



# **Policies**

## **First Aid Policy**

Next review date: April 2026



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# First Aid Policy - Holmes Chapel Comprehensive School and Sixth Form College

## 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. 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

- To provide prompt and effective first aid to anyone who requires it.
- To minimise the impact of injuries and illnesses.
- To ensure that all first aid incidents are properly recorded and reported.
- To comply with relevant legislation and guidelines, including the Health and Safety (First-Aid) Regulations 1981.
- To promote a safe and healthy environment for all.

## 3. Responsibilities

- **Headteacher:**
  - Overall responsibility for ensuring the implementation of this policy.
  - Ensuring adequate first aid provision and resources.
- **Designated First Aiders:**
  - Providing immediate first aid to injured or ill individuals.
  - Maintaining confidentiality and acting professionally.
  - Recording details of all first aid incidents.
  - Maintaining up-to-date first aid qualifications.
- **Staff:**
  - Being aware of the location of first aid equipment and designated first aiders.
  - Reporting any injuries or illnesses to a designated first aider or the Healthcare Officer.
  - 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.
- **Healthcare Officer:**
  - Ensuring that first aid supplies are up to date and correctly stocked.
  - Ensuring appropriate training for designated first aiders.
  - Ensuring that first aid rooms are kept clean, tidy and stocked.

#### **4. First Aid Provision**

- A sufficient number of trained first aiders will be available at all times during school hours and school-organised activities.
- First aid kits will be readily accessible in designated locations throughout the school, including but not limited to:
  - The school office (reception)
  - The medical room
  - The PE faculty
  - The science faculty office
  - The design and technology workshops
  - The school vehicles.
- A designated first aid room will be available for treating more serious injuries or illnesses.
- A list of designated first aiders and their contact details is available on the shared drive and reception desk.
- Regular checks of first aid supplies will be carried out and recorded.

#### **5. 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 office.
- 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.

#### **6. First Aid Equipment**

- There are 2 wheelchairs available if any student/staff/visitor is unable to walk due to an injury or illness. One is located in the school reception and another is located in the storeroom next to the vending machine in the Leisure Centre.
- 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.

## **7. Training**

- Designated first aiders will receive appropriate first aid training, including annual refresher courses.
- Staff will receive basic first aid awareness training.
- Training will be provided in accordance with the latest guidelines from recognised first aid organisations.

## **8. 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.

## **9. Review**

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

## **10. Communication**

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

**Date of Policy:** 19/03/2025

**Review Date:**

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