

The Corner School: First Aid Policy

Owner	Headteacher
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Approver	Corner School Education Committee
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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 assess 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, decide 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

3. Roles and responsibilities

Appointed Person

The school's appointed person is the Office Manager. They are responsible for ensuring there is an adequate supply of medical materials in the medical room and first aid kits; replenishing stock when required

First Aiders

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, and action
- Ensuring an ambulance, or other professional medical help, is summoned when appropriate
- 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's appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

The Corner School Education Committee

The Corner School Education Committee delegates operational matters and day-to-day tasks to the Headteacher and staff members.

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)

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the Headteacher, or their manager, of any specific health conditions or first aid needs

4. First aid procedures

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 Headteacher will authorise the first aider to call the emergency services, if necessary
- If emergency services are called, the Office Manager or an appropriate member of staff, will contact parents immediately
- The first aider will decide whether the injured person should be moved or placed in a recovery position

- If the first aider judges 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
- The first aider responding to the accident will ensure an accident report form is completed on the same day or as soon as is reasonably practical after an incident resulting in an injury

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
- Information about the specific medical needs of all pupils going off site
- Parents' contact details

Risk assessments will be completed by the relevant individual prior to any educational visit that necessitates taking pupils off school premises. There will always be at least 1 first aider on school trips and visits.

5. First aid equipment

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

- | | |
|---|--|
| • A leaflet with general first aid advice | • Plasters of assorted sizes |
| • Regular and large bandages | • Scissors |
| • Eye pad bandages | • Cold compresses |
| • Triangular bandages | • Burns dressings |
| • Adhesive tape | • No medication is kept in first aid kits. |
| • Safety pins | • First aid kit is stored in: The medical room |
| • Disposable gloves | |
| • Antiseptic wipes | |

6. Record-keeping and reporting

First aid and accident record book

- An accident form will be completed by the relevant 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
- 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

Reporting to the HSE

The Director of Finance and Resources 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).

They 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. Information on how to make a RIDDOR report is available here:

<http://www.hse.gov.uk/riddor/report.htm>

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures (other than to fingers, thumbs, toes)
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head / torso causing damage to the brain or internal organs
 - Serious burns (including scalding). Any scalding requiring hospital treatment
 - 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
- Reportable 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

Notifying Parents

The Office Manager, or appropriate 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.

Reporting to Ofsted and child protection agencies

The Headteacher 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 Headteacher will also notify the LADO of any serious accident or injury to, or the death of, a pupil while in the school's care

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 2).

8. Monitoring arrangements

This policy will be reviewed by the Finance & Resources Director, and approved by the Corner School Education Committee, every year.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy

10. Appendix

List of trained first aiders

FIRST AIDER	ROLE	CONTACT DETAILS
Sarah Dent	Office Manager	0203 325 2772
Sian Towndrow	Class Teacher	As above
Viktor Theodoridis	Teaching Assistant	As above
Gulshan Sanderson	Teaching Assistant	As above
Nadiyah Ahmad	Teaching Assistant	As above
Tina De Araujo	Teaching Assistant	As above
Stephen Pidgeon	Caretaker	As above

First aid training log

TYPE OF TRAINING	STAFF NAME	DATE ATTENDED	TRAINING VALID UNTIL
Paediatric 2 day First Aid Course (ABC Life Support)	Sarah Dent	4 th October 2024	3 rd October 2027
	Sian Towndrow	4 th October 2024	3 rd October 2027
	Viktor Theodoridis	4 th October 2024	3 rd October 2027
	Gulshan Sanderson	4 th October 2024	3 rd October 2027
	Nadiyah Ahmad	4 th October 2024	3 rd October 2027
	Tina De Araujo	4 th October	3 rd October 2027

		2024	
	Stephen Pidgeon	4 th October 2024	3 rd October 2027