



First Aid Policy

Purpose of this statement	To set out the provision of First Aid related to the school and relevant activities
Dated	September 2025
Next Review Date	September 2026
Contact	The Headteacher

THE ETHOS OF BUTTERSHAW BUSINESS AND ENTERPRISE COLLEGE



AMBITION



RESILIENCE



COURTESY



KINDNESS

At Buttershaw Business and Enterprise College our values are:

- **Ambition** – We set ourselves challenging goals
- **Resilience** - We give it a go
- **Courtesy** – We are polite to everyone
- **Kindness** – We show we care about those around us.

1. Aim

To set out the provision of First Aid related to school activities.

2. Introduction

- 2.1 First Aid provision aims to preserve life and help promote recovery in the event of injury or illness. Policies developed to deliver care are developed on the basis of suitable and sufficient risk assessments carried out by relevant staff in conjunction with the Academy First Aid Officer.
- 2.2 The school seeks to ensure that there is adequate and appropriate equipment and provisions for providing first aid in accordance with current regulations and HSE guidance.
- 2.3 Health and Safety legislation places a duty of care on employers for the health and safety of their employees and anyone else on the Academy premises: this would include the Head Teacher, teachers, non-teaching staff, students and visitors. This policy covers:
 - Who is responsible for duties within the school?
 - Specific First Aid provision
 - Arrangements for off-site trips
 - in and out of school hour's arrangements
 - Other medical care

3. Objectives

- 3.1 To ensure that there is an adequate provision of appropriate first aid at all times for:
 - All school premises; teaching, maintenance, sports and leisure areas.
 - All user groups including visitors, parents and contractors (hirers, should have their own first aider present).
- 3.2 To comply with the aforementioned guidance and legislation to ensure the school provides adequate First Aid provision as far as is deemed reasonably practicable. Including:
 - Establishing and maintaining First Aid equipment, clear signage and specialist equipment when required.
 - Ensuring appropriate First Aid cover and equipment is available for off Academy visits
- 3.3 To conduct appropriate risk assessments to determine the First Aid needs of the Academy.
- 3.4 To ensure that where individuals have been injured there are suitable mechanisms in place to provide timely treatment and adequate records are made including reporting where appropriate to the Health and Safety Executive (HSE) relating to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (2013)

4. Guidance Responsibilities

- 4.1 Welfare of the school community is the concern of all however the Head Teacher, the School Leadership Team, School Governors and Heads of all school departments (teaching and non-teaching staff) are the primary providers of responsibility for the implementation of this policy and for developing detailed procedures, including appropriate cover of insurance.
- 4.2 The school Business Manager, Premises & Facilities Manager and Principal First Aider will facilitate conducting regular First Aid risk assessments reviews, to confirm appropriate First Aid provision. Heads of teaching and non-teaching departments with the support of the Business Manager and First Aid Officer will facilitate conducting regular First Aid risk assessments reviews, to confirm appropriate First Aid provision for their area of responsibility.
- 4.3 The risk assessment to determine the First Aid needs will include consideration of the following:
 - Size of the school, split sites, multi-levels
 - Location of the Academy
 - Specific hazards or risks on the site
 - Students or staff with special health needs or disabilities
 - Practical departments, such as Science, Technology, PE
 - Previous record of accidents / incidents at the school
 - Provision for in-school hours and out of school hours activities
 - Off-site activities including trips – see separate risk assessment
 - Contractors on site and agreed arrangements

5. Specific First Aid Provision

- 5.1 First Aiders
 - Sufficiently trained First Aiders to cover day to day and other school activities will be provided
 - A First Aider (first aid at work trained) will accompany students on visits out of school
 - First Aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called
 - A list of qualified first aiders is held at the school reception and on the staff notice board in the staffroom.

- The school also have a Principal First Aid Officer in addition to First Aiders. This person will have received formal training and their duties may include:
- Act as the primary First Aider and respond to first aid calls
- Assist in looking after first aid equipment, e.g. restocking of supplies
- Ensure that an ambulance or other professional medical help is called as appropriate
- First Aid training will be refreshed every 3 years with yearly refreshers available.
- Epi-pens, insulin and inhalers will be kept safely in the Principal First Aiders room where students can access when required under the supervision of a school first aider.

5.2 First Aid Boxes

- First Aid boxes will be provided in areas of the school where accidents are considered most likely, with indication to their location.
- A First Aid kit will also be taken when students leave the school on organised trips or participate in sports events.
- The contents of a First Aid box will be in accordance with the guidance given by the HSE (First Aid at work INDG 214).
- First Aid boxes will be replenished as necessary and regularly checked for contents and expiry dates by a competent First Aider.

5.3 Defibrillators

All first aid staff have been trained on how to use the Defibrillators. The Defibrillators can be found in the staff kitchen on admin level zero. Also in the circulation area in PE/Fitness suite corridor and in the blue staff room, level one. These are regularly checked and recorded by the Principal First Aider.

5.4 Access to First Aid

All students and staff will be given information on the provision of First Aid at their induction. All visitors and contractors as accompanied and accounted for by school staff, will be directed to assistance.

5.5 Record Keeping

Details of any incident which requires treatment will be recorded. All incidents/accidents should be logged on SIMS and appropriate records held on the system. Staff, visitors and contractor incidents/accidents will be reported to the Principal First Aider who will manage the situation and record all details of the event onto the online RIVO system.

5.6 Calling an Ambulance

Dial 999 ask for ambulance service, give brief details of type of casualty, and ask for the ambulance to attend main entrance. Ensure reception/office staff are aware: advising them that ambulance has been called to an incident in the school. Arrange for someone to meet the ambulance at the main reception and escort the ambulance crew to the location of the incident. The first aider, SLT or school staff will contact the parents or guardians to notify them of the incident/accident and will arrange for them to come to school to assist the student to hospital if required. In some cases, parents or guardians will be informed of the incident/accident and will be advised to make their way to the hospital. All accidents and incidents will be recorded in line with our school reporting procedures. In the case of out of hours the attending First Aider will do so. A member of staff will always stay with a student in hospital until their parent/guardian is able to attend.

5.7 Emergency Medical Treatment

In accepting a place at the school, parents are required to give their consent for the Head Teacher or other nominated representative to provide first aid, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent.

6. First Aid Room

The First Aid Room is located on the ground floor next to student reception. The nearest defibrillator is located in the staff kitchen near to the entrance next to reception.

7. Off-site and Out of hours provisions

7.1 In the case of off-site and out of hours provision, the named and nominated First Aider on the trip or on the site, will attend to any incidents as they occur and fulfil the duties assumed of a trained First Aider.

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

- Information about specific medical needs of pupils and specific medication required.
- Portable first aid kit
- A school mobile phone

Risk assessments will be completed by the visit co-ordinator prior to any educational visit that necessitates taking pupils off school premises.

8. Students with identified potential First Aid needs

Staff have access to a list of students who are subject to the potential of a severe allergic reaction or other potentially life-threatening conditions (such as asthma, diabetes) on the SIMS system. Termly reminders of those students will be sent to staff.

9. Medical Care

This procedure is limited to the provision of First Aid, the school has arrangements in place for:

- Managing students with specialist medical needs or learning differences
- Provision of medical assessment and investigations from outside agencies.
- Keeping of confidential medical records
- Medicines management including over the counter medication and medicines and treatments brought to school for students.
- Emotional wellbeing and mental health including counselling and Health Promotion

10. EpiPens, Inhalers and Insulin

All EpiPens, inhalers and insulin will be kept in the first aid office, in a cabinet. They will be identified by the students name with written instructions as required. Upon use this will be recorded by the first aider.

Spare blue inhalers will be kept in the first aid office, contact must be made with anyone treated who does not have a diagnosis. First aid at work trained staff can 'treat as seen' for things such as allergies and breathing difficulties. Confirmation where possible must be obtained prior to any student being given medication if not their own.

11. Allergies

Medical and allergy information are recorded for each student on SIMS so they are easily identifiable. Updated information and photos of all students with medical needs are issued to all staff.

Students with allergies will have their food choices at lunch and breaktime checked with the catering staff prior to purchase or consumption.

12. Training

- All school staff are able to 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.
- Staff are encouraged to renew their first aid training when it is no longer valid.
- Additional training on epilepsy awareness, asthma and diabetes is provided to first aid staff.

13. Reporting to the HSE

The school will keep a record 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).

The school will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are: o 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 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
- 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 7
- Near-miss events that do not result in an injury, but could have done. Examples of nearmiss events relevant to schools include, but are not limited to: (Appendix 5)
- 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 o An electrical short circuit or overload causing a fire or explosion

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>

14. Legal Requirements and Education Standards References

First Aid at Work: your questions answered
<http://www.hse.gov.uk/pubns/indg214.pdf>

First Aid Provision and Training in school. Medical Officers of schools Association (MOSA)

<https://www.mosa.org.uk/>

Guidance on first aid for schools. Department for Education and Employment

<https://www.gov.uk/government/publications/first-aid-in-schools>

Guidance on infection control in schools and other childcare settings. Public Health England

<https://www.gov.uk/government/publications/infectious-diseases-schools-and-other-childcare-settings>

Health and Safety at Work etc. Act 1974.

<https://www.legislation.gov.uk/ukpga/1974/37/contents>

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

<https://www.legislation.gov.uk/uksi/1995/3163/contents/made>

The Health and Safety (First Aid) Regulations 1981

<https://www.hse.gov.uk/firstaid/legislation.htm>

15. Links with other policies

- Health and Safety Policy
- Administration of Medication
- COSHH Risk Assessments
- BDAT – Supporting Students with Medical Needs Policy [Policies - Bradford Diocesan Academies Trust](#)

Monitoring of the Policy	School Business Manager/Principal First Aider/Premises and Facilities Manager
Reporting to	LGB
Next Review Date	September 2026