KING EDWARD VI
SHELDON HEATH
ACADEMY

First Aid Policy	
Responsible Board/Committee	SGB
Policy Type	Academy Policy
Policy Owner	D Hopkins
Statutory	Yes
Publish Online	Yes
Last review date	October 2026
Review Cycle	Annual This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved.
Next Review Date	October 2027
SGB Approval Date	October 2026

Contents

1. Aims
2. Legislation and guidance
3. First aid procedures
4. Roles & Responsibilities
5. First aid equipment
6. Record-keeping and reporting
7. Reporting to HSE
8. Links with other policies
    a. Appendix 1: list of [appointed persons(s) for first aid and/or trained first aiders]
    b. Appendix 2: List of EpiPen trained staff

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 1999, 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.

3. First Aid Procedures

It is our policy to ensure that appropriate first aid arrangements are in place for our pupils, staff and any visitors to our premises. We aim to make sure that every pupil, member of staff and visitor will be safe and well looked after in the event of illness or accident, no matter how minor or major.

This policy shall be shared with all employees during their induction to ensure they are familiar with the academy's first aid procedures.

The Governors are committed to the Local Authority's procedure for reporting accidents and recognise their statutory duty to comply with the reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) 2013

This policy assists staff to:

- Identify how to access competent first aid assistance for pupils and staff on a timely basis
- Identify those who have been trained to provide first aid
- Set out the process for reporting accidents and injuries for review and reporting to Governors

In-academy procedures

- In the event of an 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. To request First aid assistance staff should call 'Medical on call' immediately via 8009.
- If the accident is serious the academy First Aider that is dealing with the incident will decide if an ambulance should be called and Reception will be immediately informed. The FM team will be summoned via radio to provide support to meet and greet the ambulance and provide directions once on site. The academy First Aider will remain with the casualty and brief the ambulance service on the situation. If this is a student the student's data sheet and individual health care plan should be presented to the ambulance crew to assist with their assessment, this can be obtained from student services who will print this upon being notified of an ambulance being called.
- At all times Pupils with medical conditions will be supported in accordance with the Supporting Pupils with Medical Conditions Policy and relevant Individual Healthcare Plans.
- No employee should use their private car to transport a casualty to hospital. If an ambulance is not required, then a taxi is to be used.
- If the accident was caused by a hazardous substance, the safety data sheets must be made available to the ambulance service.

4. Roles and responsibilities

The Health and Safety Coordinator at the Academy is responsible for ensuring a robust First Aid needs Assessment has taken place. This assessment considers:

- Number of pupils and staff
- Layout of the site
- Educational visits
- Practical curriculum areas
- PE and sporting activities
- Students with medical needs
- Out-of-hours activities
- Lone working arrangements

The findings of the assessment determine:

- Number of first aiders required
- Location of first aid equipment
- Need for specialist equipment
- Training requirements

In addition to the above The Health and Safety Coordinator will also:

- Monitor accident trends.
- Review accident investigations.
- Report significant findings to Governors.
- Identify areas requiring preventative action

The First Aid team at King Edward Sheldon Heath Academy consists of 3 staff members that have achieved British Red Cross 3-day 1st Aid at Work qualifications and is supplemented by an additional 33 staff members who have achieved a level 3 Award in Emergency 1st Aid at work. (Appendix 1)

The academy's Principal First Aiders are Kim Sale, Denise Hopkins and Sarah Chainey

The Academy's First Aider's duties include the following:

- 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 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 via medical tracker on the same day as, or as soon as is reasonably practicable after, an incident (see the template in appendix 2)
- Keeping their contact details up to date
- Using Medical tracker, to keep a careful record of all visits to the medical room, noting the nature of the visit and any treatment administered.
- Ensure that a pupil who is sent to hospital by ambulance is either:
    a. Accompanied in the ambulance at the request of the paramedics
    b. Followed to the hospital by a member of staff to act in loco parentis
    c. Met at hospital by a relative
- Ensuring that their First Aid certificate is always up to date.

The academy monitors qualification expiry dates and ensures refresher training is completed before qualifications lapse.

All staff attend annual training on Anaphylaxis and are invited to attend training sessions on Asthma, Diabetes and Epilepsy.

New members of staff are made aware of the First Aid procedures in the Academy through induction. First Aid training is arranged by the Academy Health and Safety Coordinator at routine intervals.

Sports staff and Technicians of departments that are deemed higher risk due to the nature of activities undertaken are all emergency 1st aid at work qualified.

Our academy's first aiders are listed in appendix 1. Their names will also be displayed prominently around the around academy site.

First aid cover out of normal office hours

Outside of the Academy core hours (Academy holidays, before 8am and after 4.00 pm) there is always at least one qualified staff member on site that holds an Emergency 1st Aid at work qualification. Lists of first aiders are displayed in the First Aid Room, the Staff Room and Reception. It is also documented in the Academy staff handbook.

First aid provision off site

When planning an out of academy visit, staff discuss requirements with the Educational Visits Coordinator, Attendance and Family Support Coordinator and the Health and Safety Coordinator as part of the risk assessment process, this includes understanding whether there are any students with particular medical needs that are attending the trip. Staff should always take a first aid box and emergency inhaler with them together with details of any medical needs of pupils in their care, which are available from Attendance and Family Support Coordinator

5. First Aid Equipment

The First Aid room is located on the ground floor of the building, in close proximity to the Student Entrance and contains a sink with running water, a medical couch, first aid supplies and suitable facilities for assessment and treatment.

There is a supply of materials available which include assorted plasters, disposable sterile triangular bandages, eye pads, medium-sized dressings, large-sized dressings, sterile cleansing wipes, nitrile powder-free gloves, first aid in an emergency booklet, safety pins, resusci aide, Tuff-Kut scissors, Burnshield dressing or cling film, finger dressings, conforming bandages, disposable heat retaining blanket and microporous tape. This kit is for use by qualified 1st aiders and meets the requirements of BS 8599 - Contents of workplace 1st aid kits.

The Academy has 2 automatic defibrillators on the site. These are located in Student Services (Ground Floor main building) and the Sports Pavilion entrance lobby., to access to the sports pavilion defib the code is 262

A bleed kit is available which is located is also located in Student Services.

Epi Pens are located in strategic locations around the academy building, to ensure compliance with Benedict's Law. The locations are:

1. Student Services
2. Canteen extension survey area
3. Science Prep Room (124)
4. 6th Form Office (225)
5. Inclusion Hub Staff Room

The academy maintains emergency asthma inhalers and spare adrenaline auto-injectors in accordance with statutory guidance.

Regular inspections first aid equipment take place.

- First aid kits are checked termly.
- Defibrillators are checked regularly.
- Expired items are replaced promptly.
- Records of inspections are maintained

6. Recording and reporting

The academy uses Medical Tracker, this online platform eliminates paperwork, enhances communication with parents/carers and staff, and facilitates effortless data analysis. Seamlessly integrating with management information systems. Medical Tracker enables recording, tracking, and management of injuries, illnesses, accident investigations, care plans, medication administration and is located on the academy SharePoint under Staff links.

All accidents to staff and visitors must be recorded on the academy medical tracker. Upon completion staff should tick the box **Request accident / incident investigation**.

The H & S Coordinator will complete the investigation section of the form and assess whether the incident needs to be reported to the HSE. The form will be passed to the Principal for review and signature. Any actions arising will be passed on to the relevant member of staff

All student accidents that require a first aid assessment and, where appropriate, treatment, will be recorded on the online platform medical tracker available at all PC's on SharePoint.

Where a student incident/accident involves a visit to a hospital, whether organised by the Academy or the student's family or is as a consequence of the condition of the buildings/equipment or a result of a staff led activity these must be recorded on the Academy **medical tracker** and the box **Request accident / incident investigation ticked.**

Any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, should be brought to the attention of the Health & Safety Coordinator (FM Manager) so that action can be taken as appropriate.

Where injuries are unusual, unexplained, recurring or give rise to safeguarding concerns, staff must follow the academy safeguarding procedures and consult the DSL immediately.

Reporting to the HSE

The FM Manager 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 FM Manager will report these to the HSE 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.

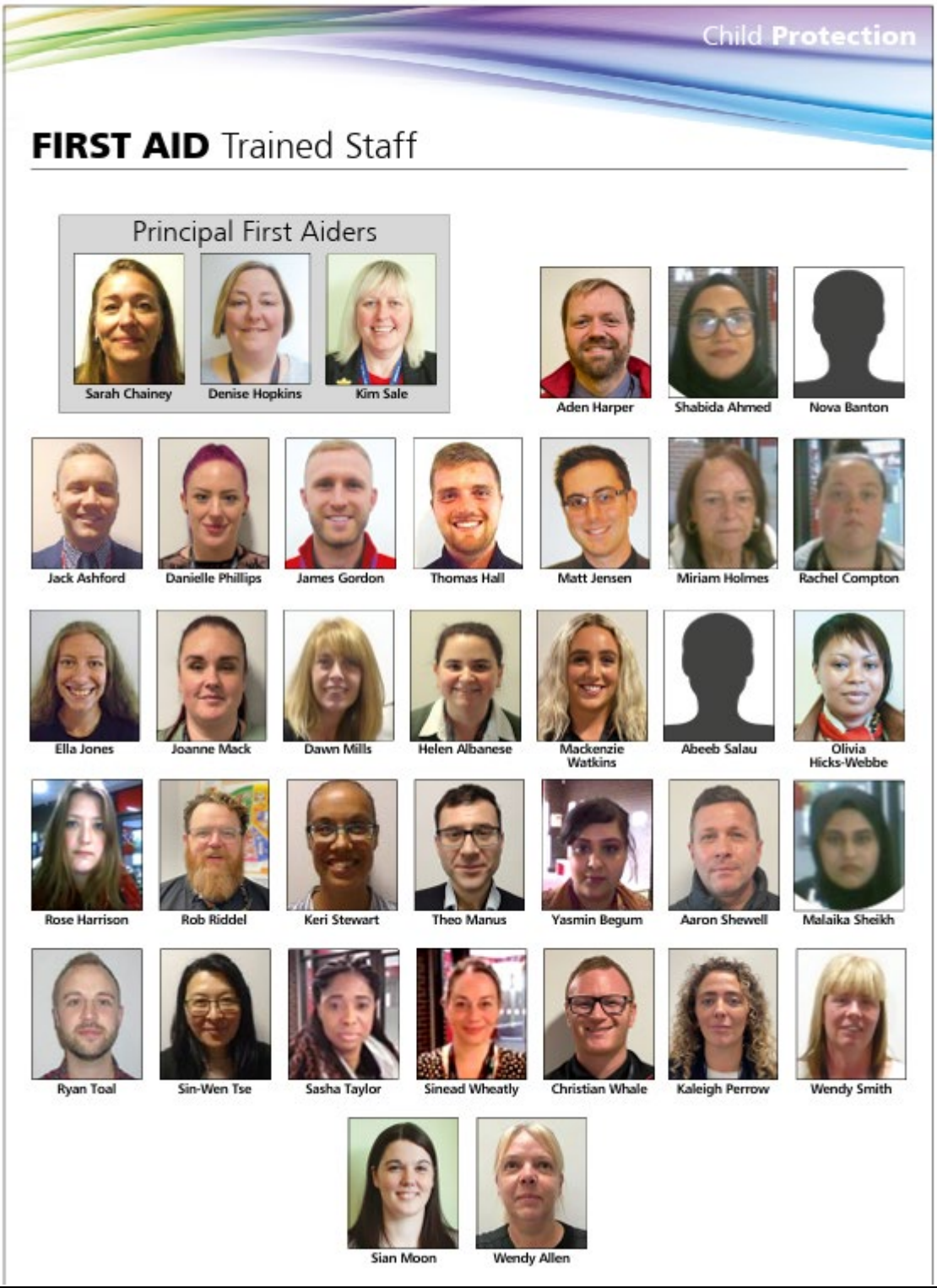
In general, incidents/accidents reportable under RIDDOR are; deaths and major injuries, over seven incapacitation injuries, disease, dangerous occurrences (near misses) and gas incidents. Any incidents falling into these categories should be reported to the H&S Coordinator

Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- 1st Aid Needs Risk assessment
- Policy on supporting pupils with medical conditions

Appendix 1 List of qualified 1st Aiders



Appendix 2 List of Epi Pen trained staff

EPIPEN Trained Staff

