

# TKS First Aid Policy

Written by	MS/KS/AB	Date	April 2022
Most recently updated by	KM/LW	Date	January 2026
Approved by	Principal	Date	1 <sup>st</sup> February 2026
Review frequency	Annually	Date of next review	February 2027

## Contents

### 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 the [statutory framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), 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

This policy complies with our funding agreement and articles of association.

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## 3. Roles and responsibilities

**Principal**

**Head of Secondary Department**

**Head of Primary Department**

**Head of Early Years**

**Health and Safety Coordinator**

**Health and Safety Governor**

**H&S Trustee/Governance**

**Trained First Aiders**

**Local Medical Facilities Contact Information**

Windrush Health Centre

Minor Injuries Unit in Witney Community Hospital, (opens at 10am)

**Lynne Weber**

**Giles Beck**

**Kate McKenzie**

**Adrienne Blakey**

**Jonathan Smith/Kate McKenzie**

**Brad Biddulph**

**Peter Allen**

**See Appendix A**

01993 702911

01993 209400

### 3.1 Appointed person(s) and first aiders

The school's appointed Health and Safety Coordinators are Jonathan Smith and Kate McKenzie. They are trained in First Aid in the Workplace and can be called upon to assist/advise when someone is injured or becomes unwell.

Staff in the various departments are responsible for ensuring that there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.

The admin team is responsible for the main first aid kits in foyers and kitchen, and first aid kits for trips.

The admin team is responsible for making sure that an ambulance or other professional medical help is summoned when appropriate and making the Health and Safety Coordinators aware as soon as practicable.

The admin team is responsible for reporting accidents/injuries to the Health and Safety Coordinators or the Principal who will report RIDDOR incidents to the HSE.

First aiders are trained and qualified (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 as, or as soon as is reasonably practicable, after an incident (see the template in Appendix B) In primary and EYFS, the first aider also communicates with the class teacher (and parents if it is a head injury).
- Keeping their contact details up to date

Our school's trained first aiders are listed in Appendix A. Their names will also be displayed prominently around the school site.

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## 3.2 The principal

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

- Making sure that an appropriate number of appointed people and trained first aiders are always present in the school, 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
- Sharing accident reports with governors

## 3.4 Staff

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the appointed persons and/or first aiders in school are
- Completing accident reports (see Appendix B) for all incidents they attend to where a first aider/appointed person is not called
- Informing the principal 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 (or their parents/carers, in the case of pupils) 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, a member of the administrative team 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, a member of the administrative team will contact parents/carers immediately
- The staff member who first dealt with the incident will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury
- In addition to completing the online accident report form, **all head injuries** are reported to parents via a phone call (or verbally if the incident has occurred just before collection time). Pupils wear a green wristband to notify other staff that they have suffered a head injury and the date and time of the incident.

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- In the EYFS, parents or carers are informed of any accident or injury sustained by the child, and any first aid treatment given, via a first aid form. This form is filled out by the person dealing with the accident and is signed by the parent/carer at the end of the session, or as soon as is reasonably practical afterwards.

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

Risk assessments are reviewed annually for in-school activities including Games and PE. These will also be reviewed and updated if appropriate before this date if an incident has occurred and staff will be made aware of any changes.

## 4.2 Off-site procedures

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

- A school mobile phone
- A portable first aid kit including, at minimum:
  - A leaflet giving general advice on first aid – HSE information is available
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing
  - 2 triangular bandages – individually wrapped and preferably sterile
  - 2 safety pins
  - 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
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Those who lead PE or Games sessions on a regular basis, should be first aid trained or have easy access to a first aider.

Risk assessments will be completed by trip organiser, approved by the Health and Safety Coordinator 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).

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There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits that include pupils in the EYFS, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

## 4.3 Sickness in School

If a pupil is suffering from an illness (e.g. headache, cold or flu symptoms), this is not a first aid issue, and a decision should be made by the class teachers as to whether the pupil goes home or rests on the bed in the first aid room in secondary. In primary and EYFS, pupils rest in a designated area of the classroom or in an area just outside the classroom so that they can be monitored. The parent is informed through the office, or generally in the case of Early Years and Primary, directly with the setting. A pupil suffering from vomiting or diarrhoea must be collected from school and returned home as soon as possible.

## On-site First Aid Facilities

- The dedicated First Aid treatment facility is Room 26b within the Windrush building. This contains a bed with blankets, a sink, and the major stock of first aid consumables.
- If a toilet is needed (e.g. a sickness incident - repeated diarrhoea and vomiting), the casualty should be transferred to the disabled (staff) toilet, in the Newland building.
- Children in the EY and Primary Phases are cared for within the EY/Primary classrooms, separated from other children in a quiet area (usually the smaller classroom in EY or the cloakrooms in Primary) until collected by parents/carers. Where necessary, one of the toilets in the EY toilet area will be designated for the child's sole use.
- Additional First Aid kits are located in the kitchens and foyers, laboratory office, staff office and in the cupboard above the sink in Early Years.
- First aiders have personal emergency kits of plasters and dressings.

## 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
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school hall
- All science labs
- Classrooms
- Kitchen
- School vehicles

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See section 4.2 for first aid equipment off the school site.

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- 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 will be supplied when reporting an accident, including all the information included in the accident form template (Appendix B) if emergency services are involved. For all other incidents, the information is recorded on BromCom.
- For accidents involving pupils: if emergency services have been involved, a copy of the accident report form will also be added to the pupil's educational record by the relevant member of staff.
- Records held in the first aid and accident book 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.
- Accident reports will be shared with governors, with RIDDOR reported incidents reported separately.

### 6.2 Reporting to the HSE

The Health and Safety Coordinator 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 Health and Safety Coordinator 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.

#### **School staff: reportable injuries, diseases or dangerous occurrences**

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

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incident). In this case, the Health and Safety Coordinator 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 are 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>

## **6.3 Notifying parents/carers (early years only)**

The Head of EYFS (or a delegated deputy) will inform parents/carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents/carers will also be informed if emergency services are called.

## **7. Training**

All school staff can undertake first aid training if they would like to.

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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 A).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

## **8. Monitoring arrangements**

This policy will be monitored by the Health and Safety Coordinator and reviewed by the principal every year. The first aid provision will be reviewed by the governors at least annually.

## **9. Mental health and wellbeing**

The school is committed to promoting positive mental health and wellbeing for every pupil and every member of staff. Full details of our commitment and approach to Mental Health and Wellbeing can be found in our Mental Health and Wellbeing Policy, which includes the list of staff who are trained in Mental Health First Aid.

## **10. 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
- Mental Health and Wellbeing Policy
- Staff Wellbeing Policy



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## Appendix A: list of trained first aiders

Name		Qualification	Date of expiry
Ruth	Barnett	Emergency Paediatric First Aid	23/05/28
Rachel	Bloomfield	First Aid at Work	05/01/29
Richard	Bloomfield	First Aid at Work	05/01/29
Giles	Beck	First Aid at Work	05/01/29
Tammi	Beegoo	Emergency Paediatric First Aid	23/05/28
Ruth	Cadywould	Emergency Paediatric First Aid	28/02/27
Theresa	Clark	First Aid at Work	05/01/29
Olivia	Enticknap	Emergency Paediatric First Aid	28/02/27
Rebecca	Gray	First Aid at Work	05/01/29
Jenny	Kane	First Aid at Work	05/01/29
Kate	Hobbs	Emergency Paediatric First Aid	23/05/28
Alison	Hoxhallari	Emergency Paediatric First Aid	23/05/28
Carol	Jackman	First Aid at Work	05/01/29
Kim	Marshall	Emergency Paediatric First Aid	28/02/27
Kate	McKenzie	First Aid at Work (3-day course)	24/11/27
Julia	Newman	Emergency Paediatric First Aid	23/05/28
Matt	Pearson	Emergency Paediatric First Aid	23/05/28
John	Reeve	Emergency Paediatric First Aid	28/02/27
Jo	Self	Emergency Paediatric First Aid	28/02/27
Pippa	Wicks	First Aid at Work	05/01/29
Olivia	Watterson	First Aid at Work	05/01/29
Ellie	Skerratt	First Aid At Work	05/01/29
Jonny	Smith	First Aid at Work (3 day course)	10/07/28
Charlotte	Thomas	First Aid at Work	05/01/29
Anna	Woodward	First Aid at Work	05/01/29
<b>EYFU</b>			
Adrienne	Blakey	Paediatric First Aid Level 3	03/11/26
Sara	Cadywould	Paediatric First Aid	22/09/28
Ruth	Pearson	Paediatric First Aid	14/05/26
Rachael	Wagstaffe	Paediatric First Aid	12/06/26
		Forest School First Aid	12/6/26
Rachel	Watson	Paediatric First Aid Level 3	18/04/27
<b>MENTAL HEALTH FIRST AID</b>			
Kate	McKenzie	Mental Health First Aid 1 day course	07/06/27
Lynn	Moxham	Mental Health First Aid 1 day course	06/11/27

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## Appendix B: accident report form

Name of injured person		Role/Class	
Date and time of incident		Location of incident	
<b>incident details</b>			
Describe in detail what happened, how it happened and what injuries the person incurred.			
<b>Action taken</b>			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
<b>Follow-up Action required</b>			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.			
Name of person attending the incident			
Signature		Date	