



WALTON HIGH SCHOOL

Proud to be part of Walton Multi Academy Trust



FIRST AID POLICY

Reviewed by Governors:	January 2025
To be reviewed:	January 2028
Leadership link person:	Mr M Phillips

Walton Multi Academy Trust refers to all schools within the Trust.

When referring to Trust Boards, this includes Local Governor Boards, and the term 'Governor' includes all Trustees or Local Board Governors.

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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 (DfE) 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 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

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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed first aid personnel 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 7) 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 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

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

3.2 The Local Governing Board

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

3.3 The Headteacher

The Headteacher 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 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)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

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 remain on the 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/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the First Aider dealing with the incident will contact parents/carers immediately
- 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

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 including, at 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
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents/carers' contact details

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

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip organiser prior to any educational visit that necessitates taking pupils off school premises and consideration be given as to whether a trained first aid person should accompany the trip.

5. First aid equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (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 sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Technology Workshops
- PE Office
- Swimming Pool
- Science Prep Rooms on Ground and First Floor
- Library
- The school kitchen
- Sixth Form Kitchen
- School Minibus
- The Hardman Building

Eye Wash Equipment is kept in the following locations:

- First Aid room
- Science Prep room
- Technology
- Art Workshop

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form 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 2
- Records held in the first aid and accident book 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

6.2 Reporting to the HSE

The Executive Business Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Executive Business 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.

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

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

8. Monitoring arrangements

This policy will be reviewed by the Executive Business Manager every 3 years.

At every review, the policy will be taken to the Local Governing Body for approval.

9. Links with other policies

This first aid policy is linked to the:

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

Appendix 1: list of trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Rachel Bayliss	Reprographics Officer	Extension 675
Carly Boston	Receptionist / Telephonist	Extension 652
Jayne Durose-Reyna	Receptionist / Telephonist	Extension 652
Jenny Capewell	Cover Supervisor	Extension 651
Gabriella Ellement	Cover Supervisor	Extension 651
Catrin Cooke	Cover Supervisor	Extension 651
Rebecca Henshaw	Teaching Assistant	Extension 614
Catherine Liddell	Teaching Assistant	Extension 614
Lisa Everill	Head of Music	Extension 641
Karina Rowland	Head of Drama	Extension 615
Ali Cashmore	Assistant Headteacher	Extension 634

SHSS use only

D.O.

Rep/Not Rep

Appendix 2: accident report form

**Staffordshire County Council
Accident Investigation Report Form**

1. Details of Injured Person

Forename: Surname:

Date of Birth: Gender: Male Female

Injured Person's Address & Postcode

Status

Employee Contractor
Service User Member of the Public
Student/Pupil Work Experience
Volunteer Other (please state)

Indicate area of SCC or organisation reporting the accident :

People Place Strategy & Transformation Finance & Resource Law & Democracy Customer Services & Comms

Academy

External Organisation

Business Unit/Establishment **WALTON HIGH SCHOOL**

Job Title **N/A** Employee Pay Ref: **N/A**

At the time of the accident was the employee authorised to carry out the task being performed

Yes No If no, provide details.

If the injured person is employed by someone other than Staffordshire County Council, state name, address, telephone number of employer and reason for being on the premises / site:

2. Accident Details

Name of workplace/establishment where the accident occurred (please include the postcode)	Walton High School The Rise STAFFORD Postcode ST17 0LJ		
Location e.g. office, grounds, stairwell			
Is this the injured persons usual workplace or base location?(please ✓)	Yes	No	Please state their usual workplace/base location

Date of Accident: Time of Accident:

Date Reported : Time Reported:

Reported to: Reported By:

Description of how the accident occurred.

Accident Type (e.g. fall):

From the investigation, what has been identified as the root cause of the accident?

3. Details of damage, injury or ill-health

Damage or part(s) of body Injured:
e.g. left leg or 1st finger left hand

Injury type(s):
e.g. fracture or laceration

First-Aid Administered? (please ✓)

YES

NO

If yes by whom?

R Bayliss

First-Aid Treatment Given:

Details of the accident recorded in the Accident Book (please ✓)

YES

NO

Please ✓ one of the following where applicable:

<input type="checkbox"/> Fatality	<input type="checkbox"/> Person needed resuscitation
<input type="checkbox"/> Non-Employee taken from the premises / site to hospital	<input type="checkbox"/> Major Injury to employee
<input type="checkbox"/> Person became unconscious	<input type="checkbox"/> Dangerous occurrence
<input type="checkbox"/> Employee admitted to hospital for more than 24 hours	<input type="checkbox"/> Over seven day absence
<input type="checkbox"/> Fall from height ...	<input type="checkbox"/> Minor Injury/No Injury

Number of days lost

(includes weekends/non workdays)

Is the absence continuing?

(not yet returned to work)

Yes

No

If a non employee/service user has been taken to hospital was it due:

A) Solely to the injured persons medical condition

B) Sports Accident

Were there any defects to the premises/equipment that caused the accident?

Yes

No

4. Actions Necessary to Prevent a Similar Accident

Prior to the accident had a risk assessment been completed for the activity?

Yes

No

Post Accident Risk Assessment been completed/or an existing one reviewed?

Yes

No

If NO, give reasons:

State what action has been taken or planned to reduce the risk of a similar accident:

Any other comments? Family informed?

Witnesses Details: Name, Address and Telephone.

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5. Details of the manager completing this form

Print Name

Job Title:

Signature

Date:

For Health, Safety & Wellbeing Service use only

Date Received	
SCC or SLA	SCC / SLA
Object Name in SAP	
RIDDOR Reportable?	Y/N
Date reported to HSE	
RIDDOR Report Number	
Scanned to H&S advisor	Y/N

		Entered on SAP ✓
Duty Telephone investigation date		
Telephone investigation date		
Site visit required?		
Date of site visit		
H&S Adviser		
Accident form review date		

Additional Comments by H&S Advisor – Entered on SAP Y/N

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Please send this form to the Health, Safety & Wellbeing Service within 3 days of the accident for RIDDOR reportable accidents, or 10 days for minor i.e. non-RIDDOR reportable accidents. Email shss@staffordshire.gov.uk or fax 01785 355842. (Need advice about this form? Call 01785 355777)

Appendix 3: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			