



The Fernwood School

High Achievement with Care & Discipline for All"

First Aid Policy

This policy will be monitored regularly and evaluated so that it remains responsive to current issues. This will be co-ordinated by the Head of Operations.

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Statement of intent

The Fernwood School is committed to providing emergency first aid provision to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school regarding all staff, pupils and visitors. The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- ☛ Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor
- ☛ Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury
- ☛ Ensure that medicines are only administered at the school when express permission has been granted for this
- ☛ Ensure that all medicines are appropriately stored
- ☛ Promote effective infection control

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

Definition of background

Definition

For the purposes of this policy the school will follow the definition of first aid outlined below, from the NHS:

“First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR while awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut. First aid is generally performed by the layperson, with many people trained in providing basic levels of first aid, and others willing to do so from acquired knowledge.”

Background

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment.



Although the regulations do not require employers to provide first aid for anyone other than their own employees, the DfE strongly recommends that all schools consider the needs of non-employees such as pupils and visitors when making provision for first aid, and that first aid provision must be available:

- While people are on school premises
- When staff and pupils are working elsewhere on school activities, including any off-site activity such as educational visits

1. Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Equality Act 2010
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE 'Supporting pupils at school with medical conditions'
- DfE 'First aid in schools, early years and further education'
- DfE 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

The policy will be implemented in conjunction with the following school policies:

- Administering Medication Policy
- Allergen and Anaphylaxis Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Educational Visits and School Trips Policy
- Health and Safety Policy
- Infection Control Policy
- Records Management Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Supporting Pupils with Medical Conditions Policy

2. Roles and responsibilities

The Board of Trustees will be responsible for:

- The overarching development and implementation of this policy and all corresponding procedures
- Ensuring a first aid needs assessment is undertaken to inform policy, practice and protocol



- ☞ Ensuring that all relevant risk assessments are conducted to ensure the health and safety of the school community
- ☞ Ensuring that there is enough qualified first aiders within the school based upon the school's risk assessments
- ☞ Ensuring that there is a sufficient number of trained staff available within the school to administer medication based upon the school's risk assessments
- ☞ Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings
- ☞ Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment
- ☞ Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties
- ☞ Ensuring that adequate equipment and facilities are provided for the school site
- ☞ Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance
- ☞ Ensuring that the school has:
 - ☞ A suitably stocked first aid kit
 - ☞ An appointed person to take charge of first aid arrangements
 - ☞ Information for all employees giving details of first aid arrangements

The Headteacher is responsible for:

- ☞ The day-to-day development and implementation of this policy and its related procedures
- ☞ Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid
- ☞ Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency
- ☞ Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary

Staff will be responsible for:

- ☞ Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury
- ☞ Securing the welfare of the pupils at school
- ☞ Making pupils aware of the procedures to follow in the event of illness, accident or injury

First aiders will be responsible for:

- ☞ Completing and renewing training as dictated by the trustee board
- ☞ Ensuring that they are comfortable and confident in administering first aid
- ☞ Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures
- ☞ Keeping up to date with government guidance relating to first aid in schools



- ☞ Administering first aid when required.

The Lead Medical Administrator is the designated appointed person and will be responsible for:

- ☞ Overseeing the school's first aid arrangements
- ☞ Taking charge when someone is injured or becomes ill
- ☞ Looking after the first aid equipment, e.g. restocking the first aid container
- ☞ Calling the emergency services where necessary

3. First aid provision

First aid needs assessment

The school will maintain a register of trained first aiders, ensuring at least one staff member has a current First Aid At Work certificate and having a well-stocked first aid kit.

First aid policies and protocols and arrangement will take account of:

- ☞ Hazards and risks on the school premises
- ☞ The size of the school
- ☞ The needs of any vulnerable individuals onsite
- ☞ The nature and distribution of pupils and staff throughout the school

The school will ensure that first aid provision is sufficient and can be administered without delay at all times.

The school will expect teachers and other staff working with pupils to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children.

The school will make staff aware of the government guidance which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The school will conduct risk assessments to identify potential hazards and ensure appropriate first aid measures are in place. Risk assessments will be reviewed:

- ☞ At regular intervals
- ☞ After serious accidents, incidents or near misses
- ☞ After any significant changes to the workplace, working practices or staffing
- ☞ Following any identified trends or accident statistics

Material, equipment and facilities

The school will provide sufficient materials and equipment and ensure that these are suitably labelled, accessible and available at all times.

First aid containers

The school will ensure it has suitably stocked first aid boxes. As there are no statutory requirements in place the school will, where there is no special risk identified, follow the HSE guidelines on the minimum provision of first aid items, as set out below:



- ☞ A leaflet giving general advice on first aid
- ☞ 20 individually wrapped sterile adhesive dressings, of assorted sizes
- ☞ 2 sterile eye pads
- ☞ 2 individually wrapped triangular bandages, preferably sterile
- ☞ 6 safety pins
- ☞ 6 medium-sized individually wrapped sterile unmedicated wound dressings
- ☞ 2 large and medium-sized individually wrapped sterile unmedicated wound dressings
- ☞ 3 pairs of disposable gloves

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes will be located in the following areas:

- ☞ Medical Room (Castle building)
- ☞ Reception (Castle building)
- ☞ Kitchen (Irons building)
- ☞ PE department (Irons building)
- ☞ DT department (Trent building)
- ☞ Science department (Hemlock building)
- ☞ School Mini-Bus

Information for staff

The school will inform staff, pupils, contractors and visitors to the school, as appropriate, of the first aid arrangements, including the following:

- ☞ The contents and key principles of this policy
- ☞ The location of equipment and facilities
- ☞ The identities and roles of first aiders or the appointed person
- ☞ How to contact a first aider or appointed person urgently should the need arise
- ☞ The procedures for monitoring and reviewing the school's first aid needs

The school will include the provision of first aid information during induction training.

4. First aiders

First aiders will be expected to:

- ☞ Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or on educational visits
- ☞ Ensure that an ambulance or other professional medical help is called when appropriate



When selecting first aiders, the school will consider the following factors set out in the government [guidance](#):

- Role within the school
- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Availability to respond immediately to an emergency

The Lead Medical Administrator will be responsible for ensuring all first aid kits are properly stocked, maintained and be responsible for maintaining supplies.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

The school will ensure that there is always a sufficient number of first aid personnel available on site at all times to provide adequate cover to all areas of the school.

First aid training

The school will ensure that all first aiders hold a valid first aid certificate, issued by an HSE approved organisation.

The school is aware that first aid certificates are usually valid for three years and will therefore ensure that adequate monitoring procedures will be in place so that refresher training is arranged for first aiders before certificates expire. First aiders will ensure that their first aid certificates are kept up to date through liaison with the Operations Manager.

5. Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aid administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims. Where the seriously injured or unwell individual is a pupil, the following process will be followed:



- 🔊 A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid
- 🔊 Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives
- 🔊 Where an ambulance is not required, but medical attention is needed, the pupil may be taken to a hospital or doctor in a staff car, accompanied by at least **two** staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. Alternatively, a taxi may be used, with the first aider accompanying the pupil. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives
- 🔊 The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene
- 🔊 Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately

Once the above action has been taken, details of the incident will be reported promptly to:

- 🔊 The Headteacher
- 🔊 The Operations Manager
- 🔊 The parents of the pupil(s)

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page '[Promoting and supporting mental health and wellbeing in schools and colleges](#)', or via the school's Employee Assistance Programme.

6. Educational trips and offsite visits

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

Staff members will take mobile phones with them when undertaking offsite visits or events, as well as information about specific medical needs of pupils, and parents' contact details.

The school will also take a fully stocked first aid kit on all offsite visits which contains at a minimum:

- 🔊 A leaflet giving general advice on first aid
- 🔊 6 individually wrapped sterile adhesive dressings



- ☞ 1 large sterile unmedicated dressing
- ☞ 2 triangular bandages individually wrapped and preferably sterile
- ☞ 2 safety pins
- ☞ Individually wrapped moist cleansing wipes
- ☞ 2 pairs of disposable gloves

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- ☞ 10 antiseptic wipes, foil packed
- ☞ 1 conforming disposable bandage that is not less than 7.5cm wide
- ☞ 2 triangular bandages
- ☞ 1 packet of 24 assorted adhesive dressings
- ☞ 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm
- ☞ 2 sterile eye pads, with attachments
- ☞ 12 assorted safety pins
- ☞ 1 pair of non-rusted blunt-ended scissors

For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy.

7. Accommodation

The school's Medical Room will be suitable to use as and when it is needed. The room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The room includes a wash basin and is situated near a toilet.

The room will not be used for teaching purposes.

The room will:

- ☞ Be large enough to hold an examination or medical couch
- ☞ Have washable surfaces and adequate heating, ventilation and lighting
- ☞ Be kept clean, tidy, accessible and available for use at all times when employees are at work
- ☞ Have a sink with hot and cold running water
- ☞ Be positioned as near as possible to a point of access for transport to hospital
- ☞ Display a notice on the door which advises the names, locations and, if appropriate, the contact details of first aiders

8. Medicines

Administration

The school will ensure that staff are aware of government guidance which stipulates that the administration of first aid at work **does not** include the giving of tablets and medicines, whether prescribed or not.



The provisions and requirements for the administration of medicines will be outlined in the following school policies and documents:

- 📖 Administering Medication Policy
- 📖 Allergen and Anaphylaxis Policy
- 📖 Supporting Pupils at School with Medical Conditions

In circumstances where pupils may need to have access to life saving prescription drugs in an emergency, the details will be recorded in the pupil's individual healthcare plan (IHP) and identified staff members will be aware of what to do.

The school is aware that the administration of prescription only medication specified in [Schedule 19 of the Human Medicines Regulations 2012](#) should only be given by those trained to do so. Where a first aid needs assessment identifies that Schedule 19 medication may be required to be administered in an emergency, the school will consider providing first aiders with additional training so that they can be aware of the symptoms and condition and administer lifesaving medication in an emergency situation.

The school will incorporate clear procedures for the storing of medication and for the administration of medication. This will include obtaining parental consent.

Storage

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an Epi-Pen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy.

9. Illnesses and allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible. There will be a clear procedure for contacting parents in case of illness or injury and where necessary, emergency services.



A quiet area will be set aside (Reception foyer) for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

The school will manage any emergencies relating to illnesses and allergies in accordance with the [Emergency procedures](#) section of this policy.

10. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

11. Reporting and recording

Record keeping

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the Lead Medical Administrator will telephone the pupil's parent as soon as possible. Parents will be informed of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

A list of emergency contacts will be kept on the MIS Arbor.

The school will keep a record of all incidents involving staff, pupils and visitors, which require first aid staff to be in attendance. The school will use a system for reporting and recording accidents, injuries and illnesses and notify Ofsted and relevant child protection agencies for serious incidents. The school will use this record to help identify trends in accidents and areas for improvement.

The Lead Medical Administrator will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- ☞ The date, time and place of the incident
- ☞ The name and class of the injured or ill person
- ☞ Details of the injury or illness and what first aid was given
- ☞ Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class
- ☞ The name and signature of the first aider or person dealing with the incident

The school is aware that this record is not the same as the statutory accident book; however, for expedience and simplicity, it will combine these records.

For staff, an employee accident report form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury (appendix 1). The form will be



handed to the Lead Medical Administrator to enter into the electronic medical log for staff (appendix 3).

The electronic Medical Log is used to record accidents for pupils (appendix 2). The 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, including all of the information included in the accident form at appendix 1.

Accident report forms and records held in the Medical Log will be retained by the school for a minimum of 7 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

The Lead Medical Administrator 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) and inform the Operations Manager of this. The Operations Manager will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

The Operations Manager will report such an incident 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.

School staff: reportable injuries, diseases and 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:
 - ☛ Covers more than 10% of the whole body's total 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 that lead to an employee being 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 Operations 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.

Specific 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 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)

All records will be filed and stored in line with the Records Management Policy.

12. Automated External Defibrillators (AEDs)

The school has two AED's, which are located in the Reception Foyer and externally on the wall of the Hemlock building towards the fields.



Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

13. Monitoring and review

This policy will be reviewed annually by the Board of Trustees and Headteacher, and any changes will be communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.