

according to The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) – (See Appendix 2).

3.5 Record keeping

Statutory accident records: these are readily accessible in the medical room as accident records, written in the standard Accident Book and are kept for a minimum of seven years. The Accident Book ensures that all legislation requirements are met.

For minor treatments, such as a graze or cut a logbook is kept. Details of name, treatment, where, when and cause should be kept along with a record of any contact deemed appropriate with parents via phone/email.

The member of staff who is first on the scene of an accident must, as soon as possible, fill in the **Accident Book** giving as much information and detail as possible including time/cause/action taken.

This includes:

- Date, time and place of incident.
- Name (and class) of the injured or ill person.
- Details of their injury/illness and what First Aid was given.
- What happened to the person immediately afterwards.
- Name and signature of the First Aider or person dealing with the incident.

Parents will be informed of the administration of significant First Aid as soon as feasibly possible, preferably by a telephone call by the nurse, class teacher or the *SLT*. *The Head of Department* must be informed of the accident. *Nurse* will be consulted to compile any records of action or treatment. This information will be summarized in a termly report to establish higher risk areas and the necessity to review Risk Assessments. The area of the school must be noted to enable Risk Assessment review. *The Site Manager* will call for this information at the termly H&S meeting.

3.6 Hygiene and infection control

Basic hygiene procedures must be followed by staff and they will:

- Wear single-use disposable gloves when the incident involves the discharge of blood or other body fluids and dispose of these after use.
- Arrange for any spills to be contained and cleaned correctly by the *Site Manager* or a member of his team.

3.7 Accommodation / Medical Room

The Medical Room is the main room used for medical treatment and care of students during school hours. The Medical Room is located behind reception in the main building and is fully equipped to deal with everyday accidents and injuries. In addition, the disabled toilet on the ground floor will be used for medical treatment when it is necessary to have a lavatory close at hand.

4 FIRST AID MATERIALS, EQUIPMENT, AND MEDICINES

The nurse will ensure that each classroom, playground, and PE off site all have the appropriate First Aid containers according to HSE guidelines on recommended and mandatory contents.

- All first-aid containers must be marked with a white cross on a green background (Safety Signs Regulations 1980 (SI 1980 No 1471)
- Each classroom has a basic First Aid bag – the contents of these may vary depending on the particular needs in each location (e.g. blue detectable plasters must be used in food areas)
- All the coaches used by the school must carry a First Aid container.
- First Aid bags must accompany PE teachers off-site.
- A defibrillator is located on the ground floor, behind reception next to the Medical Room
- First Aid Equipment is kept in the Medical Room located behind reception in the main building. The Medical Room contains First Aid boxes specially designated for pupils who require Automatic Adeline Injectors, Epi Pens, Asthma pumps and equipment and diabetic supplies are clearly labelled. There are extra supplies and emergency medicine for students with a Health Care Plan.

5 APPENDICES

1. Contents of First Aid bags
2. RIDDOR Incident Report form
3. Basic advice on First Aid at work
4. Example of ongoing record of First Aid training

APPENDIX A
Contents of First Aid bags

All main First Aid bags (Kitchen, School Office, Art Room and Deputy's Office) throughout the school include the following:

- Antiseptic Wipes (alc. free)
- Baby wipes
- Eye pad
- Gloves
- Ice Pack
- Plasters: Large and Medium
- Plasters: Square
- Plasters: Sterile
- Safety Pins
- Sick Bag
- Triangular Bandage
- Un-medicated Dressing

All classroom First Aid kits contain the following:

- Anti-Bacterial Gel
- Plasters
- Antiseptic wipes
- Rubber Gloves
- Ice Pack
- Sick Bag
- Eye wash

APPENDIX B
RIDDOR Incident Report Form

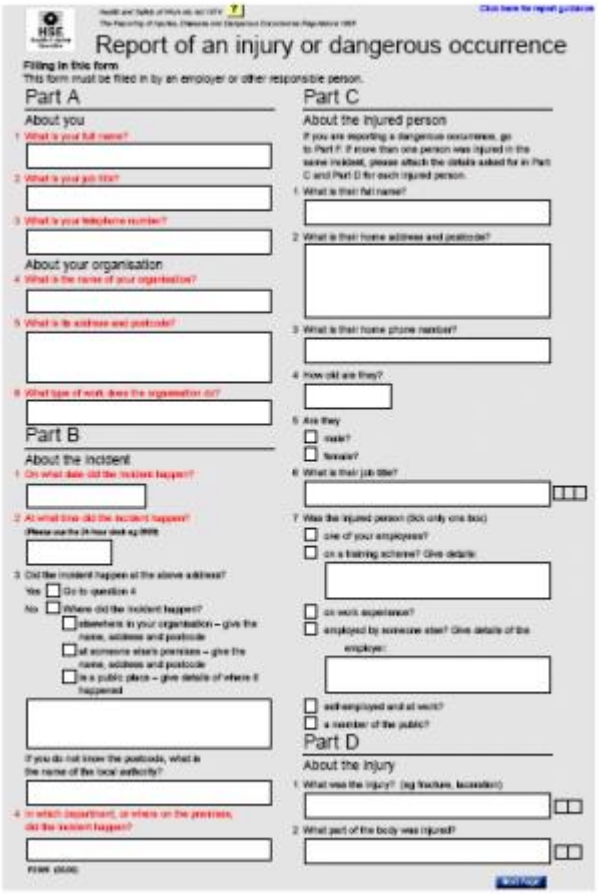
The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995 (RIDDOR)

Contact	HSE Incident Contact Centre Caerphilly Business Park Caerphilly CF84 3GG
Website	www.riddor.gov.uk
Email	riddor@natbrit.com
Telephone	0845 300 9923

This form is to be completed by the member of staff who witnesses the incident or the School Office if there is a reportable disease and give it to *the Deputy Head*, within 6 hours of the incident, if there is an occurrence that is reportable.

The examples of the forms to be filled are below – these forms are accessible online and can be completed electronically.

Injury or Dangerous occurrences form:



Report of an injury or dangerous occurrence

Filling in this form

This form must be filled in by an employer or other responsible person.

Part A

About you

About your organisation

Part B

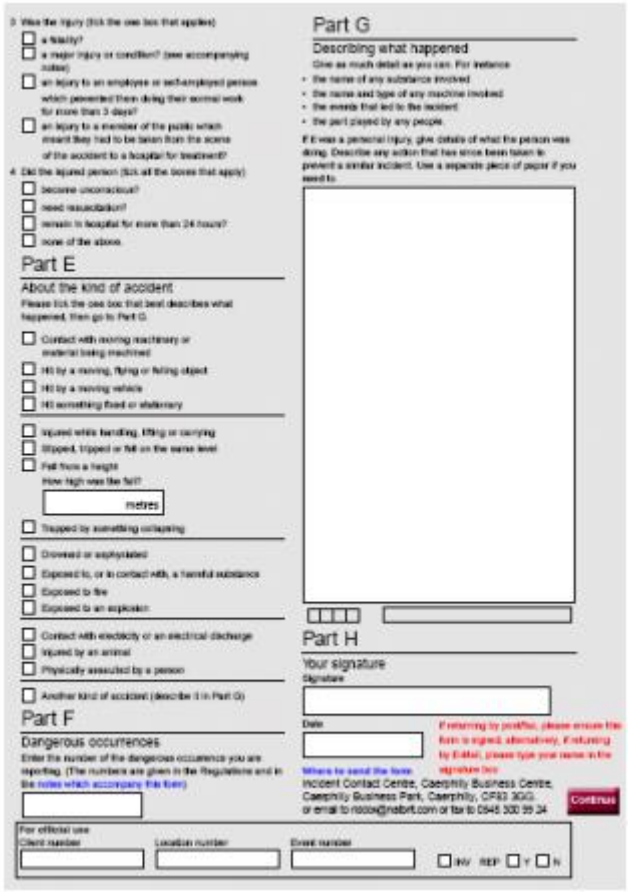
About the incident

Part C

About the injured person

Part D

About the injury



Part E

About the kind of accident

Part F

Dangerous occurrences

Part G

Describing what happened

Part H

Your signature

APPENDIX C
Basic advice on First Aid at work

Copies of this document can be found on the school intranet & in the medical room.

HSE

Health and Safety Executive

Basic advice on first aid at work

This is a web-friendly version of leaflet INDG347(rev1), revised 06/06

This leaflet contains basic advice on first aid for use in an emergency. It is not a substitute for effective training

What to do in an emergency

Priorities

Your priorities are to:

- assess the situation – do not put yourself in danger;
- make the area safe;
- assess all casualties and attend first to any **unconscious** casualties;
- send for help – do not delay.

Check for a response

Gently shake the casualty's shoulders and ask loudly, 'Are you all right?' If there is no response, your priorities are to:

- shout for help;
- open the airway;
- check for normal breathing;
- take appropriate action.

1 of 4 pages

APPENDIX D
Example of First Aid training log

Level 3 First Aid at Work

Name	Department	Expiry Date
Adele Takeda	School Nurse & Designated First Aider	
Bernadette Pereira	Reception	
Evidence Eguvwebere	Site Team	
Luis Pedroso da Silva	Site Team	

Level 3 Emergency First Aid at Work

Name	Department	Expiry Date
Abigail Concas	Exams/SEND	
Angela Celentano	Science	
Claire De St Croix	SEND	
James Caldwell	D&T	
Ellie Doyle	Sports	
Lotus Wang	Maths	
Helen Earle	Food	
Michael Long	English	
Ryan Gregory	Sports	
Mayrin Hernandez	MFL	
Sarah King	MFL	
Michael Kinsella	Sports	
Ellie Marden	MFL	
Lucy Melville	Sixth Form	
Rory Eves	History	
Archie Winchurch-Beale	Sports	
Anna Zubrzycki	English	
Simon Hook	Art	
Sophia Turner	Science	
Tricia Burt	Library	