



FIRST AID POLICY

Reviewed: November 2025

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Person responsible for policy: JDB

The First Aid Policy links to the following policies-

- Health and Safety Policy
- Safeguarding Policy
- Supporting pupils with medical conditions
- Emergency or critical incident plan

First Aid Policy

Introduction

The School will conform to all statutory legislation and recognises and accepts its responsibility as an employer for providing so far as reasonably practicable, a safe and healthy work place and working environment, both physically and psychologically, for all its employees, volunteers, and other workers. The school also recognises that its responsibility for the safety and welfare of all the pupils at the school is paramount. First Aid matters, if necessary, will be raised at Staff Briefing and staff meetings. First Aid notices will be prominently displayed and all staff / new pupils will be informed about First Aid arrangements during induction.

1. First-aid provision at Droitwich Spa High School:

This comprises:

- a) A suitably stocked and labelled first-aid container situated in the school office.
- b) Trained First Aiders to take charge of first-aid arrangements. (Appointed persons until HSE approved training can be accessed)
- c) Information for employees, pupils, parents/carers on first-aid arrangements.
- d) First-aid provision available at all times while people are on school premises, and on off-site visits where a risk assessment has indicated this might be necessary (e.g. sports activities)
- e) The minibus has a stocked first aid box and a portable one is carried on outside visits.

2. Responsibilities

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. The school is responsible, under the Health and Safety at Work etc. Act 1974 (HSWA) and under the regulations. This should include arrangements for first aid, based on a risk assessment of the school, and should cover:

- numbers of first aiders/ appointed persons.
- numbers and locations of first aid containers.
- arrangements for off-site activities/ trips/work experience. This does not conflict with the responsibility of the employers or colleges to undertake a risk assessment to identify significant risk and necessary control measures when pupils below the minimum school leaving age are on or off site.
- Out of school hours arrangements e.g. letters, parents' evenings.
- Droitwich Spa High School will provide qualified First Aiders who have received training approved by the HSE and updated every 3 years. One First Aider will always be on call and lists of qualified First Aiders monitored and updated at regular intervals.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. Adequate and appropriate training and guidance is given to staff who volunteer to be first aiders/ appointed persons. There will be enough trained staff to meet the statutory requirements and assessed needs. First aiders must complete a training course approved by the Health and Safety Executive (HSE) and ensure they receive refresher training every 3 years.

In school, the main duties of a first aider/appointed person are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Enter details of injuries and treatment outcome in the appropriate record. * Administer medication and keep appropriate records.
- Take charge when someone is injured or becomes ill.
- Look after the first-aid equipment e.g. restocking the first aid container.

3. Procedure in case of accident, injury, defects or hazards

In case of an accident at the school, the following procedures should be followed:

- The injured party should be seen by a qualified First Aider.
- If the injuries cannot be treated at the school, arrangements should be made for transportation to hospital.
- Where appropriate, witnesses may complete an Accident Report.
- If the accident is as a result of an incident on site, all parties involved and any witnesses need to file an incident report.

4. Hygiene/ Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and will take care when dealing with blood or other body fluids and disposing of dressings or equipment.

5. Reporting and Record Keeping

Droitwich Spa High School keeps a record of any first aid treatment given by first aiders/appointed persons. This includes:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/ illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- Name and signature of the first aider or person dealing with the incident.

All accidents are reported through Worcestershire County Council (WCC) supported, myCority (though CorityOne), WCC First Aid Report and submitted to WCC.

From 1 October 2013, the revised Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) came into force. (RIDDOR is the law that requires employers, and other people in charge of work premises, to report and keep records). When appropriate, as per Health and Safety guidance, Droitwich Spa High School will report any of the following through <https://www.hse.gov.uk/riddor/> or calling the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm):

- work-related accidents which cause deaths
- work-related accidents which cause certain serious injuries (reportable injuries)
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm).
- fatal accidents
- accidents to non-workers (members of the public)
- accidents which result in the incapacitation of a worker for more than seven days.
- The death of any person (All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker).
- Specified injuries to workers. (The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):
 - 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 body
 - 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
 - requires resuscitation or admittance to hospital for more than 24 hours

All employees are reminded that they are responsible for any defects in the equipment or damage to their classrooms and should report such to the Site Manager. Any damage to the building that could be dangerous should also be reported to the Site Manager immediately.

6. Emergency Situations

From April 2004 First Aiders must be trained to recognise and respond appropriately to the emergency needs of children with chronic medical conditions the most common one asthma, diabetes, epilepsy and severe allergic reaction.

Children with asthma need to have immediate access to their reliever inhalers when they need them. Spare inhalers must be provided by parents and kept in an unlocked cabinet by schools.

Children with epilepsy-concerns about safety should be discussed with the child and parents as part of the health care plan. Children with diabetes should be able to manage their own medication. This should be discussed with child and parent as part of the health care plan.

Anaphylaxis– parents and child should discuss allergies as part of the health care plan. Pre-loaded injection devices should be provided by the parents in the correct container, labelled with their child's name and updated medicines. If the school has to give this injection an **ambulance will always be called**.

7. Child Protection

If any concerns are raised that have Safeguarding implications (eg unexplained marks or scars), whilst a person is being treated for first aid, the First Aider must inform the designated Child Protection officer who will then take appropriate action and report through CPOMS to Designated Safeguarding Lead.

8. Physical Contact with Children

The treatment of children for minor injuries, illness or medical conditions may involve members of staff in physical contact with children. Any treatment should:

- not involve more contact than necessary.
- be undertaken by staff who have volunteered to be designated to the task.
- be carried out, wherever possible, in front of other children or adults.
- be recorded in appropriate methods.

Parents should be informed of any treatment administered.

9. First-Aid Materials, Equipment and Facilities

First-aid equipment must be clearly labelled, easily accessible and up to date. Pupils' individual medical containers must be clearly marked on the outside and contain their health care plan plus up to date medicines provided by the parents.

1. From 1st October 2016 Schools could carry a generic inhaler and spacer for all students – thus reducing the risk of students not having a working inhaler at the time of an attack. These packs are ordered from our normal first aid supplier and the Head signs an agreement that she is happy for us to keep and administer this medication when required. These packs are available in the medical room and also in the PE department. External trips and visits also request one of these packs to take with them as well as a first aid kit.
2. From 1st October 2017 school will carry and administer a generic epi-pen. Parents will still be required to provide two pens within school; one kept with student, one kept in medical as a backup. These are monitored for deterioration and expiry dates and parents are emailed or called to inform them replacements are needed. These can be ordered from our first aid supplier and same will apply with regard to consent and paperwork. Epi-pens will also be available for trips. Staff will be trained on the effective use of these pens.
3. List of current first aiders on the portal and in the staff room and with the site team.

10. Appointed First Aiders

An up-to-date list of appointed first aiders is kept on the school Portal

11. First Aid containers

Contents of a first-aid container: All first aid containers contain the correct contents (as recommended by the DFEE Guidance) to provide first aid to our client groups.

The First Aider is responsible (Tracy Lakin) for examining the contents of first-aid containers. They are checked frequently and restocked as soon as possible after use. Items are discarded safely after the expiry date has passed.

Travelling first-aid containers: Before undertaking any off-site activities, the responsible person assesses what level of first-aid provision is needed. A portable first-aid container is maintained in a good condition and readily available for use; prominently marked as a first-aid container. Minibus first-aid containers:

Transport Regulations require that the minibus has on board a first-aid container.

Droitwich Spa High School and Sixth Form Centre takes its responsibilities as a data controller and data processor seriously and are committed to using any personal data collected and held in accordance with the law. The schools policies, privacy notices and forms in relation to personal data are available for you to view on our web site at www.droitwichspahigh.worcs.sch.uk or by using the <https://website.droitwichspahigh.worcs.sch.uk/index.php/communications/information-management-and-data-protection/>

The School's Data Protection Officer can be contacted at Droitwich Spa High School and Sixth Form Centre, Briar Mill, Droitwich, WR9 0AA or by email at privacy@droitwichspahigh.worcs.sch.uk