



Document Control
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1. Aims

- Ensure adequate and appropriate first-aid provision for staff, pupils and visitors.
- Provide a clear, prompt response to injury, illness and medical emergencies.
- Base provision on a documented first-aid needs assessment and review it at least annually.
- Record, report, investigate and learn from incidents and near misses.
- Ensure first-aid arrangements work coherently with the Allergy Policy and Supporting Pupils with Medical Conditions Policy.

2. Legislation and guidance

This policy has regard to the Health and Safety at Work etc. Act 1974; Health and Safety (First-Aid) Regulations 1981; Management of Health and Safety at Work Regulations 1999; RIDDOR 2013; Social Security (Claims and Payments) Regulations 1979; section 100 of the Children and Families Act 2014; section 34 of the Children's Wellbeing and Schools Act 2026; and relevant DfE/HSE guidance.

The College will have regard to the DfE statutory guidance Allergy safety in schools. The separate Allergy Policy is the primary whole-school document for allergy risk management.

3. Responsibilities

3.1 Governing Board

- Seek assurance that first-aid arrangements are suitable, sufficient and reviewed at least annually.
- Ensure sufficient resources and coherent first-aid, medical-conditions and allergy arrangements.
- Receive assurance on serious incidents, trends and allergy-related near misses.

3.2 Headteacher / School Leader

- Implement this policy and ensure sufficient trained personnel and contingency cover.
- Ensure suitable medical accommodation and emergency arrangements.
- Ensure legally required external reports are made.

3.3 First Aid & Medical Lead / School Nurse

- Complete and review the first-aid and medical needs assessment annually and after significant change.
- Maintain the first-aider training matrix and coordinate equipment checks and replenishment.
- Work with the Allergy Lead and Health & Safety Coordinator to ensure emergency allergy arrangements are understood and tested.



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3.4 Health & Safety Coordinator

- Coordinate accident/incident reporting, investigations and trend analysis.
- Advise on RIDDOR with the School Leader and competent health-and-safety adviser.
- Report relevant themes and actions to the Health & Safety Committee and governing board.

3.5 Staff

- Follow first-aid and emergency procedures and know how to summon help.
- Know how to access emergency medication and the College's allergy emergency arrangements.
- Record incidents they deal with and report safety concerns and near misses.

4. First-aid needs assessment and provision

The College will maintain a documented needs assessment covering staffing, pupil numbers, site layout, curriculum/practical activities, previous incidents, off-site activities, lone working, visitors/contractors and known medical needs. It will be reviewed at least annually and when circumstances materially change.

The School Nurse is the First Aid & Medical Lead. A current operational list of qualified first aiders, qualification type and expiry date will be maintained centrally and displayed appropriately. It may be updated without re-approving this policy.

5. In-school procedures

1. The closest member of staff will assess immediate danger, summon a first aider where appropriate and call 999 without delay for a life-threatening or time-critical emergency.
2. A trained first aider will assess and treat within their competence, remain with the casualty as necessary and arrange further professional help.
3. An unwell pupil will not be sent unaccompanied to seek help. Parents/carers will be contacted when a pupil is too unwell to remain in school.
4. If emergency services are called for a pupil, parents/carers will be contacted as soon as practicable. A suitable member of staff will accompany the pupil to hospital by ambulance where necessary until handover.
5. An accident/incident record will be completed on the same day or as soon as reasonably practicable.

5.1 Head injuries

All head injuries will be assessed and recorded. Parents/carers will be informed in accordance with the College head-injury procedure. Deterioration, loss of consciousness, a significant mechanism of injury, suspected serious head injury or other red-flag symptoms will prompt urgent clinical assessment/999 as appropriate.

5.2 Allergic reactions and anaphylaxis

Anaphylaxis is a medical emergency. Staff will follow the pupil's Allergy Action Plan/IHP where available and the College Allergy Policy. Help and emergency medication must be brought to the pupil.



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- Administer adrenaline promptly where anaphylaxis is suspected, using the person's own prescribed device first where immediately available, or the College's spare adrenaline device in accordance with current guidance and the Allergy Policy.
- Do not delay adrenaline while waiting to contact parents or emergency services. Call 999 immediately and state 'anaphylaxis'.
- Keep the person appropriately positioned and monitored. A second dose may be required in line with the device instructions/Allergy Action Plan and emergency-service advice.
- Prescribed and spare adrenaline devices must be readily accessible and not locked away. Arrangements should enable adrenaline to reach the person within five minutes.
- Record the reaction. Serious incidents and near misses will be reviewed with the Allergy Lead and reported to parents/carers and governance as required.

All staff present when pupils are scheduled to be on site will receive allergy awareness and emergency-response training at least annually. First-aid training alone does not meet this allergy-training expectation.

6. Off-site visits

- The visit leader will address first-aid and medical needs through the visit risk assessment and Evolve process.
- A suitable first-aid kit, communication method, emergency contacts and relevant medical information will be available.
- Individual medication, including inhalers and prescribed adrenaline devices, will accompany the pupil and remain readily accessible.
- For pupils at risk of anaphylaxis, the risk assessment will address allergens, food provision, staff competence, emergency access and whether spare adrenaline devices should accompany the visit.
- Pupils will not be excluded because of a medical condition or allergy where reasonable adjustments can enable safe participation.

7. Equipment and emergency devices

First-aid kits will be provided in locations identified by the needs assessment, including reception, medical/pastoral areas, practical departments, sports facilities, minibuses and other risk-assessed locations. No routine medication will be kept in first-aid kits.

Defibrillators and emergency devices will be checked under local procedures. Spare adrenaline devices are managed under the Allergy Policy and must be clearly labelled, in date, accessible and stored separately from named pupils' prescribed devices.

8. Recording, reporting and learning

Minor pupil events will be recorded on Arbor/current MIS. Major incidents, staff/visitor incidents, serious medical incidents and near misses will be recorded in the College accident/incident system and retained in accordance with legal, insurance and local-authority requirements.



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8.1 Allergy incidents and near misses

Any serious allergy incident or near miss will be recorded as soon as feasible, shared with the Allergy Lead and reviewed in a no-blame learning process. Parents/carers of pupils under 16 will be informed as soon as possible. Learning will inform IHPs/Action Plans, risk assessments, training, catering controls and policy.

8.2 RIDDOR

For pupils and other non-workers, an injury is reportable where it arises out of or in connection with a work activity and the person is taken directly from the scene to hospital for treatment. Hospital attendance alone does not make a pupil incident reportable. Employee specified injuries, over-seven-day injuries, occupational diseases and dangerous occurrences will be reported within applicable statutory timescales.

9. Training

- First aiders must hold a valid certificate appropriate to their role and retrain before expiry.
- All staff will receive first-aid procedure information at induction and periodic refreshers.
- Allergy awareness and emergency-response training will be provided at least annually to all staff present when pupils are scheduled to be on site, including relevant temporary, supply, agency, peripatetic, catering and regular volunteer staff.
- Staff undertaking individual clinical procedures will receive any additional training and competency confirmation required by the pupil's IHP.

10. Monitoring and review

The First Aid & Medical Lead and Health & Safety Coordinator will monitor implementation. The policy and needs assessment will be reviewed at least annually, after a serious incident/near miss, or when legislation, guidance, premises, staffing or pupil needs materially change. The Governing Board or delegated committee will approve the policy.

11. Links with other policies

- Allergy Policy
- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- Risk Assessment Policy
- Educational Visits/Trips Policy
- Safeguarding and Child Protection Policy

References and guidance

DfE - Allergy safety in schools

<https://www.gov.uk/government/publications/allergy-safety-in-schools>



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DfE - Supporting pupils with medical conditions at school

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

DfE - Health and safety responsibilities and duties for schools

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

HSE - Incident reporting in schools

<https://www.hse.gov.uk/pubns/edis1.pdf>