



Resicare Alliance

## First Aid Policy

## Document Control

Initial purpose and scope of the new policy/procedure agreed by:	Resicare Alliance Ltd
Technical review carried out:	SMT
Final quality check carried out:	Chris Brown
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Version Number:	1
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Department responsible:	Education
Job Title of Lead Person:	Chris Brown (Head of Education)

# The Yews

## First Aid and Accident Management Policy

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### 1. Policy Statement

The Yews is committed to safeguarding the health, safety, and welfare of all pupils, staff, and visitors. This policy sets out the arrangements for the provision of first aid, the management of accidents and medical incidents, and the reporting and escalation of injuries, in line with statutory requirements.

The school recognises that effective first aid provision is a core component of pupil welfare under the Independent School Standards and ensures that appropriate systems are in place at all times.

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### 2. Legal and Regulatory Framework

This policy complies with:

- Education (Independent School Standards) Regulations – Part 3
  - Health and Safety at Work etc. Act 1974
  - First Aid at Work Regulations 1981
  - RIDDOR 2013
  - Keeping Children Safe in Education (KCSIE)
  - DfE: Supporting Pupils with Medical Conditions
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### 3. Aims and Objectives

The school aims to:

- Provide timely and appropriate first aid response
  - Ensure trained first aiders are available whenever pupils are on site
  - Clearly define accident thresholds and escalation procedures
  - Maintain accurate records to support safeguarding and risk management
  - Ensure statutory reporting obligations are met
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## 4. Roles and Responsibilities

### Headteacher

- Holds overall responsibility for first aid and accident management
- Ensures compliance with ISS and health and safety legislation
- Ensures RIDDOR reporting is completed where required

### First Aid Coordinator

- Maintains records of trained first aiders
- Ensures first aid equipment is available, stocked, and accessible
- Oversees accident reporting systems and monitoring

### First Aiders

- Administer first aid within the scope of their training
- Assess injury severity and determine escalation
- Record all incidents accurately and promptly

### All Staff

- Take reasonable steps to protect pupils from harm
  - Know how to summon first aid support
  - Report accidents and concerns immediately
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## 5. First Aid Provision

- First aid kits are located in all key areas of the school
  - Portable kits are provided for off-site visits and activities
  - At least one qualified first aider is present on site at all times pupils are present
  - Additional first aid provision is risk assessed for higher-risk activities
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## 6. Accident and Injury Thresholds

The Yews categorises accidents and injuries into three distinct thresholds to ensure appropriate response, recording, and escalation.

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## **7. Category 1: Minor Accidents and Injuries**

(Local Recording)

### **Definition**

Injuries or illnesses that:

- Are minor and low risk
- Require basic first aid only
- Do not result in ongoing symptoms
- Do not require medical referral

### **Examples**

- Small cuts or grazes
- Minor bumps or bruises
- Minor nosebleeds
- Head bumps with no loss of consciousness and no concerning symptoms

### **Actions**

- Treated by a qualified first aider
  - Recorded in the First Aid Log
  - Parent/carer informed (same day)
  - Monitored for deterioration
  - Record on CPOMS
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## **8. Category 2: Significant Accidents and Injuries**

(Escalated Internally)

### **Definition**

Injuries or incidents that:

- Require more than basic first aid
- Cause ongoing pain, distress, or functional difficulty
- Involve safeguarding or behavioural factors
- May require medical assessment or hospital attendance

### **Examples**

- Suspected fractures or dislocations
- Head injuries requiring observation
- Significant cuts requiring medical advice
- Burns or scalds
- Injuries following physical intervention
- Repeated injuries or concerning patterns

### **Actions**

- Immediate first aid response
- Emergency services contacted if required
- Headteacher / SLT informed immediately
- Incident logged on CPOMS
- Parent/carer contacted as soon as possible
- Risk assessment reviewed and updated

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## **9. Category 3: Serious Accidents and Injuries**

(Externally Reportable – RIDDOR)

### **Definition**

Incidents that meet RIDDOR 2013 reporting thresholds.

### **Reportable Incidents Include:**

#### **Pupils**

- Accidents resulting in:
  - Death
  - Specified injuries (e.g. fractures, loss of sight)
  - Injury leading to hospital treatment due to a school-related accident

#### **Staff**

- Death or specified injury
- Over-7-day absence from work due to injury
- Injury requiring hospital treatment

### **Dangerous Occurrences**

- Serious near-misses involving equipment, fire, or building safety

## **Actions**

- Immediate safeguarding and medical response
  - Headteacher informed without delay
  - Incident recorded on CPOMS and accident logs
  - RIDDOR report submitted to the HSE
  - Parents/carers and relevant authorities informed
  - Full investigation and review undertaken
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## **10. Pupils with Medical Needs**

- Individual Healthcare Plans (IHPs) are in place where required
  - Medication is stored securely and accessible when needed
  - Staff receive training for specific medical conditions
  - Emergency protocols are clearly documented
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## **11. Recording and Reporting Systems**

- All first aid treatment is recorded in the First Aid Log and recorded on CPOMS by the witness / adult dealing with the incident. This is then shared across the setting either in the morning / afternoon handover.
  - Incident data is reviewed by SLT to identify trends and risks
  - Records are retained in line with data protection requirements
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## **12. Hygiene and Infection Control**

- PPE is used when dealing with bodily fluids
  - Spillages are cleaned using approved disinfectant procedures
  - Clinical waste is disposed of safely
  - Hands are washed thoroughly after treatment
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## **13. Training**

- First aiders hold valid certification (renewed every 3 years)
- Annual refreshers and updates provided
- Training records monitored by the First Aid Coordinator

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# 14. Ambulance Triggering and Support Protocol

**When to Trigger an Ambulance** An ambulance must be called immediately if:

- The casualty is unconscious, unresponsive, or experiencing breathing difficulties.
- There is suspected cardiac arrest or severe chest pain.
- There is heavy bleeding that cannot be controlled.
- There is a suspected spinal injury or broken bones with visible deformity.
- The casualty has a head injury with loss of consciousness, confusion, or vomiting.
- The casualty is experiencing a severe allergic reaction (anaphylaxis).
- The casualty has a seizure lasting longer than 5 minutes or repeated seizures.
- Any situation where the first aider judges the condition to be life-threatening or requiring urgent hospital care.

## How to Trigger an Ambulance

- Dial **999** and request an ambulance.
- Provide:
  - School name and full address.
  - Nature of the emergency and casualty's condition.
  - Any known medical history or allergies.
  - Contact details for follow-up.
- Stay on the line until the operator confirms help is on the way.

## On-Site Support While Awaiting Ambulance

- Continue first aid within the scope of training.
- Assign a staff member to meet the ambulance at the main entrance.
- Ensure clear access routes for emergency services.
- Inform Headteacher/SLT and parents/carers immediately.
- Prepare casualty's medical information and any Individual Healthcare Plan.

## Supporting Ambulance Off-Site

- A designated staff member must accompany the pupil to hospital if parents/carers are not present.
- Take:
  - Emergency contact details.
  - Medical information and IHP.
  - Any medication required.
- Maintain communication with school and parents/carers throughout.
- Record all actions on CPOMS and First Aid Log

## **14. Monitoring and Review**

- Accident data is reviewed termly
- Near-miss incidents inform risk management
- Policy reviewed annually by SLT.
- Compliance with ISS monitored continuously

## **Statement of Assurance**

The Yews School ensures that first aid arrangements:

- Safeguard pupils' welfare
- Meet statutory obligations
- Are clear, consistent, and effective
- Support a culture of safety and accountability

# Appendix 1

