



THE PIGGOTT SCHOOL: Secondary Phase

‘Go and do Likewise’ Luke 10:25-37, The Parable of the Good Samaritan

We live with love and compassion, seeking help in times of need.

FIRST AID POLICY

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Approver:	Headteacher
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Category of policy:	Local Governing Committee

Changes history

Version:	Date:	Amended by:	Substantive changes:	Purpose:
2	June 2025	Governance Professional	Remove references to Coronavirus, reflect the school is part of a trust, add reference to the school minibus, add reporting serious accidents to the Trust Team reflect the changes to when an accident has to be reported to the HSE and to reflect that the LGC has delegated approval of this policy to the Headteacher	To reflect changes in law/guidance and to reflect current practice

This is a policy delegated to the responsibility of the Local Governing Committee of The Piggott School by Agape Trust Board.

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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, health and safety in schools 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 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

DfE – Supporting pupils at school with medical conditions

Wokingham Borough Council – First Aid for Schools document

Wokingham Borough Council- Assessment of First Aid Needs

First Aid at Work Qualification (FAW)

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

We aim to have a minimum of 2 FAW qualified staff on site during normal school hours to care for employees, students and/or visitors in case they are injured. In deciding upon the number of trained first aiders we have considered the nature of our site, activities undertaken, the number of staff, and the location of the school.

First aid provision is available during the school's main operational hours from Student Services (8.45am until 3pm). Additional provision is available from Reception during the hours 8am until 4pm.

3.1 First aiders

The First Aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- To follow the school's safeguarding practices to protect the students and themselves
- Acting as first responders to any incidents assessing the situation where there is an injured or ill person, and providing immediate and appropriate treatment to the best of their abilities
- 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
- For minor injuries, filling out a first aid log on the 'S' drive rather than a full accident report
- Keeping their contact details up to date
- Maintaining their qualification by arranging with the school appropriate courses and attending, as required
- Checking SIMS to ensure the parents/carers have given consent for the school to administer paracetamol, antihistamines, burn gel or bite / sting relief spray before administering such first aid

Our list of qualified first aiders is kept up to date by Student Services and is published in the 'Staff Handbook.' The list of qualified first aiders is also sent via email to all staff, with the defibrillator code, whenever any of the details are updated. Staff must display this on the wall in every classroom and staffroom.

3.2 Student Services

Student Services are responsible for

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring student records on SIMS are kept up to date for those students requiring epipens and/or inhalers
- Ensuring SIMS is kept up to date with parents/carers consent for the school to administer paracetamol, antihistamines, burn gel or bite / sting relief spray

3.3 Agape Multi Academy Trust Board

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, the Site Controller and staff members.

3.4 The Headteacher

The Headteacher and Site Controller are 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)
- Reporting accidents where hospital treatment has been required to the Trust Team

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Reading the first aid policy and procedures and any subsequent amendments to these documents
- 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
- Making their Line Manager or Headteacher aware of any existing medical conditions that may affect them at work

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 needed from a colleague or the emergency services. They will aim to 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 student 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, parents/carers will be contacted as soon as possible
- 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
- Accident forms will be considered in the fortnightly management meetings.
- For any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation should be reported to the Headteacher and Site Controller using the email address: RIDDOR@piggottschool.org

4.2 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

- Information about the specific medical needs of pupils
- Any student medication such as auto injectors, Inhalers or medication kept in school for them for the trips
- Parents' contact details
- Details of the out-of-hours emergency school contacts and emergency procedures
- Emergency contact details for other members of the trip staff

When transporting pupils using the school minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box.

Risk assessments will be completed by the Trip Leader prior to any educational visit that necessitates taking pupils off school premises.

We always try to ensure that a member of staff who is first aid trained accompanies each trip but this is not always possible. In these rare instances, we ensure that there are designated first aid trained staff at the venue. Consideration will be given to the most appropriate members of staff to accompany the trip taking into account any specific medical needs of the students.

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
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- Student Services
- Reception (at the desk)

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form (or for minor injuries the first aid log) 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.
- An accident report form can be found on the S:drive
- Accident report forms should be sent as soon as reasonably practicable to the Headteacher's PA – Mrs Caroline Preston (PrestonC@piggottschool.org)
- Accident reports forms will be considered at the fortnightly management meetings including whether any remedial action is required
- For injuries requiring hospital treatment a copy of the accident form will be sent to the Trust Team by the Headteacher's PA.
- A copy of the accident report form will be kept securely.
- Accident report forms will be retained by the school until the student reaches 21 years of age.

6.2 Reporting to the HSE

The Site Controller will report 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 Site Controller 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.

These 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 either covers more than 10% of the whole body's surface area; or causes significant damage to the eyes, respiratory system or other vital organs
 - 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

- Work-related 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). In this case, the Site 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
- 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

These 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 where 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>

7. 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 keeps a register of all trained first aiders, what training they have received and when this is valid until.

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

A defibrillator is available at the school on the main playground. Defibrillator training is given by St Johns Ambulance every 3 years. The defibrillator code is clearly displayed on the first aid training list in each classroom and emailed to all members of staff.

Training for asthma, SAR'S (epipen), diabetes and epilepsy takes place annually from the Schools Nursing Team. Hoist training for children in wheelchairs is also given annually by the School's Nursing Team.

8. Equality Act 2010

We have carefully considered and analysed the impact of this policy on equality and the possible implications for staff with protected characteristics as part of our commitment to meet the public sector equality duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations. If you feel you have or may be negatively impacted by this policy please contact us.

9. Monitoring arrangements

This policy will be reviewed by the Headteacher every 2 years.

The review and approval of this policy has been delegated to the Headteacher by the Local Governing Body.

10. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions