



Ribston Hall High School

First Aid Policy

Date of Policy: February 2025

Person(s) responsible: Wellbeing Lead

Date of next review: February 2026

Introduction

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils, and visitors
- Ensure that staff and trustees 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

Legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), actions for schools during the coronavirus outbreak, 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 assess 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
- [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.

Roles and Responsibilities

Appointed Person and First Aiders

The school's appointed person is Sue Brewster. They are responsible for:

- Taking charge of the situation when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits during and after the incident or accident.
- Ensuring that ambulances or other professional medical help is summoned when appropriate.

First aiders are trained and qualified to carry out the role 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 log on the same day, or as soon as is reasonably practicable, after an incident, this is to be a full summary on Progresso under the Health Tab.
- Keeping their contact details up to date.

Our school's appointed person and first aiders are listed in Appendix 1. Their names will also be displayed prominently in each building of the school and within the staff rooms.

The Board of Trustees

The Board of Trustees has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The Headteacher

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

- Ensuring that an appropriate number of trained first aid personnel are always present in the school.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary.

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Completing an accident log on Progresso under the health tab for all incidents they attend to where a first aider is not called.
- Informing the headteacher or their manager of any specific health conditions or first aid needs.

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 qualified first aider, if appropriate, who will provide the required first aid treatment.

Non-Significant injuries

- Small cuts and grazes occurring during a lesson can be cleaned and a plaster applied if the injury occurs in an area where there are first aid boxes, if no first aid kit available then the student will attend Wellbeing for treatment.
- Students who sustain an injury of this type at School outside lessons should be told to report directly to Wellbeing.

Significant injuries

- 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 scene until help arrives.
- 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, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, then that call should be made from the first aiders mobile phone as ambulance control will want you with the casualty as you ask for help
- A member of the Senior Leadership Team will contact parents immediately.
- The first aider will complete a full summary of the accident Arbor under the Medical Event tab on the same day or as soon as is reasonably practical after an incident resulting in an injury.

Head and Facial Injuries

- If a student sustains a head or facial injury the first aider will contact the parent(s) or carer immediately or as soon as possible thereafter once the casualty has been attended to.
- Afterwards, an email message from the school will be sent to parent(s)/carer with further information on head injuries and what to do if symptoms persist or change.

Administering Paracetamol:

Parents have the option to **Consent to Paracetamol** on their student's electronic record (Arbor). If parent/carer has given consent an age appropriate dose of either liquid or tablet form paracetamol will be administered if felt medically necessary by trained First Aid staff and all checks have been carried out i.e has any paracetamol been taken earlier in the day.

A note of time and dose given will be logged on the students medical record.

Once the paracetamol has been administered an email will be sent to parents/carers to inform them of dosage and time pain relief was given.

If no **Consent for Paracetamol** has been marked as yes on Arbor then a phone call to parent/carer will be made before any pain relief is administered to gain consent.

Off-site procedures

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

- A school mobile phone (TO)
- A portable first aid kit (Wellbeing)
- Information about the specific medical needs of pupils (HS)
- Parents' contact details (TO)

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises. Where possible there will be at least one first aider on school trips and visits.

Medical Facilities

Ribston Hall High School is required to ensure that suitable accommodation is provided to cater for the medical and wellbeing needs of students.

The school's nominated area is the Wellbeing Hub, located in the centre of the main school building on the ground floor.

In this department there is a dedicated medical area with fully stocked first aid provision for medical and first aid emergencies, 'grab bags' fully stocked with first aid kits to attend to incidents around the school premises, a medical fridge to hold medication for individual students and a lockable cupboard for non-perishable medication.

First Aid Kits

No medication is kept in first aid kits. A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes

- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Hand sanitiser

First aid kits are available at the following locations:

- Wellbeing
- PE Office
- Site Office
- Head of Year Office (KM & LE)
- Science Prep Rooms
- DT workshop
- Kitchen
- School Minibus

Storage of medication

As far as possible medication should be taken at home and should only be taken in school when essential. However, some students may require regular medication on a long-term basis to treat medical conditions, which, if not managed correctly, could limit their access to education.

All medication held for students must be accompanied by a letter from parents/guardians outlining how and when medication should be taken and labelled with student's name, date of birth and tutor group.

All prescription medications brought to school should be in their original container appropriately labelled by the pharmacist or the physician and include the prescriber's instructions for administration and dosage. RHHS will not accept medicines that have been taken out of the container as originally dispensed.

Non-prescribed medication will not be administered by staff unless under exceptional circumstances or emergency situations. In these circumstances, qualified staff are to administer medication after permission given by parents/guardians.

If non-prescription medication is administered, the following will be noted on the student's electronic record:

- the medication.
- the dose given.
- the circumstances in which it has been given.
- acknowledgement of parental consent

Medicines will be stored in their original containers and refrigerated where necessary in the dedicated locked fridge held in the Wellbeing Office.

All other medicines will be stored in a locked cupboard held in the Wellbeing Office to which named staff will have access. Records of medicines received, administered, and returned to parent/guardian will be maintained by staff. Fridges used to store medicines should have temperatures (between +2°C to +8°C) and locked securely. Students will be aware of where their medicines are kept.

A student may be permitted to carry medication when the medication does not require refrigeration or security according to policies determined by the school.

The accessibility of some medications may be crucial to the success of their effectiveness. Prepared syringes of adrenaline for treating serious allergic reactions are an example. Decisions as where the medication will be stored, who is responsible for the medication, and who will carry the medication for field trips, should be agreed with students and parents and wellbeing staff upon prescription and written into an IHCP to maintain medication security and safety while ensuring timely treatment.

No child will EVER be given a dose of someone else's medicine.

Record Keeping and Reporting

First aid and accident log

- An accident log will be completed online using Gloucestershire County Council's - SHE Assure system) by the Pastoral Assistant on the same day or as soon as possible after an incident resulting in an injury. In the absence of the Pastoral Assistant, the Wellbeing Lead will record the accident.
- As much detail as possible should be supplied when reporting an accident, including all the following information:
 - Date, time, and place of incident.
 - Name and job title (where relevant) of the injured person.
 - Details of the injury/illness and what first aid was given.
 - What happened to the person immediately afterwards.
 - Name and signature of person dealing with the incident.
- A copy of the accident log will also be added to the pupil's educational record, held electronically, by a member of the Wellbeing team, detailed above.
- Records held of first aid and accidents 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 following this time
- Records relating to the any reportable death, injury, disease, or dangerous occurrence (RIDDOR) will be retained for a minimum of 3 years from the date of incident provided all records relating to the incident are held on the individual(s) personnel record. This is in accordance with the RIDDOR Regulations 2013, regulation 12.

Reporting to the HSE

Records of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) are held electronically on the GCC – SHE Assure reporting system.

GCC SHE Assure team assess all logged accidents weekly and submit RIDDOR events directly to the HSE on behalf of the school.

Reportable injuries, diseases or dangerous occurrences 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)
- Any scalding 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
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done so. 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

Information on how to make a RIDDOR report is available here:

<http://www.hse.gov.uk/riddor/report.htm>

The school purchases the support of Gloucestershire County Council Health and Safety services.

E-mail: she@gloucestershire.gov.uk/

Telephone: **01452 425350**

Reporting to Ofsted and Child Protection Agencies

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

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

Training

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

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 1).

Staff are encouraged to renew their first aid training when it is no longer valid.

Monitoring Arrangements

This policy will be reviewed by the Head Teacher every year.

At every review, the policy will be approved by the full Board of Trustees.

Links with other policies

This first aid policy is linked to the

- Health and Safety policy
- Policy on supporting pupils with medical conditions

Appendix 1 – Table of First Aiders

Staff Name	Role	Type of training	Date attended	Training to be updated	Contact Information
Sue Brewster	Wellbeing Lead & School Counsellor	Level 3 First Aid at Work	19/04/2022	05/04/2025	Extension 268 sb@ribstonhall.gloucs.sch.uk
Edwina Danks	Sixth Form Administrator	Level 3 First Aid at Work	15/09/2025	15/09/2028	Extension 265 ed@ribstonhall.gloucs.sch.uk
Reah Critchley	Attendance Officer	Level 3 First Aid at Work	10/6/22	09/06/2025	Extension 271 rcr@ribstonhall.gloucs.sch.uk
Hayley Shurmer	Pastoral Officer	Level 3 First Aid at Work	26/07/23	26/07/2026	Extension 272 shs@ribstonhall.gloucs.sch.uk
Katie Howells	Assistant SENCO	Level 3 First Aid at Work	08/03/2025	08/03/2028	Extension 213 KNOW@rinstonhall.gloucs.sch.uk
Rachel Sanders	Teaching Assistant	Level 3 First Aid at Work	08/03/2025	08/03/2028	Extension 213 RSA@ribstonhall.gloucs.sch.uk
Dawn Barnett	Head of Performance	Emergency First Aid at Work	12/03/2022	11/03/2025	Extension 210 db@ribstonhall.gloucs.sch.uk
Amanda Cresswell	Head of Year	Emergency First Aid at Work	12/03/2022	11/03/2025	Extension 210 acc@ribstonhall.gloucs.sch.uk
Kaeren Coverdale	Teacher	Emergency First Aid at Work	12/03/2022	11/03/2025	kpi@ribstonhall.gloucs.sch.uk
Kath Pitman	Head of Year 7	Emergency First Aid at Work	12/03/2022	11/03/2025	tha@ribstonhall.gloucs.sch.uk
Debbs Hay	Head of School Culture	Emergency First Aid at Work	22/03/2022	21/03/2025	Extension 210 dh@ribstonhall.gloucs.sch.uk
Tracey Oliver	Administrator	Emergency First Aid at Work	12/03/2022	11/03/2025	to@ribstonhall.gloucs.sch.uk
Lucy Brook	English Curriculum Lead	Emergency First Aid at Work	25/05/24	25/05/2026	lbr@ribstonhall.gloucs.sch.uk
Nikki Finch	Art & Design Curriculum Lead	Emergency First Aid at Work	25/05/24	25/05/2026	nf@ribstonhall.gloucs.sch.uk
Jon Cole	Head of Science	Emergency First Aid at Work	08/07/23	08/07/2025	jrc@ribstonhall.gloucs.sch.uk
Julie Bishop	Science Technician	Emergency First Aid at Work	08/07/23	08/07/2025	jb@ribstonhall.gloucs.sch.uk
Wendy Gregorig	Science Technician	Emergency First Aid at Work	08/07/23	08/07/2025	wg@ribstonhall.gloucs.sch.uk

Reena Karwa	Teacher of Chemistry	Emergency First Aid at Work	08/07/23	08/07/2025	rk@ribstonhall.gloucs.sch.uk
Cath Waters	Teacher of Biology	Emergency First Aid at Work	08/07/23	08/07/2025	cmw@ribstonhall.gloucs.sch.uk
Amy Heard	Teacher of Biology	Emergency First Aid at Work	08/07/23	08/07/2025	ah@ribstonhall.gloucs.sch.uk
Kath Wakeman	Teacher of Biology	Emergency First Aid at Work	08/07/23	08/07/2025	kdw@ribstonhall.gloucs.sch.uk

First-aid provision must be always available while people (staff and students) are on school premises.