

# First Aid Policy



**Reviewed: May 2026**  
**Next review: May 2027**

## **The Christian Ethos of Immanuel College**

Immanuel means 'God with us'

Immanuel means 'God with us' and was also the title given to Jesus the famous healer and protector of those who were vulnerable.

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### **Aims of Policy**

To set out the provision of First Aid related to school activities.

### **Policy Statement**

First Aid provision aims to preserve life and help promote recovery in the event of injury or illness. Policies developed to deliver care are developed on the basis of suitable and sufficient risk assessments carried out by relevant staff in conjunction with the Academy First Aid Officer. The school seeks to ensure that there is adequate and appropriate equipment and provisions for providing first aid in accordance with current regulations, and HSE guidance. Health and Safety legislation places a duty of care on employers for the health and safety of their employees and anyone else on the Academy premises, this would include the Head Teacher, teachers, non-teaching staff, students and visitors.

This policy covers:

- Who is responsible for duties within the school
- Specific First Aid provision
- Arrangements for off-site trips
- In and out of school hour's arrangements
- Other medical care

### **Objectives**

To ensure that there is an adequate provision of appropriate first aid at all times for:

- All school premises; teaching, maintenance, sports and leisure areas.
- All user groups including visitors, parents/carers and contractors.

To comply with the aforementioned guidance and legislation to ensure the school provides adequate First Aid provision as far as is deemed reasonably practicable. Including:

- Establishing and maintaining First Aid equipment, clear signage and specialist equipment when required.
- Ensuring appropriate First Aid cover and equipment is available for off Academy visits
- To conduct appropriate risk assessments to determine the First Aid needs of the Academy.
- To ensure that where individuals have been injured there are suitable mechanisms in place to provide timely treatment and adequate records are made including reporting where appropriate to the Health and Safety Executive (HSE) relating to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (2013)

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## **Guidance Responsibilities**

Welfare of the school community is the concern of all, however, the Head Teacher, the Senior Leadership Team, Governors and Heads of all school departments (teaching and non-teaching staff) are the primary providers of responsibility for the implementation of this policy, and for developing detailed procedures, including appropriate cover of insurance.

The Business Manager and the Principal First Aider will facilitate conducting regular First Aid assessments/reviews, to confirm appropriate First Aid provision. Heads of teaching and non-teaching departments with the support of the Business Manager and First Aid Officer, will facilitate conducting regular First Aid assessments/reviews, to confirm appropriate First Aid provision for their area of responsibility.

The assessment to determine the First Aid needs will include consideration of the following:

- Size of the school
- Location of the Academy
- Specific hazards or risks on the site
- Students or staff with special health needs or disabilities
- Practical departments, such as Science, Technology, PE
- Previous record of accidents / incidents at the school
- Provision for in-school hours and out of school hours activities
- Off-site activities including trips – see separate risk assessments

## **Specific First Aid Provision**

### **First Aiders**

- Sufficiently trained First Aiders to cover day to day and other school activities will be provided
- A First Aider will accompany students on visits out of school
- First Aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called
- A list of qualified first aiders is held in the First Aid Room and a copy of this list is also on the school notice board and in reception.
- The school also have a Principal First Aid Officer in addition to First Aiders. This person has received formal training and their duties may include:
  - Acting as the primary First Aider and responding to first aid calls
  - Looking after first aid equipment, e.g. restocking of supplies
  - Ensuring that an ambulance or other professional medical help is called as appropriate
  - Ensuring that First Aid training is refreshed every 3 years
  - Ensuring Epi-pens, insulin and inhalers are kept securely in the Principal First Aiders room where students can, under the supervision of a school first aider, have access.

### **First Aid Boxes**

- First Aid boxes will be provided in areas of the school where accidents are considered most likely, with indication to their location.
- A First Aid kit will also be taken when students leave the school on organised trips or participate in sports events.
- The contents of a First Aid box will be in accordance with the guidance given by the HSE (First Aid at work INDG 214).

- First Aid boxes will be replenished as necessary and regularly checked for contents and expiry dates.

### **Defibrillators**

All first aid staff have been trained on how to use the Defibrillator. The Defibrillators can be found in reception and the PE office.

### **Access to First Aid**

All students and staff will be given information on the provision of First Aid at their induction. All visitors and contractors as accompanied and accounted for by school staff, will be directed to assistance.

### **Record Keeping**

Details of any incident which requires treatment will be recorded. All incidents/accidents will be logged in the medical room record/accident book. Staff, visitors and contractor incidents/accidents will also be reported to the Principal First Aider, who will manage the situation and record all details appropriately. Any incidents/accidents will be logged on the RIDDOR system where necessary.

### **Calling an Ambulance**

Dial 999, ask for ambulance service, give brief details of type of casualty, and ask for the ambulance to attend main entrance. Ensure reception/office staff are aware, advising them that ambulance has been called to an incident in the school. Arrange for someone to meet the ambulance at the main reception and escort the ambulance crew to the location of the incident. The first aider will contact the parents/carers to notify them of the incident/accident and will arrange for them to come to school to assist the student to hospital if required. In some cases, parents/carers will be informed of the incident/accident and will be advised to make their way to the hospital. All accidents and incidents will be recorded in line with our school reporting procedures. In the case of out of hours the attending First Aider will do so. A member of staff will always stay with a student in hospital until their parent/carer is able to attend.

### **Emergency Medical Treatment**

In accepting a place at the school, parent/carers are required to give their consent for the Head Teacher or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent/carer.

### **First Aid Room**

The First Aid Room is located on the 'street' (main corridor), on the 3rd floor next to F block and near to student reception.

### **Off-site and Out of hours provisions**

In the case of off-site and out of hours provision, the named and nominated First Aider on the trip or on the site, will attend to any incidents as they occur and fulfil the duties assumed of a trained First Aider.

When taking pupils off the school premises, staff will ensure they always have the following:

- Information about specific medical needs of pupils and specific medication required
- Portable first aid kit
- A school mobile phone

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

### **Students with identified potential First Aid needs**

Staff have access to a list of students who are subject to the potential of a severe allergic reaction or other potentially life-threatening conditions (such as asthma, diabetes) on the SIMS system. Termly reminders of those students will be sent to staff.

### **Medical Care**

This procedure is limited to the provision of First Aid, the school has arrangements in place for:

- Managing students with specialist medical needs or learning differences
- Provision of medical assessment and investigations from outside agencies
- Keeping of confidential medical records
- Medicines management including over the counter medication and medicines and treatments brought to school for students.
- Emotional wellbeing and mental health including counselling and Health Promotion

### **Legal Requirements and Education Standards References**

First Aid at Work: your questions answered (<http://www.hse.gov.uk/pubns/indg214.pdf>)

First Aid Provision and Training in school. Medical Officers of schools Association (MOSA)

Guidance on first aid for schools <https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

Preventing and controlling infections <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/preventing-and-controlling-infections>

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) <https://www.hse.gov.uk/riddor/>

The Health and Safety (First Aid) Regulations 1981 <https://www.hse.gov.uk/pubns/books/l74.htm>

### **Links with other policies**

- Health and Safety Policy
- BDAT – Supporting Students with Medical Needs Policy