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**THE
HAYLING
COLLEGE**

Happy, Healthy, High Performing

FIRST AID POLICY



Document Owner and Approval

The Hayling College is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the School's policy review schedule.

A current version of this document is available to all members of staff in the School Pool

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Signature:

Date: 11.09.2024

Version History Log

Version	Description of Change	Date of Policy Release
1	Initial Issue	September 2022
2	Accident Reporting Procedure and List of First Aiders	September 2024
	More detail added for First aid procedures	
3	Removal of paragraph under first aid procedures (p5)	September 2025
	Accident investigated by the Health and Safety Officer (p5)	
	Correction of wording from 'let' to 'make' under bumped heads (p6)	
	Location of the Defibrillator updated (p7)	
	Locations of First Aid kits updated (p8)	
	Under Accidents Involving Children, Administration of Medicines policy changed to Supporting Children with Medical Conditions (p9)	
	Reporting to HSE will be done by the Health and Safety Officer (p9)	
	Updating Appendix (p11)	



POLICY STATEMENT

The Hayling College will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to pupils and others who may also be affected by our activities.

Responsibility for first aid at The Hayling College is held by the Headteacher who is the responsible manager.

The appointed First Aider is Michelle Wood.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

AIMS & OBJECTIVES

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
It is our policy to ensure that the First Aid Needs Assessment will be reviewed annually or following any significant changes that may affect first aid provision.
- Ensuring there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them
- 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 AND GUIDANCE

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety 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

APPOINTED PERSON(S) AND FIRST AIDERS

The school's appointed person is Michelle Wood.

Michelle Wood is 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 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, or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date
- Alerting the appointed First Aider if they have used anything in a First Aid kit and it needs replenishing.

Our school's appointed person and first aiders are listed in appendix 1.

THE HEADTEACHER

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

- Ensuring that an appropriate number of appointed persons and 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)



STAFF

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider or appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

FIRST AID PROCEDURES

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital. The first aider must fill in an accident report on the same day, or as soon as is reasonably practicable, after the incident. If necessary, the accident will be investigated by the Health and Safety Officer.



Minor Injuries

All minor injuries (e.g. cuts, grazes, bumps) are dealt with by a trained first aider. All first aid kits contain sterile wipes and plasters that can be used to give basic first aid.

Once the child has received the first aid they need, the minor accident details will be logged on the child's Arbor record under 'Medical Event'. As incidents are recorded staff check to see if the child concerned has had several incidents that might need following up. If there are any concerns, they are discussed with the child's tutor and Head of School.

If there are any concerns about how the injury occurred i.e. hurt by another child on purpose or the nature of the injury the first aider will report this to the child's tutor/behaviour team. If a safeguarding concern this will be recorded on CPOMS.

Bumped Heads

The following procedure is to be followed in addition to the above procedure, when the accident or injury involves a child's head. Any bump to the head, however small it appears to be, is assessed, treated and recorded by a qualified first aider.

A major bump to the head, which is when the accident or incident results in suspected concussion or dizziness and / or result in a lump appearing on the head. The first aider will ring the parent or other designated contacts to inform them of the injury. The parents will be offered the opportunity to come to the school and if necessary take the child home for monitoring or for treatment by a medical professional.

A minor bump to the head, which does not result in any of the above. The first aider will send a 'bumped head' text home to the primary contacts, they will also make the child's teachers aware. If at any time they become concerned about the child's condition a first aider will reassess the child. If any child sustains a significant head injury at school an ambulance will be called immediately and parents will be contacted as soon as possible.

The incident is recorded on the child's Arbor or if necessary, on an accident report. They must fill in an accident report on the same day, or as soon as is reasonably practicable, after an incident

Visits

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A travel first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details



Risk assessments will be completed by the trip leader and approved by the Head of School and Educational Visits Coordinator (EVC) prior to any educational visit that necessitates taking pupils off school premises. All off site activities, other than routine or local trips, will be registered, managed, recorded and approved using the Evolve system. Local trips will still be recorded using the Evolve system, these will then be approved by the Head of School. Routine sporting fixtures are not managed using the Evolve system, but the principles of risk assessment, parental consent and communication remain consistent with the Evolve process.

The travel first aid kits must be checked using the First Aid Kit Checklist before leaving the school. Minimum requirements for these kits will need to be assessed on expected usage and the level of risk within that location, this is done by the EVC and/or First Aid Lead.

The trip leader is responsible for ensuring that any individual child's medication (e.g. Epi-Pens or Inhalers) is taken with the class. The parent consent form for the child to go on the trip gives the staff the authorisation to administer any medicine or emergency first aid.

Defibrillators

A community defibrillator is available on the wall of the PASS Room, near the entrance to the Sports Hall. Instructions for use are voice prompted by the unit. The Access Code is available from the Ambulance Service (please dial 999). This unit is checked monthly by the School Nurse. A larger service is carried out annually. Records of these checks are kept on-line. Two further portable defibrillators are available, one is located on reception, and one is located in the medical room / pastoral office at the School Nurses desk

FIRST AID EQUIPMENT

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Disposable gloves
- Sterile wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.



First aid kits are stored in:

- Reception
- Art Dept
- Medical Room / Pastoral Office
- Food Technology room
- Kitchen, Laboratories
- School minibuses
- Science Prep Room
- Site Manager's Office
- Sports Hall
- Staff room
- PASS
- Technology rooms 155 and 159
- Technology Prep room

RECORD-KEEPING AND REPORTING

First aid and accident record book

As stated in the Health and Safety Policy,

Accidents involving adults

Any Major (needing hospital or external treatment) or minor accident, incident or injury involving staff, visitors or contractors is to be immediately reported and recorded in the google Accident document held on the google drive and followed up with an accident investigation.

If any Major accident, incident or injury to members of staff should occur then these events will be reported to the School Leader, Executive Leader and the Schools Health & Safety Consultant. The Health and Safety Executive will be notified using a RIDDOR reporting form. Information on the type of reportable injuries, Diseases and Dangerous Occurrences is supplied by the HSE

<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

If the school believes it needs to submit a RIDDOR report then they will ALWAYS consult the Executive Leader, chair of governors and the Schools Health and Safety consultant.

Accidents involving children

The following has been written with reference to the following information supplied by the HSE:

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

All major accidents or incidents that involve children are to be immediately reported to the School Leader. Major accidents or incidents of pupils are recorded in the google Accident document held on the google drive and followed up with an accident investigation.

Examples of a major accident / incident are; a bump on the head that causes suspected concussion or dizziness, a head injury that results in a lump on the head, serious burn, suspected breaks of bones, deep (non-surface) cuts and grazes that do not stop bleeding after 5 mins, or are approximately longer than 2 cm or cover more a 5cm square.



Minor accidents or incidents involving children such as bumped head, cuts, serious grazes and injuries that needed some medical treatments are recorded in Arbor. The school nurse will call home and inform the parents. Arrangements regarding First Aid are set out in the First Aid Policy and arrangements for supporting pupils for medical conditions are set out in the Supporting Children with Medical Conditions policy. Accident and Incident Reporting and Near Misses will form part of the Annual Health & Safety Training to all Staff.

REPORTING TO THE HSE

The Health and Safety Officer 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 Health and Safety Officer will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences 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)
 - 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 incident)
- 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 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

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>



NOTIFYING PARENTS

In the event of an accident involving a student, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires significant first aid treatment (more than a clean-up, plaster and/or ice pack)
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

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).

Staff are encouraged to renew their first aid training when it is no longer valid.

MONITORING ARRANGEMENTS

This policy will be reviewed by the School Nurse every year.

At every review, the policy will be approved by the Headteacher and Governing Board Committee.

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 appointed person for first aid and trained first aiders

Staff member's name	Role	Contact details
First Aid at Work and further training in: Asthma – Allergies – Administering medication – Diabetes – Epilepsy		
Michelle Wood	School Nurse	Michelle.wood@hayling.hants.sch.uk
First Aid at Work		
Lee Tindall	SENCo	Lee.tindall@hayling.hants.sch.uk
Emergency First Aid at Work		
Nathan Radbone	Cover Supervisor	Nathan.radbone@hayling.hants.sch.uk
Elizabeth Bees	Teacher	Elizabeth.bees@hayling.hants.sch.uk
Christine Weatherley	Exams	Christine.weatherley@hayling.hants.sch.uk
Carl Jackman	Site Manager	Carl.jackman@hayling.hants.sch.uk
Maxine Webb	Site Staff	Maxine.webb@hayling.hants.sch.uk
Emily Richards	Health and Safety Officer	Emily.richards@hayling.hants.sch.uk
Iryna Zelenska	Food Technician	Iryna.zelenska@hayling.hants.sch.uk
Sally Wedge	Administration Assistant	Sally.wedge@hayling.hants.sch.uk
Sophie Farmer	Learning Support Assistant	Sophie.farmer@hayling.hants.sch.uk
Gill Cosgrave Lewsey	Learning Support Assistant	Gill.cosgrave-lewsey@hayling.hants.sch.uk
Amelia Lawrence	PE Teacher	Amelia.lawrence@hayling.hants.sch.uk
Joe Elrick	PE Teacher	Joe.elrick@hayling.hants.sch.uk