KING EDWARD VI FOUNDATION BIRMINGHAM

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KING EDWARD VI ACADEMY TRUST BIRMINGHAM

First Aid Policy	
Responsible Board/ Committee	Academy Trust Foundation Trust
Policy Type	KECHG Policy
Foundation/Academy Policy Owner	Head of School
Statutory	Yes
Publish Online	Yes
Last Review Date	N/A
Review Cycle	Bi-Annually This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved.
Next Review Date	July 2028
Version	1
School	King Edward VI Camp Hill School for Girls
School Policy Owner	Karen Stevens
ISGB/SGB Approval Date	19th October 2026

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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 on first aid in schools, health and safety in schools and actions for schools during the coronavirus outbreak, 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

3. Roles and Responsibilities

3.1 The school's First Aiders are:
A current list of trained first aiders is available from Main School Office.

The Designated Safeguarding Lead (DSL) is Vicky Ridley

The First Aid Lead is Clair Gardner

School First Aiders are responsible for:

- Taking charge when someone is injured
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- The First Aid Lead is responsible for ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- First aiders are trained and qualified to carry out the role (see section 7) 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 (see the template in appendix 2)
- Keeping their contact details up to date

3.2 The governing board

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.

3.3 The Headteacher /Head of School

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

- Ensuring that an appropriate number of trained first aid personnel are always present in the school
- 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)

3.4 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 is not called
    - Informing the Headteacher/Head of School or their Line 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 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 pupil 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/carers
- If emergency services are called, the Reception will contact parents immediately
- The first aider will complete the First Aid log and accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

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

- The school mobile phone/Trip Leader mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents/carers' contact details
- Spare inhaler or epi pen should it be required

Risk Assessments

Residential Visits

For all residential (overnight) visits, a comprehensive risk assessment will be completed by the Trip Leader and reviewed internally in accordance with school procedures. In addition, residential visits will be reviewed and approved by the Educational Visits Co-ordinator (EVC) at the Foundation Office prior to the visit taking place. No residential visit will proceed without this approval, as outlined in the Educational Visits Policy (2026).

Other Off-Site Visits

For all other off-site visits, a risk assessment will be completed by the Trip Leader and reviewed internally in accordance with school procedures prior to the visit taking place. No off-site visit will proceed without appropriate review and approval.

5. 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
- Adhesive tape

- Safety pins
- Disposable gloves
- Antiseptic wipes Plasters of assorted sizes
- Scissors
- Cold compresses Burns dressings
- No medication is kept in first aid kits.

First aid kits are stored in clearly labelled rooms across the school as well as

- Reception
- Science Prep Room
- School Kitchen
- Sports Hall
- Portable bag available at reception for trips and visits

6. Record-keeping and reporting

6.1 First aid and accident record spreadsheet

- All first aid call outs will be logged on the First Aid Accident Illness Log in the Reception
- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
- A copy of the accident report form will also be added to the pupil's educational record by Reception staff
- Records held in the First Aid Accident Illness Log 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 securely disposed of.

6.2 Reporting to HSE

The First Aid Lead is responsible for the keeping of records 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).

They 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.

Reporting described above can be delegated to the First Aid lead.

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 scalding 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

7. 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. This will be maintained by the First Aid Lead.

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

8. Monitoring arrangements

This policy will be reviewed by Head of School (Pastoral Lead) every 2 years.

At every review, the policy will be approved by the School Governing Body.

9. Links with other policies

The first aid policy is linked to the

- Health and Safety Policy
- Policy on supporting pupils with medical conditions
- Allergen Safety Policy