POYNTON HIGH SCHOOL
FIRST AID POLICY

Poynton High School is committed to ensuring the health and safety of all staff, students and visitors. 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.

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.

Legislation

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 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

Roles and Responsibilities

The headteacher
The headteacher is responsible for the implementation of this policy, including:

- Ensuring that there is an appointed person employed by the school
- Ensuring that an appropriate number of first aid trained 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
- 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
- Ensuring that specified incidents are reported to the HSE when necessary

The Appointed Person
The appointed person is responsible for ensuring the First Aid protocol is reviewed and amended according to relevant legislation and the needs of the school community annually. They are also responsible for ensuring adequate First Aid training is available and undertaken by First Aid staff and that appropriate equipment is available.

First Aiders
Individual first aiders are responsible for providing the service during a designated period of time and will hand over to the next scheduled person. There are other first aiders available to support if needed.

First aiders will:

- Provide immediate and emergency first aid for accidents and injuries or emerging illness
- Take charge if someone becomes ill or has an accident
- Ensure that an ambulance or other appropriate professional help is obtained as quickly as possible
- Complete the EVOLVE Accident Book when applicable and as soon as reasonably practicable
- Work within school policy for providing medication in school
- Undertake and ensure risk assessments are completed for students with injuries returning to school
- Contribute to Care Plan completion
- Send students home to recover, where necessary

School Business Manager

The School Business Manager is responsible for:

- Ensuring that all staff are trained on EVOLVE Accident Book
- Ensuring that appropriate risk assessments are in place
- Providing the headteacher and governors regular termly updates at the Staffing & Resources Committee on First Aid and accidents
- Ensuring any incidents that are RIDDOR reportable are reported to the HSE.

All staff in school

School staff are responsible for:

- Ensuring they know what first aid is for and that they follow first aid procedures.
- Reporting any concerns for wellbeing and safety to the designated Safeguarding Lead and where appropriate to the site team
- Completing the Evolve Accident Book where appropriate

Governors

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.

In-school First Aid 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 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 emergency services are called, the first aider will ensure that parents are contacted immediately
- The first aider will ensure that the EVOLVE Accident Book is completed on the same day or as soon as is reasonably practical after an incident that requires recording.

First Aid Kits

First aid kits are stocked as recommended by St John Ambulance. They are kept in all main office areas within departments.

Allergies and Anaphylaxis

The school recognises its duties under current statutory guidance relating to allergy management and anaphylaxis in schools. Staff will receive appropriate allergy awareness and emergency response training. Adrenaline auto-injectors (AAIs) will be available and administered in accordance with individual healthcare plans, emergency procedures and the school's Allergy and Anaphylaxis Policy. Suspected anaphylaxis will always be treated as a medical emergency and emergency services will be called immediately. Further information is contained within the school's Allergy and Anaphylaxis Policy.

Off-site procedures

All educational visits will have a risk assessment to ensure students and staff are safe. This includes reference to first aid. It also includes a review of all known medical issues relevant to students and staff on the visit. The lead staff member will have a school mobile phone and a first aid kit available. Parents' contact details must be taken on the trip.

Some specific points to note are:

- If any insulin-dependent diabetic students are within the group a specific care plan is needed for the trip. A member of staff is named as the person responsible for supporting them.
- If students have EpiPens, the lead staff member will check that students have EpiPens with them on the day. The visit leader will also have a care plan for the use of EpiPens.
- A spare Ventolin inhaler will be taken and a list of asthmatic students for whom it can be used.

Some emergency medication can be given but only with specific parental consent:

- Paracetamol for pain relief
- Ventolin for asthma
- Prescribed medication. In most instances this can be avoided by altering time of dose temporarily.

Recording and reporting

EVOLVE Accident Book

- The Evolve Accident Book will be completed by the first adult who witnessed the accident or the first aider on the same day or as soon as possible after an incident resulting in an injury that requires recording. The first aider will provide follow up information about treatment given.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
- 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 disposed of securely.

Reporting to the HSE

The School Business 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 School 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.

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

Monitoring

This policy will be reviewed by the appropriate person annually. At every review, the policy will be approved by the Staffing & Resources Committee of the Governing Board.

Policy Reviewed – October 2026
Next Review – October 2027