



Policies

First Aid Policy

Next review date: June 2027



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1. Introduction

Holmes Chapel Comprehensive School and Sixth Form College is committed to ensuring the health, safety, and well-being of all students, staff, and visitors. In providing first aid, we uphold the dignity of every student, staff member, and visitor by responding to injury or illness with professionalism, empathy, and sensitivity. This First Aid Policy outlines the procedures and responsibilities for providing immediate and appropriate first aid in the event of an injury or illness on school premises or during school-organised activities.

2. Aims

- Respond effectively to incidents and emergencies.
- To minimise the impact of injuries and illnesses.
- To ensure that all first aid incidents are recorded and reported.
- Ensure first aid arrangements are in place, including trained personnel, equipment, procedures, and record-keeping.
- To promote a safe and healthy environment for all.

3. Legal Framework

- The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance.
- Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance.

4. Responsibilities

Headteacher:

- Overall responsibility for ensuring the implementation of the first aid policy.
- Ensuring adequate first aid provision and resources.

Designated First Aiders:

- Providing immediate first aid to injured individuals
- Respond to emergencies if you are allocated on the first aid rota.
- First Aiders available during all school hours, including extracurricular activities and school trips.
- Maintaining confidentiality and acting professionally at all times.
- Recording details of all first aid incidents on Bromcom.
- Maintaining up-to-date first aid qualifications, usually every 3 years.
- Training will be provided in accordance with the latest guidelines from recognised first aid organisations.

Staff:

- Being aware of the location of first aid equipment.
- Reporting any injuries or illnesses to a designated first aider or the Healthcare Officer.
- Maintain confidentiality and uphold safeguarding principles
- Providing basic assistance where appropriate and safe to do so.
- Supervising students and taking reasonable steps to prevent accidents.

Students:

- Reporting any injuries or illnesses to a member of staff.
- Following instructions from staff and first aiders.
- To visit the medical room if unwell.

Healthcare Officer:

- Provide first aid treatment and assessment when illness or injuries occur on a daily basis.
- Ensuring that first aid supplies are up to date and correctly stocked across the school.
- Ensure the first aid rota is updated and available to staff
- Provide appropriate training for designated first aiders.
- Maintain records of incidents, treatments, and medication administration
- Arrange for sick students to go home or call an ambulance if required.
- Ensuring that the medical room is kept clean, tidy and stocked with medical supplies.
- Complete weekly checks on the Defibrillator.
- Carry out routine checks on expiry dates of medication and supplies.
- Liaise with all staff across the school, ensuring students medical needs are met.
- Arrange meetings with families to discuss students needs and required medical support
- Complete risk assessments.
- Implement and review all Healthcare Plans
- Issue student passes to support ongoing medical needs.
- Update medical policies when required

5. First Aid Provision/ Location of First Aid boxes

- First aiders will be available, daily across the school and work on a rota basis.
- First aid boxes are located throughout the school:
 - The school office (reception)
 - The medical room
 - The PE faculty
 - Arts faculty
 - Arts, 1, 2, 3
 - Learning support Kitchen and office
 - Library
 - MFL faculty
 - Lower school hub
 - Upper school Hub
 - Training rooms
 - Sixth form office
 - Sixth form canteen
 - Maintenance
 - Theatre 1

- Business studies - New build
- Resource provision
- English faculty office
- English New build
- Food Techs
- Maths faculty
- The science faculty and all the science rooms
- Science prep rooms
- The design and technology workshops
- The school vehicles.
- Various green grab bags and bum bags for trips, field activities or emergencies (kept in the medical room)

6. Contents of First Aid Boxes

- Assorted plasters
- Bandages - various sizes
- Cleaning wipes
- Dressings - various sizes
- Eye pad dressings
- Eye wash/sterile water
- Gloves
- Mouth to mouth resuscitation device with a valve
- Scissors
- Tape
- Triangular bandage
- Waste bag
- HSF First Aid guidance leaflet

7. First Aid Equipment

- There is one wheelchair available if any student/staff/visitor is unable to walk due to an injury or illness. This is located in the school reception.
- The school has 2 AEDs (Automated External Defibrillator), which are located in the schools main reception area and in the 6th form atrium by the external doors.

8. First Aid Procedures

- In the event of an injury or illness, a member of staff or student should immediately notify a designated first aider, or the school reception. The Healthcare Officer may be contacted if required.
- The first aider will assess the situation and provide appropriate first aid.
- If the injury or illness is serious, an ambulance will be called immediately.
- Parents/carers will be contacted as soon as possible in the event of a serious injury or illness.
- All first aid incidents will be recorded on Bromcom.
- When dealing with bodily fluids, appropriate PPE must be worn, and all contaminated materials must be disposed of correctly.
- Any head injury will be treated as a serious injury, and parents/carers will be contacted and a head bump letter given to the student.

9. Visits and events off-site

Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a

suitable and sufficient risk assessment of the event and persons involved. They should liaise with the Healthcare Officer for further information about any students who may have a Healthcare Plan or medical issues. The teacher will ensure that they have any Healthcare plans, medication and a first aid box before the trip.

10. Illness procedures

- When a student becomes ill during the day, they will be assessed in the medical room or checked over by a first aider. If it is decided that it is necessary that the student should go home, the parents/carer will be contacted and asked to pick their son/daughter up from school as soon as possible.
- The student will be sent to reception to wait for their parents/carer to arrive to collect them. Students will be monitored during this time by a suitably trained staff member.
- If the parent or carer is more than 30 minutes late, the student may need to return back to class. The student will then be called to reception to go home.
- If the student is deemed too ill to return to class then the student will wait in the medical room with the Healthcare Officer.

11. Reporting and Recording

All first aid incidents, however minor, will be recorded under Health Background/Medical events on Bromcom.

Details of the incident, including the date, time, location, nature of the injury or illness, and treatment provided, will be recorded, and the name of the member of staff.

Serious incidents will be reported to the Health and Safety Executive (HSE) as required by law, RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013).

Records are to be kept securely and in line with GDPR regulations.

12. Review

This policy will be reviewed annually or more frequently if required, to ensure its effectiveness and compliance with current legislation and guidelines.

13. Communication

This policy will be made available to all staff, students, and parents/carers through the school website and other appropriate channels.

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Review Date: June 2027

The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority