The Beacon

First Aid Policy

Policy

Due for Review: April 2026

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1. Introduction

The purpose of this First Aid Policy is to enable The Beacon to meet the requirements of the Health and Safety (First Aid) Regulations 1981, Supporting Pupils with Medical Conditions Policy, Health Care Review in Kent Schools 2015, DFE First aid in schools' guidance (2000/2014) and in doing so;

Provide for the immediate needs and requirements of staff and students who have sustained either a serious or a minor injury.

Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise.

Ensure lines of communication with parents/carers are in place if required (please see appendices for sample letters).

Activate a known plan of action with which all staff are familiar.

2. Policy Statement

Staff across The Beacon School will undertake to plan and provide holistic care for all pupils who attend school, all staff, parents, visitors on the school site. The First Aid Policy (alongside the Health and Safety and Supporting Pupils with Medical Needs policies) form part of this holistic view.

Parents/carers have the prime responsibility for their child's health care; however, in order to fulfil this care approach and to maintain regular school attendance, staff across the school will support and assist pupils with medical needs whilst in school, in the way outlined in this document and Supporting Pupils with Medical Needs Policy.

At the request of parents/carers who have provided the relevant information and written consent, staff across The Beacon School will take on varying degrees of responsibility for pupils medical and health care, including the administration of medication.

We recognise our obligations in this area and provide safe and clearly understood guidelines and the relevant training to ensure that all pupils with medical needs, both short term and more complex, receive appropriate care and support, whilst safeguarding staff members who fulfil these procedures. Staff work together with pupils, parents/carers and professionals to provide effective and consistent medical care, whilst respecting each pupil's right to privacy and confidentiality.

Where there is a need for employees to be trained as first aiders, the Head of Operations and Assistant Headteachers shall ensure they are provided in sufficient numbers at appropriate locations to enable first aid to be administered without delay should the occasion arise.

Staff understand the wider issues involved in this area. Where appropriate staff work together to provide pupils with facts, knowledge and the confidence to enable them to make informed choices and decisions about their health.

All staff will ensure that they have read the school's First Aid Policy and Supporting Pupils with Medical Needs Policy.

3. Legislation and Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, 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, arrange 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

The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

4. First Aid Cover - risk assessment of first aid requirements

Guidance from the Health and Safety Executive (2016) explains that for every 50 staff members/individuals on site there should be at least one First Aider employed.

The Beacon School will endeavor to ensure that they have more than sufficient trained First Aid Staff on duty. Pediatric first aid trained are available to work with pupils under 8 years old.

The Beacon School First Aid Risk Assessment will detail the numbers and appropriate level of training to ensure the school can provide suitable and adequate First Aid provision for staff, pupils and visitors.

The Beacon School will inform employees of the First Aid provisions made for staff/pupils, including the whereabouts of equipment, facilities and names of designated first aiders.

The treatment of minor illness by the administration of medicines and tablets falls outside of the definition of first aid.

Where pupils require medications please refer to the Supporting Pupils with Medical Needs Policy. Medications are not to be administered by first aiders, unless they have received the Administration of Medications Training by SSNT.

Medications are not to be kept in first aid boxes, but locked medical cupboards in each classroom (controlled drugs in a separate safe).

Medications will be in a transport bag/'bum bag' if the pupil is transitioning around the building(s).

5. Definitions

'***First aid'*** means First Aid is the initial treatment given to someone who is injured or sick, prior to professional medical assistance arriving and taking over from you.

First aider' means a person who holds a valid First Aid Certificate or equivalent qualification.

6. Roles and Responsibilities

The overall responsibility for the day-to-day management of school rests with the Headteacher. The Head of

Operations ensures that there are appropriate numbers of First Aiders where required – for employees and pupils.

The class teacher is responsible for classroom supervision and all staff on break duty are directly responsible for the supervision of pupils at break time. The school's Health and Safety Officers are the Facilities Manager/Site Team.

The Head of Operations, in consultation with The Beacon School Senior Leadership Team, is responsible for in ensuring training is up to date. The training officer is responsible for maintaining the training records and liaising with the Head of Operations.

7. The Appointed Person

The Beacon's appointed person is responsible for:

- Keeping updated with current legislation
- Review and update The Beacon School's First Aid risk assessment
- Review and update The Beacon School's First Aid policy
- To lead and support the First Aid Support Team
- To report to HSE notifiable incidents
- Support training needs

8. First Aid Support Team

The Beacon School's First Aid Support Team are responsible for:

- Monitoring Medical Tracker
- Maintaining and providing first aid consumables
- Conducting periodic checks on all first aid equipment including defibrillators
- Provide first aid assistance when called upon from school staff in an emergency
- To provide First Aid Matters update when requested by the Senior Leadership and for the six monthly Health and Safety Committee meetings
- Will notify the Head of Operations of any notifiable illness or diseases that have been reported within the school

9. School First Aider

The Beacon School's First Aiders will be responsible for:

- Ensuring they follow first aid procedures in the school
- Ensuring they know relevant individual medical information about pupils with whom they work – to ensure medical response decisions are made in line with Medical Policy as well as the First Aid Policy
- Ensuring they know who the other first aiders are in their zone
- Completing Medical Tracker for all incidents they attend
- Raise any first aid issues or concerns with The Beacon School's Appointed Person
- All designated First Aiders must re-qualify every 3 years. This means re-qualifying before the end of the third year when the certificate is no longer valid.
- Regardless of the type of First Aid Training a staff member has undertaken (e.g., first aid at work, emergency first aid, pediatric first aid), all qualified staff have a duty of care to respond to any first aid incident.

10. Training Officer

The Beacon School's Training Officer will be responsible for:

Administration and co-ordination of initial training and refresher training
To assist in the monitoring of trained first aiders
The training team will identify in advance when training is due to expire and retrain before their certificate expires; failure will result in staff having to retake the course in full.

11. Reception Staff

The Beacon Schools Reception staff will be responsible for;

To be aware of the school first aiders from current lists
To assist FAST team when requested – in person / phone call or on the radio

12. Site Team

The Beacon Schools site team will be responsible for;

To provide assistance to ensure the safe and prompt arrival of the emergency services

13. First Aid Procedures

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 first aider, if appropriate, who will provide the required first aid.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or from emergency services. They will remain on the scene until help arrives.
- The first aider will also decide whether the injured person should be moved or be placed in a Recovery position.
- If the emergency services are called, the Zone Leader will ensure that parent/carer are contacted immediately.
- The first aider will complete an accident report form on the same day – or as soon as is reasonably practical after an incident resulting in an injury.

14. Off- site procedures

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

- A portable first aid kit and any pupil specific medical equipment/medicines – in line with "Supporting Pupils with Medical Conditions Policy" - to be signed out and in from Main Reception.
- Information about specific medical needs of pupils (Health Care Plan).
- When transporting pupils using a school minibus or other large vehicle, the school will make sure that the vehicle is equipped with a clearly marked first aid box.
- Risk assessments will be completed by the class team and signed off by AHT's.
- There will always be at least one first aider on school trips and visits.
- Early Years classes - one person who has a current paediatric first aid (PFA) certificate must accompany children on outings as per Statutory Framework.

15. Notifying Parents

The class teacher will inform parent/carer of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, as soon as reasonably practical. A Medical Tracker printout will be sent out of the incident.

16. Reporting to OFSTED and child protection agencies

The Headteacher will notify OFSTED of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practical and no later than 14 days after the incident.

The Headteacher will also notify the Governors LA of any serious accident or injury to, or the death of, a pupil while in the school's care.

17. Record Keeping

It is the responsibility of the First Aider who has administered first aid to ensure that Medical Tracker is completed at the earliest opportunity and updated as required.

All record keeping must contain the following information:

- Medical Tracker – detailing date, time, name of First Aider, class name, injury description, treatment given, teacher notified, and parent notified – this must be completed on the 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.
- Parents are informed of a head injury by letter, the letter outlines the injury and symptoms for which to look out. The class will contact parents by 'phone to inform them about the injury.
- Staff should complete the online Medical Tracker if they sustain an injury at work.
- An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.
- The member of staff or other supervising adult concerned should seek medical advice without delay
- It will be the responsibility of the First Aid Support Team to scrutinize such records for accuracy in notes/comments made reporting outcomes to the Headteacher discussing any issues that may have been identified via such scrutiny.

18. Monitoring and Review

- This policy will be monitored by the Appointed Person, Head of Operations
- The Governors will have the responsibility for ensuring this policy is formally evaluated every year.
- Health Lead will ensure that all staff are aware of the First Aid Policy and school-based procedures. Additionally, the Headteacher and Appointed Person will monitor all staff within the school to ensure they understand who the registered First Aiders are and to outline their understanding of their roles and responsibilities associated with this through the health, safety and well-being learning walks undertaken each term throughout the school by the Headteacher.
- The Health and Safety Governor will additionally monitor the process undertaken during health, safety and well-being learning walks as part of their roles/responsibilities raising any queries in relation to daily practice with the Headteacher.
- Part of the monitoring procedure by the Head of Operations and Appointed Person will be to obtain information through the termly learning walks undertaken.
- First Aiders will be asked to sign to state that they have read, understood and are willing to comply with this policy.
- This policy will form part of a period of induction of any staff member who is new to the school.

19. Reporting to the HSE

Any accident which results in reportable injury will be recorded by the Appointed Person/Head of Operations - this process will then advise the appropriate process of Reportable Injury. Head of Operations and the Appointed Person will ensure they are familiar with the current up to date RIDDOR legislation.

Communicable Diseases
Communicable diseases (e.g., meningitis, food poisoning), are dealt with and when necessary reported following advice gained from the Consultant in Communicable Disease Control (CCDC) at the local health

authority.

Notifiable Illness
Notifications of infectious diseases (NOIDs) and reportable causative organisms: legal duties of laboratories and medical practitioners.

https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to- report

Public Health England (PHE) aims to detect possible outbreaks of disease and epidemics as rapidly as possible. Accuracy of diagnosis is secondary, and since 1968 clinical suspicion of a notifiable infection is all that's required.

'Notification of infectious diseases' is the term used to refer to the statutory duties for reporting notifiable diseases in the Public Health (Control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010.

You will find more information by following the above link. Alternatively, go to https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report#list-of- notifiable diseases.

Advice on infectious diseases and how they should be managed is found at https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare- facilities/chapter-9-managing-specific-infectious-diseases

20. Management of First Aid Equipment

It is the responsibility of the First Aid Support Team to ensure the provision of materials, equipment and facilities needed for the level of cover required. This will include ensuring that first aid equipment, suitably marked and easily accessible, is available in the agreed designated areas listed.

Where additional or replacement material or equipment is required, staff should complete an order form or contact the First Aid Support Team.

The school's First Aid Support Team has overall responsibility for maintaining and checking the first aid equipment on a termly basis and maintaining records accordingly. All first aid trip equipment boxes should be sealed and labeled with "last checked date" and signature.

The defibrillators are checked monthly

Fixed and Portable First Aid Equipment

- Zone areas will be provided with a green first aid box marked in white .
- Specialist areas will be provided with a green first aid box marked in white and a burns kit if appropriate and a suitable eyewash.
- Vehicles will be provided with a small first aid container which will contain the minimum required equipment and must not be removed from the vehicle
- Main Reception will have a green first aid box marked in white and the main school defibrillator
- Reception will hold a "crash bag" that will contain additional items which will support and complement a standard first box. This will be maintained by MAST.
- Trips and off-site activities will be provided with a suitable first aid kit which must be signed for and collected and returned to the main reception areas.

21. Hygiene Procedures

The legal definition of clinical waste is given in the Controlled Waste Regulations 1992 as: "Any waste which

consists wholly or partly of human or animal tissue, blood or other bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it; and any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care teaching or research, or in the collection of practice, investigation, treatment, care, teaching or research, or in the collection of blood for transfusions, being waste which may cause infection to any person coming into contact with it".

The safe disposal of clinical waste is led by the Facilities Manager, who will ensure that all First Aiders, staff, SLT are aware of the process. Human waste will be stored temporarily in Yellow Clinical Waste Bags until the suitable contractor picks them up to be disposed of professionally.

22. Transport

The First Aid Support Team and staff involved will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention, an ambulance will be called and the pupil's parent or carer will be notified. A member of staff may accompany if required.
If non urgent hospital treatment is required, such as a precaution for a bang on the head, a staff member/s will accompany the pupil to the hospital. The pupil's parent/carer will be called for them to take over responsibility at their earliest convenience.

If no contact can be made with parent/guardian or other designated emergency contacts, then SLT will organise for staff member/s to transport the pupil to the hospital. They will stay with the pupil and return to school once the pupil has received medical attention or parent/carer has arrived.

In the case of a Child in Care, the appropriate social worker must be e-mailed regarding the incident.

Where the designated staff member makes arrangements for transporting a pupil, then the following points will be adhered to:
only staff cars insured to cover such transportation will be used;
no individual member of staff will be alone with the pupil in a vehicle;
a second member of staff will be present to provide supervision of the injured pupil;
transport for staff members must be arranged for them to get home.

23. Medical Room and Treatment Areas

To comply with The Education (School Premises) Regulations Act 1996, the governing body will ensure that a room be made available for medical treatment.

The medical room will contain the following:

- a sink with hot and cold running water
- paper towels
- smooth topped work surfaces
- a range of first aid equipment and proper storage
- soap
- clean protective garments for first aiders/gloves
- suitable refuse container (foot operated) lined with appropriate bag

Other non-medical rooms can be used providing they meet DFE guidance, where first aid needs to be administered in a room, it should be administered in a room which will:

- be large enough to hold necessary equipment;
- have washable surfaces and adequate heating, ventilation and lighting;

- be kept clean, tidy at all times;
- be positioned as near as possible to a point of access for transport to hospital;
- display a notice on the door advising of the names, locations and telephone numbers of First Aiders
- have a sink (with hot and cold water if possible);
- have drinking water and disposable cups;
- have soap and paper towels;
- have a suitable container (preferably foot operated) lined with disposable waste bags.

This means that, if needed, first aid can also be administered in a classroom and/or other suitable areas. At all times the dignity and feelings of the patient must be respected.

The First Aid Treatment Form, provided with the First Aid at Work training course materials (see appendix A) may be used to record the treatment provided to children and adults.

24. Provision of First Aiders

- A First Aider will attend all off-site trips, if possible. Where this is not the case, the first aid provision cover from the visit centre will be highlighted.
- There will be at least 1 first aid trained staff member available for after-school clubs.
- There will be at least 1 paediatric first aid trained staff member in each class in EYFS and KS1.
- Consideration must also be made to ensure first aid cover is considered in relation to staff absence, such as sickness. This is the responsibility of the Senior Leadership Team.
- Provision of First Aiders will be detailed with the school's Risk Assessment.

25. Categories of Incidents and Procedures

Regardless of the type of first aid training a staff member has undertaken (e.g., first aid at work, emergency first aid, pediatric first aid), all qualified staff have a duty of care to respond to any first aid incident.

If a pupil has been involved in an incident/accident, the generic process is as follows:

- Try to deal with the incident/accident themselves, if they have a First Aider within class or in a room.
- The first aider is trained to assess the situation and may be able to deal with the incident or call for back up in the way of the First Aid Support Team or an ambulance.
- A member of the Senior Leadership Team and the parent/carer need to be informed if an ambulance is coming on site.
- Once the incident has been remedied the staff involved will need to complete the necessary online paperwork.
- If a 'phone call or letter to parent/carer has not been completed, a note will be made on Arbor or in the home contact book

Accidents to students, staff and visitors are recorded on Medical Tracker in accordance with the Health and Safety Framework section 7.

26. Critical Incident

Any incident that requires medical support must be reported to the classroom First Aider or a zone First Aider in the first instance.
999 should be used if deemed necessary (i.e. stipulated on Health Care Plan or critical incident identified)

Initial First Aider will make an assessment to establish if the illness/injury is minor and is treatable by themselves without further support. If yes continue. If no or ambulance called - call for extra support (see box to right).

YES

NO

IF YOU NEED SUPPORT THEN:

1. **Alert Main Reception and request FAST support.**
2. **Continue with initial first aid.**

FAST to alert SLT.

3. **If possible and safe, try to move casualty to a less public area or move others away.**
4. **Once FAST has arrived, assist unless your help is not needed and you are able to return to your place of work.**

First Aider administers first aid and then completes medical tracker

For any injury that requires further treatment or involves any of the following, the parents must be informed by the Class Teacher/staff

1. All head injuries
2. Any seizures
3. Medication administered
4. Any condition that may require monitoring

First Aid Support Team role and responsibility

1. To provide **additional** first aid support.
2. To **assist** in the management of the incident.
3. To provide advice.
4. To support in the long-term care until the handover to parents/carers or ambulance staff.
5. To provide a link by 'phone to the emergency services.

Please ensure that all items used are reported to FAST for restocking and waste is disposed of correctly.

Appointed Person – Mark Jones
FAST (First Aid Support Team) – Julie Howell, Bethan Griggs, Naomi Fuller, Sasha Gooding, Alison Grimmett, Ellie Garrett

27. Reception Response Flow Chart

Reception duties – What to do in a critical incident

If First Aiders require further support during a medical incident/accident, they have been instructed to alert main reception

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Reception to ask for the location of the incident

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Reception to inform **one** of the First Aid Support Team in the following order:

- Mark Jones – Channel 1 or 1515
- Members of MAST – 1401,1402,1403
- Sasha Gooding – 1009
- Alison Grimmett - 1509
- Ellie Garrett – 1404

MAST – 1401 / 1402 / 1403
SASHA – 1009
ELLIE – 1404 ONLY

28. Returning to School after an illness

Where a pupil has received medical input from their GP and/or hospital they will receive guidance on what should be required for them to return. The school may have to complete a risk assessment.
Where a child is absent for diarrhea and or sickness, we request that they remain off school for 48 hours after the last time they were ill. This is to reduce the opportunity of a bug/virus spreading to our more vulnerable pupils.

29. Confidentiality

Staff respect pupils' rights for privacy and confidentiality. They are aware of the need to maintain confidentiality regarding their medical needs and medication. Information is only shared when it is felt it is in the best interest of the pupils.
The Data Protection Act must be adhered to at all times.

30. Administration of Medication

The Beacon School First Aid Policy is a stand-alone document, for information on the administration of First Aid only - it is NOT for information on administering Medication.

Please see Supporting Pupils with Medical Needs Policy.

It is the responsibility of MAST/Health Lead to ensure that the appropriate paperwork/Health Care Plans are available for staff as soon as is reasonable.
As part of school induction procedures, the training will include how to use Medical Tracker.
MAST/Health Lead completes this each term.