



Ifield Community College - First Aid Policy

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Signed: (Chair of Governors)

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PURPOSE

The Collegiate Trust is a partnership of academies in Crawley and Croydon whose purpose is to build collaboration to deliver an exceptional education, and whose vision is an exceptional education for all. This is reflected in our Trust's values: ambition and collaboration, as well as in our desired outcomes: achievement and enjoyment.

The aims of the TCT First Aid Policy are:

- Ensure the health and safety of all employees, pupils, contractors, and visitors.
- Ensure that staff and Governors/Trustees 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.

The First Aid Policy is aimed at all first aiders and staff who are present/involved in first aid.

LEGISLATION AND GUIDANCE

This policy is based on advice from the Department for Education on first aid in schools (<https://www.gov.uk/government/publications/first-aid-in-schools>), and health and safety in schools (<https://www.gov.uk/government/publications/health-and-safety-advice-for-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 requires employers to assess the risks to the health and safety of their employees, requires employers to undertake risk assessments, plan to implement necessary measures, and arrange for appropriate information and training.
- The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 2013, which states that some accidents must be reported to the Health and Safety Executive (HSE) and set out the period for this and how long records of such accidents must be kept.
- Social Security (Claims and Payments) Regulations 1979, which sets out rules on the retention of accident records.
- The Education (Independent School Standards) Regulations 2014, which requires that suitable space be provided to cater for the medical and therapy needs of pupils.

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

ROLES AND RESPONSIBILITIES

First Aiders

Each school's appointed first aiders handle:

- Taking charge when someone is injured or becomes ill.
- Ensuring that there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits. The Pastoral & Welfare Assistants are responsible for monitoring the first aid kits. Manager/Receptionist).
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

- 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, including administering medication where this is part of an agreed Healthcare plan, or in emergency situations which could otherwise lead to loss of life (e.g., EpiPens).
- Sending pupils home to recover, where necessary.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident. Accident forms are located in the First Aid room and should be completed by the first aider that has triaged the person.

FIRST AID PROCEDURES

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 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 student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If the emergency services are called for a student, the office staff will contact parents immediately.
- If the emergency services are called for a staff member, the staff member (if conscious and able to speak) should call their next of kin. If unable to call themselves, either a member of the SLT or Operations Manager will contact the next of kin.
- The first aider will record the incident in the accident book. This will be done on the same day.

Off-Site Procedures

When taking pupils off school premises (for a school trip/event), staff will ensure they always have the following:

- A mobile phone.
- A portable first aid kit.
- Information about the specific medical needs of pupils.
- Parent contact details.

Risk assessments will be completed by the event leader prior to any educational visit that necessitates taking pupils off school premises. These will be checked and agreed by the Principal. There will always be at least one first aider on school trips and visits.

Appointment of First Aiders

Where staff volunteer to be trained as first aiders, the Principal must decide whether they are suitable to be appointed as such, taking into account:

- 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
- Normal duties. A first aider must be able to leave to go immediately to an emergency

Upon issue of their certificate, staff that agree to provide first aid must be given a formal letter of appointment, unless the role of first aid provider is already included in their job description.

Hygiene and Infection Control

First aiders must follow their training and maintain good standards of infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn, and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up, and placed directly into waste bins with other inert waste.

Medical Accommodation

Schools must have accommodation to care for children during school hours, and for health professionals to carry out medical and dental examinations. It does not need to be used solely for these reasons, but it must be appropriate for this use and be available when needed.

It must be well lit, contain a washbasin, and have a toilet reasonably nearby, and the floor and surfaces must be easy to clean and disinfect. It should be located on the ground floor with reasonable access for a wheelchair or gurney to the space reserved for emergency vehicles.

You should equip the room with adequate first aid facilities and equipment.

FIRST AID EQUIPMENT

There must be an adequate level of first aid materials, equipment, and facilities in every establishment, to ensure that an injured person can be treated quickly in an emergency. The number and content of first aid kits will depend upon the risk assessment.

The minimum provision for an educational establishment will be at least one first aid kit for use on the premises and one or more kits to be taken on off-site visits.

High-risk areas such as laboratories and workshops require their own first aid kits, and kits should be immediately available on playing fields.

First aid kits must be stored in a robust container designed to protect the contents from damp and dust and marked with a white cross on a green background.

The contents of the first aid box should be checked regularly to ensure there is adequate stock and to replenish out of date items.

Based on the British Standard, first aid kits should contain:

- 1 leaflet giving general guidance on first aid
- 1 leaflet giving a list of first aid kit components included in kit
- 6 Pairs of Nitrile disposable gloves (Conforming to BS EN 455-1 and BS EN 455 -2, Large size (8-9)
- 40 individually wrapped sterile adhesive dressings (water resistant, sterile, an island design and blue ones for food technology or kitchen areas);
- 2 sterile eye pad dressing with bandage
- 2 individually wrapped sterile triangular bandages
- 1 conforming bandage
- 6 safety pins

- 4 medium-sized individually wrapped sterile unmedicated wound dressings (approximately 12cm x 12cm)
- 1 large individually wrapped sterile unmedicated wound dressings (approximately 18cm x 18cm)
- 1 foil blanket 130cm x 210 cm
- 1 mouth-to-mouth resuscitation device which includes a one-way valve
- 20 alcohol free moist cleansing wipes individually wrapped (sterile)
- 1 micro-porous adhesive tape
- 2 finger sterile dressing with adhesive fixing
- 1 burn relief dressing
- Shears.

Do not keep antiseptic creams, lotions, or any type of medication or drug in a first aid kit.

The contents of a travelling first aid kit for off-site visits must be appropriate to the type and duration of visit, but should contain as a minimum:

- 1 leaflet giving general advice on first aid
- 1 contents list giving the first aid components in the kit
- 1 Pair of Nitrile disposable gloves (Conforming to BS EN 455-1 and BS EN 455 -2, Large size (8-9)
- 10 individually wrapped sterile adhesive dressings (water resistant, sterile, an island design and blue ones for food technology or kitchen areas)
- 1 sterile eye pad dressing with bandage
- 1 individually wrapped sterile triangular bandage
- 1 conforming bandage
- 2 safety pins
- 1 medium-sized, individually wrapped, sterile, unmedicated wound dressing (approximately 12cm x 12cm)
- 1 large, individually wrapped, sterile, unmedicated wound dressing (approximately 18cm x 18cm)
- 1 foil blanket 130cm x 210 cm
- 1 mouth-to-mouth resuscitation device which includes a one-way valve
- 4 alcohol-free, moist cleansing wipes individually wrapped (sterile)
- 1 micro-porous adhesive tape
- 1 burn relief dressing
- Shears
- 1 eye wash (250ml) - Laboratories can have different arrangements for eye irrigation; see the WSCC Health and Safety information for Science CD-ROM.

No medication is kept in first aid kits.

RECORD KEEPING

First aid and accident record book

- An accident form will be completed by the first aider on the same day, or as soon as is practicable, after an incident resulting in injury.
- As much detail as possible should be supplied when reporting an accident.
- A copy of the accident report form will also be added to the student's educational record by the Office Manager, or by a delegated member of staff.

- Accident reports and investigation records should be kept for a minimum of five years if the accident involves a member of staff, visitor, or contractor. If the accident involves a pupil, records should be kept until they reach the age of 21.

REPORTING TO THE HSE

The Operations Manager will notify the Director of Estates of any injury resulting in the below injuries, so that the correct reporting procedures (to the HSE) can be followed. Records of injuries of these types will be kept by the Director of Estates, as defined in RIDDOR 2013 legislation.

Injuries of this type must be reported to the HSE via the reporting portal within 10 days of the incident:

- Death (as a result of an accident or injury sustained at a Trust premise).
- 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 accident).
- 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 lifting 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 severe 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: <http://www.hse.gov.uk/riddor/report.htm>.

MONITORING

Trust Board of Directors

The Trust Board of Directors has overall responsibility for health and safety matters in each school, but delegates operational matters to each school respectively, to the Principal.

Principals

The Facilities Managers/Site Managers are responsible for the implementation of this policy, including:

- Ensuring that first aiders have an appropriate qualification, keep training up to date, and remain competent to perform their role.
- Ensuring that there is an appropriate number of first aiders always present in each school.
- Ensuring all staff are aware of first aid procedures.

- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of the pupils.
- Reporting specified incidents to the HSE when necessary, via the Director of Estates.

Other related policies are:

- Health and Safety Policy
- Educational Trips & Visits Policy
- Child Protection Policy and Child Protection Procedures
- Supporting students with medical needs
- First Aid risk assessment

This First Aid Policy and its effectiveness will be reviewed by the Board of Directors annually.