

## First Aid Policy

**School:** Rawdah Montessori School

**Date of Policy:** October 2025

**Member of Staff Responsible:** Headteacher tbc

**Review Date:** Annually

### 1. Aims

The aims of this first aid policy are to:

- Ensure the health and safety of all staff, pupils, and visitors.
- Ensure that staff and governors are aware of their responsibilities regarding health and safety and first aid.
- Provide a clear framework for responding to an incident, recording outcomes, and reporting as required by law.
- Ensure that first aid is administered in a timely and competent manner .

### 2. Legislation and Statutory Framework

This policy is based on advice from the Department for Education (DfE) and the Health and Safety Executive (HSE), and it has regard to the following legislation and guidance:

- **The Education (Independent School Standards) Regulations 2014:** This requires that the proprietor ensures first aid is administered in a timely and competent manner through a written policy .
- **The Health and Safety (First-Aid) Regulations 1981:** This requires employers to provide adequate and appropriate equipment, facilities, and qualified first aid personnel .
- **The Management of Health and Safety at Work Regulations 1999:** This requires employers to carry out risk assessments and make arrangements to implement necessary measures .
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013:** This legally obliges schools to report and keep records of specified workplace accidents and incidents .
- **The Early Years Foundation Stage (EYFS) Statutory Framework:** This sets out specific mandatory requirements for paediatric first aid for staff caring for children in the early years age group (0-5 years) .

- **Relationships Education, Relationships and Sex Education (RSE) and Health Education Statutory Guidance:** This outlines the requirement for schools to teach pupils about basic first aid .

## **3. Roles and Responsibilities**

### **3.1 The Proprietor (Board of Governors/Trustees)**

As the employer for an independent school, the proprietor has ultimate responsibility for health and safety . They are responsible for ensuring:

- A written first aid policy is in place and effectively implemented .
- Adequate resources are allocated to meet first aid needs.
- That there is a competent person to assist them in meeting health and safety duties.

### **3.2 The Headteacher**

The Headteacher is responsible for the implementation of this policy and the day-to-day management of first aid arrangements , including:

- Ensuring a **First Aid Needs Assessment** is carried out and reviewed regularly (e.g., annually or after any significant change).
- Ensuring that an appropriate number of qualified first aiders and appointed persons are present in the school and on off-site visits at all times.
- Maintaining a central register of qualified first aiders, their training levels, and certificate expiry dates.
- Ensuring all staff are aware of the first aid procedures and the location of equipment and personnel.
- Reporting specified incidents to the HSE under RIDDOR and to Ofsted where required.

### **3.3 First Aiders and Appointed Persons**

- **First Aiders** are staff who hold a valid and current first aid qualification (see Section 7). Their responsibilities include:
  - Acting as first responders to any incident and providing immediate and appropriate treatment.
  - Assessing the severity of an injury or illness and deciding if emergency services are required.
  - Completing an accident report form on the same day as an incident .
  - Ensuring an ambulance or other professional medical help is summoned when appropriate .

- **Appointed Persons** are staff nominated to take charge of first aid arrangements in the absence of a qualified first aider. Their responsibilities include:
  - Looking after first aid equipment and ensuring kits are replenished .
  - Taking charge of a situation and calling the emergency services if required.
  - They must not administer first aid for which they are not trained .

A list of current first aiders and appointed persons is displayed on the main staff noticeboard and in the school office.

### **3.4 All School Staff**

All school staff are responsible for:

- Ensuring they follow first aid procedures.
- Knowing who the first aiders are and where the first aid boxes are located.
- Taking reasonable care for their own and others' safety.
- In the event of an accident, the closest member of staff should assess the situation and seek the assistance of a qualified first aider immediately .
- Reporting any potential hazards or first aid concerns to the Headteacher or manager.

## **4. First Aid Needs Assessment**

To ensure our first aid provision is adequate and appropriate, the school will conduct a formal First Aid Needs Assessment. This will consider:

- The number of staff, pupils, and visitors.
- The nature of the school's activities, including playtimes, PE, and practical lessons.
- Specific hazards on site (e.g., science equipment, design technology, school kitchen).
- The particular needs of pupils, including those with medical conditions or disabilities.
- The layout of the school premises, including multiple buildings and outdoor areas.
- Off-site activities and educational visits .

## **5. Procedures**

### **5.1 In-School Procedures**

In the event of an accident or sudden illness:

1. The nearest member of staff should assess the situation and immediately contact a qualified first aider.
2. The first aider will assess the injury/illness, provide appropriate treatment, and decide if further medical assistance (ambulance, GP, or hospital) is needed.
3. The first aider will remain with the casualty until help arrives.
4. If a pupil is too unwell to remain in school, parents/carers will be contacted immediately and asked to collect their child. The first aider will provide handover information upon their arrival.
5. If emergency services are called, a member of the Senior Leadership Team (SLT) must be informed immediately, who will then contact the pupil's parents/carers.
6. The attending first aider must complete an accident report form on the same day .

### **5.2 Off-Site Procedures**

For all off-site visits and activities:

- A specific risk assessment will be completed, which will determine the first aid requirements for the trip.
- A designated first aider (with an appropriate qualification, such as Paediatric First Aid for younger pupils) must be present .
- A portable first aid kit, a school mobile phone, and parents'/carers' emergency contact details will always be taken .
- In the event of a serious incident, the same reporting procedures apply, and the school must be contacted immediately.

## **6. First Aid Equipment and Facilities**

- First aid containers (kits) will be clearly marked and easily accessible in all key areas, including the school office, each teaching block, the hall, the kitchen, and for use outside (e.g., for PE) .
- A typical first aid kit will include, at a minimum: a leaflet, sterile plasters, sterile eye pads, triangular bandages, sterile wound dressings, disposable gloves, and safety pins, based on HSE recommendations .
- The contents of kits will be checked and replenished regularly by the designated appointed person .

- No medication, including creams or lotions, is to be kept in first aid kits . (Administration of medication is covered by the separate Supporting Pupils with Medical Conditions Policy).
- The school will consider and risk-assess the need for a defibrillator .

## **7. Record-Keeping and Reporting**

### **7.1 Accident Records**

- An accident report form will be completed by the first aider or staff member dealing with the incident as soon as possible and on the same day .
- Records will include the date, time, place, name of the injured/ill person, details of the injury/illness, treatment given, and the name of the first aider .
- For pupils, a copy of the accident report will be kept securely and a copy may be added to the pupil's educational record .
- Accident records will be retained for a minimum of 3 years, in accordance with the Social Security (Claims and Payments) Regulations 1979 .

### **7.2 Reporting to Parents**

The school will inform parents of any accident or injury sustained by their child, and any first aid treatment given, on the same day, or as soon as reasonably practicable .

### **7.3 Reporting to the HSE (RIDDOR)**

The Headteacher or Business Manager will report any notifiable accident, disease, or dangerous occurrence to the Health and Safety Executive (HSE) in line with RIDDOR 2013 . This includes:

- Work-related accidents resulting in death or specified injuries (e.g., fractures, amputations).
- Work-related accidents which prevent an employee from performing their normal work for more than seven consecutive days.
- Accidents to non-employees (e.g., pupils, visitors) that arise out of or in connection with a work activity and result in them being taken directly to hospital for treatment .
- Reports will be made without delay for major incidents and within 10-15 days for other incidents.

### **7.4 Reporting to Ofsted**

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

## **8. Training**

- All first aiders must hold a valid certificate of competence from a training provider whose qualifications meet the HSE's requirements .
- Training will be kept up to date. First aid certificates are valid for **3 years**. Refresher training will be arranged before certificates expire .
- Annual refresher training is strongly recommended to maintain basic skills .
- In line with the EYFS framework, at least one staff member accompanying children on visits must have a current Paediatric First Aid (PFA) certificate. The school must also have at least one member of staff with a valid PFA certificate on the premises at all times when children aged under 5 are present .
- A training log will be kept recording all first aid qualifications and their expiry dates .

## **9. Hygiene and Infection Control**

All staff and first aiders will follow basic hygiene procedures:

- Hands should be washed or sanitised before and after administering first aid.
- Disposable gloves and, where appropriate, aprons must be worn when dealing with blood or other bodily fluids.
- Spillages of blood or other bodily fluids will be cleaned up promptly and safely by designated staff following infection control procedures.
- Soiled disposable items must be disposed of in sealed, impervious bags .

## **10. Teaching First Aid to Pupils**

As part of our PSHE education curriculum, and in line with statutory guidance, the school will teach pupils basic first aid. This will include age-appropriate content, such as how to deal with common injuries (e.g., head injuries, grazes) and how to summon help in an emergency .

## **11. Monitoring and Review**

This policy will be reviewed annually by the Headteacher and approved by the Proprietor (Governing Body). The review will consider:

- The effectiveness of the policy in practice.
- Any changes to legislation or statutory guidance.
- An analysis of the accident report logs to identify any trends or necessary changes to procedures.

## Appendices

- **Appendix A:** List of Qualified First Aiders and Certificate Expiry Dates (in office)
- **Appendix B:** First Aid Needs Assessment Form (in office)
- **Appendix C:** Accident Report Form (in office)
- **Appendix D:** Contents of First Aid Kits (by location)
- **Appendix E:** First Aid Training Log (in office)

REVIEW DATE	REVIEWED BY	SIGNED OFF
31 Oct 2025	Governing Body	Chair: Sohaib Tanvir
	Headteacher	tbc on appointment
Next Review Date	Governing Body	Chair:
31 Oct 2026	Headteacher	