



# Davenant Foundation School

## First Aid Policy

**Last Reviewed:** January 2026

**Next Review:** January 2027

This policy has been reviewed and to the best of our knowledge we do not feel that it impacts on any group or individuals' equality rights within our school community

### POLICY DETAILS

<b>Policy Name</b>	First Aid Policy	<b>Committee Responsible</b>	Personnel
<b>Status</b>	Statutory	<b>Committee Person i/c</b>	Mrs J Dennison
<b>Produced by</b>	DHL	<b>First Agreed</b>	January 2023
<b>Date Produced</b>	September 2014	<b>Last Review Date</b>	January 2026
<b>References</b>	Allergy Policy  Supporting Children with Medical Conditions Policy	<b>Next Review Date</b>	January 2027

This policy should be read in conjunction with the Allergy Policy and the Supporting Children with Medical Needs Policy.

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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
- [The 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

## 3. Roles and responsibilities

### 3.1 Appointed First Aiders

The school's appointed First Aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Making sure 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 as, or as soon as is reasonably practicable, after an incident
- 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 Governing board**

The Governing board, in conjunction with the Headteacher, has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board 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:

- Making sure that an appropriate number of trained first aid personnel are present in the school at all times
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure 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:

- Making sure they follow first aid procedures
- Making sure they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- 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
- If the injured person has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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, the First Aider will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, the First Aid team will contact parents/carers immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

## 4.2 Off-site procedures

When taking pupils off the school premises, staff will make sure that they always have the following:

- If applicable, two prescribed auto injectors and/or inhalers must be carried at all times. If the student does not have two auto-injectors and/or inhalers with them for a trip then they will not be permitted to go.
- 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
- Unmedicated sterile dressings

- 2 sterile eye pads, with attachments
- 1 pair of blunt-ended scissors

Risk assessments will be completed by the Trip Leader prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of 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
- Triangular bandages (preferably sterile)
- Sterile unmedicated dressings
- Disposable gloves

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- Science prep room
- Design and technology classrooms
- The school kitchen
- Brokenshire building
- Swimming Pool
- Sports Hall
- Gym
- Boiler Room
- Premises
- School vehicles

## 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 will be supplied when reporting an accident

- For accidents involving pupils, a copy of the accident report form will be added to Smartlog
- Please see Retention Schedule which can be requested

## 6.2 Reporting to the HSE

The Compliance Officer and/or Estates 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 Compliance Officer and/or Estates 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.

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 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
- 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 Compliance Officer 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 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 and when this is valid until (see appendix 1).

The school will arrange for first aiders to retrain before their first aid certificates expire.

## 8. Monitoring arrangements

This policy will be monitored by the Deputy Headteacher every year.

At every review, the policy will be approved by the headteacher and governing board

## **9. Links with other policies**

This first aid policy is linked to the:

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

## Appendix 1



### Designated First Aiders January 2026

Main Reception Phone Number: 202

Student Reception Phone Number: 201

Name	Ext No.	Department	Date of Renewal
Miss C Ball	328	PE	July 2027
Mr T Beaumont	272	DT/Geography	February 2027
Ms N Begum	326	Psychology/Sociology	July 2028
Mrs J Boxall	294	Sixth Form	September 2026
Mr D Dearson	296	Premises	January 2027
Mrs M Gipson	204	Office	May 2027
Mr J Glynn	399	PE/Geography	November 2026
Mrs A Hodgkinson	253	Science	November 2027
Mr J Jai	358	IT/Computing	July 2028
Mrs H Marsh	292	Medical	October 2026
Miss J Mensah	202	Reception	June 2027
Dr P Peters	253	Science	May 2028
Ms S Phillips	201	Reception	May 2027
Miss N Price	331	RE/Psychology	May 2026
Mrs C Santer	224	Music Office	January 2027
Mrs S Winch	206	Office	November 2027
Mrs K Woolfe	292	Medical	November 2026
Mrs G Wyatt	213	Maths/SENCO	May 2027

#### Location of First Aid Boxes:

1. Main Reception
2. Medical Room
3. Science Prep Room
4. Sports Hall
5. Gymnasium
6. Swimming Pool
7. Kitchen
8. 6<sup>th</sup> Form Office
9. Room 29
10. Room 32
11. Room 36
12. Brokenshire Building
13. Premises Office

**EpiPens & Ventolin  
Inhalers Stored at  
Student Reception**

#### Eye Wash Stations

1. Medical Room
2. Science Lab & Prep Rooms
3. Boiler room

**X1 Cardiac Defibrillator  
Reception (Shelf)  
X1 Cardiac Defibrillator  
Sports Hall (Office)**

If in doubt:

**CALL FOR HELP**

Ext: 201/202



#### Nearest Hospital with Accident & Emergency Department

1. Whipps Cross Hospital, Leytonstone, London, E11 1NR. 0208 539 5522
2. Princess Alexandra Hospital, Hamstel Road, Harlow, Essex, CM20 1QX 01279 444 455