First Aid Policy

September 2026

Governors' Committee Responsible: Culture and Safeguarding Committee
Governor Lead: Mrs A Merritt
Nominated Lead Member of Staff: Miss E Lawrence
Status & Review Cycle: Statutory Annual
Next Review Date: September 2027

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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 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

3. Legislation and guidance

(a) Appointed person(s) and first aiders

The school's appointed First Aiders 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 First Aiders are trained and qualified to carry out the role (see section 8) 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 a 'Pupil Medical Form' on the same day, or as soon as is reasonably practicable, after an incident (see Section 6)

- Keeping their contact details up to date

Our school's First Aiders are listed in Appendix 1. Their names will also be displayed prominently around the school.

(b) Governors

The governing board has ultimate responsibility for health and safety matters in the school, but delegates' operational matters and day-to-day tasks to Principal and staff members.

(c) Principal

Principal 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 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)
- Principal's PA is responsible for ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role

(d) Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing Principal or their line manager of any specific health conditions or first aid needs

4. First Aid Procedures

(a) 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. If the staff member is unsure, they will call for a first aider to assist with the assessment. The member of staff will remain with the pupil and send a pupil to reception to get help from a first aider and/or Senior member of staff (walkabout).
- 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.
- If emergency services are called, Reception staff, Principal's PA or an appropriate member of staff will contact parents immediately

- Reception staff will complete a 'Pupil Medical Form' on the same day or as soon as is reasonably practical after an incident resulting in an injury
- As part of general first aid training, all staff members will be trained on key points to tell the first aider about the condition of the pupil.
- The first aider will hand over all relevant information to reception staff if reception staff were not the first aider in attendance.
- On arrival of the parent/carer reception staff will give all relevant information concerning the condition of the pupil and actions that have been taken to the parent/carer
- If emergency services are called, reception staff will give all relevant information concerning the condition of the pupil and actions that have been taken to the emergency services staff.
- If the pupil has a minor medical issue but is capable, they can be sent to reception on their own or with another pupil for support. However, if the condition of the pupil is more serious or the member of staff present is unsure of the level of severity, the staff member will remain with the pupil and a first aider will be called (as above).

(b) 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
- Parents' contact details
- Consent arrangements

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

5. First Aid Equipment

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

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes (non alcohol)
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room

- Reception (x3 kits)
- Science labs (C12 Prep room/23a)
- Heads of Learning Suite
- All design and technology classrooms
- The school kitchens
- Eye wash stations (C12/23a/ Medical room)

Although not currently mandatory, Fullbrook have four Defibrillators on the school site.
Locations:
- 1 in reception
- 1 in 6th form
- 1 in sports centre
- 1 in science downstairs prep rooms.

First aiders have basic awareness training on it use but it is possible for anyone to use the defibrillator because it has audio instructions which are automatically activated on use.

6. Record-keeping and reporting

(a) First aid and accident record book

- A 'Pupil Medical Form' will be completed by the First Aider on the same day or as soon as possible after an incident resulting in an injury
- The 'Pupil Medical Form' is completed using the online platform and includes the following information:
    - Date and time of the incident
    - Name of the first aider
    - Name of the injured or ill person
    - Details of the injury or illness
    - Details of what first aid was given
    - Details of what happened immediately after the incident
- Once completed, all information from the 'Pupil Medical Form' is automatically stored on an online platform.
- Records 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. NB records will be kept longer than 3 year if subject to an insurance claim.
- All accidents will be reported by a First Aider to the local authority via an online system. These are reviewed by our Business Manager.

(b) Reporting to the HSE

First Aider 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 Aider 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.

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)
- 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

- 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
- 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 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

(c) Notifying parents

The reception team or an appropriate member of staff will inform parents/carers 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.

7. Pupils with pre-existing medical conditions

Pupils with pre-existing medical conditions that may require first aid, or where first aid should be needed, this will be given in line with advice sought from medical professionals involved with the pupil. This information is recorded on the pupils' Individual Healthcare Plan and/or the Additional Needs Register.

A first aider will respond immediately to a first call for any pupil. A member of the reception team will access the Additional Needs Register and ICHP if required. They will inform the first aider by radio of any specific instructions required for the pupil if relevant.

8. 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 will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.
All school staff are given training annually on the First Aid policy (this is not first aid training) covering their responsibilities in a first aid emergency situation.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Supporting Pupils with Medical Conditions policy
- Children with Health Needs who Cannot Attend School Policy

APPENDIX 1: LIST OF FIRST AIDERS & TRAINING LOG

First Name	Surname	Role	Training Course	Date Awarded	Date of Renewal	Allergy Wise
Ailsa	Faucher	Student Services	First Aid at Work	20/10/2023	19/10/2026	21/04/2025
Maria	Moore	Reception	First Aid at Work	09/11/2023	08/11/2026	17/03/2025
Suman	Zaman	Science	First Aid at Work	22/03/2024	21/03/2027	
Sue	Rogoyski	Student Services	First Aid at Work	26/04/2024	25/04/2027	
Nicola	Biggins	Learning Support	First Aid at Work	26/04/2024	25/04/2027	31/03/2025
Laura	Breakwell	Learning Support	First Aid at Work	01/05/2024	30/04/2027	
Christine	Pantling	Learning Support	First Aid at Work	01/05/2024	30/04/2027	17/03/2025
Stephanie	Rennie	Reception	First Aid at Work	24/07/2024	23/07/2027	03/04/2025
Lisa	Harber	HSLW	First Aid at Work	23/10/2024	22/10/2027	20/03/2025
Rhian	Coward	PA & Office Manager	First Aid at Work	23/10/2024	22/10/2027	
Aileen	South	F6	First Aid at Work	30/04/2025	29/04/2028	23/04/2025
Lisa	Clark	Pastoral Support	First Aid at Work	09/12/2025	08/12/2028	21/04/2025
Jenny	Mawson	Maths	Emergency First Aid at Work	29/06/26	28/06/2029	17/03/2025
Lisa	Cook	Technology	Emergency First Aid at Work	29/06/26	28/06/2029	07/04/2025
Nicole	Gray	PE	Emergency First Aid at Work	29/06/26	28/06/2029	
Nick	Irwin	Sports Centre Manager	Emergency First Aid at Work	09/01/2026	09/01/2029	
Lara	Lubin	SEND	Emergency First Aid at Work	29/06/26	28/06/2029	02/04/2025
Denis	Parmar	Premises	Emergency First Aid at Work	29/06/26	28/06/2029	
Catherine	Smith	PE	Emergency First Aid at Work	29/06/26	28/06/2029	
Rob	Smith	PE	Emergency First Aid at Work	29/06/26	28/06/2029	14/03/2025

Ross	Tann	PE	Emergency First Aid at Work	29/06/26	28/06/2029	18/03/2025
Stephane	Doussoux	MFL	Emergency First Aid at Work	25/03/2025	24/03/2028	21/03/2025
Nicola	Andrews	Technology	Emergency First Aid at Work	10/12/2025	09/12/2028	
Judy	Daws	Cover	Emergency First Aid at Work	20/01/2026	19/01/2029	
Rebecca	Tume	Technology	Outdoor First Aid	12/02/2025	11/02/2028	
Melody	Graham	Social Sciences	Outdoor First Aid	12/02/2025	11/02/2028	
Tyvon	Kesse	PE	CTQ L3 Award in First Aid for Schools	29/06/26	28/06/2029	
Lee	Cholewa	PE	CTQ L3 Award in First Aid for Schools	29/06/26	28/06/2029	
Jemma	South	PE	CTQ L3 Award in First Aid for Schools	29/06/26	28/06/2029	

APPENDIX 2: ACCIDENT RECORD KEEPING

This is hardcopy document held at reception, handwritten for any pupil who goes to hospital as a result of accident/injury.

APPENDIX 3: REPORTING TO SURREY COUNTY COUNCIL

OSHENS - online system to report accident/injury to Surrey County County (only if pupil is sent to A&E/hospital)