



Durrington High School

First Aid Policy

March 2026

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and governors 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

2. 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](#), 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 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

[DFE guidance: Supporting pupils at school with medical conditions](#)

[DFE guidance: Keeping children safe in education 2025](#) Any injury or presentation that raises safeguarding concerns must be reported in line with the school's safeguarding procedures.

This policy complies with ESFA funding agreement and DMAT articles of association.

3. Roles and responsibilities

3.1 Appointed Person(s) and First Aiders

The school's appointed person is Caroline Bailey, with Joanne Rowlings acting as deputy. In their absence, any appropriately first aid-trained member of staff will take charge of the situation.

The appointed person is responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical assistance is summoned when appropriate
- Ensuring there is an adequate supply of medical materials within first aid kits and that contents are replenished as required

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to incidents and assessing situations involving injured or unwell persons
- Providing immediate and appropriate first aid treatment within the scope of their training
- Making decisions regarding sending students home to recover, where appropriate
- Completing accident reports on the same day as the incident, or as soon as reasonably practicable thereafter
- Keeping their contact details up to date

A list of the school's trained first aiders is provided in Appendix 1.

3.2 The Governing Board

The Governing Board holds ultimate responsibility for health and safety within the school. Operational responsibilities and day-to-day management are delegated to the Co-Headteachers and staff, as appropriate.

3.3 The Co-Headteachers

The Co-Headteachers are responsible for the effective implementation of this First Aid Policy, including:

- Ensuring an appropriate number of trained first aid personnel are available at all times
- Ensuring first aiders hold appropriate qualifications, maintain up-to-date training, and remain competent in their role
- Ensuring all staff are aware of first aid procedures and arrangements
- Ensuring the Estate and Compliance Manager completes Personal Emergency Evacuation Plans (PEEPs) where required and that appropriate measures are implemented
- Ensuring the Medical Officer/Team undertakes risk assessments where appropriate and that resulting measures are put in place
- Ensuring suitable facilities and space are available for meeting the medical needs of students

- Ensuring investigations are completed where WSSC identifies a specified accident reported to the Health and Safety Executive (HSE)
-

3.4 Staff

All school staff are responsible for:

- Following the school's first aid procedures
- Knowing who the designated first aiders are within the school
- Supporting the completion of accident reports for incidents they attend where a first aider is not called
- Informing the Co-Headteachers or the Estate and Compliance Manager of any specific health conditions or first aid needs

The school ensures that appropriate numbers of staff are trained in First Aid at Work (3-day) or Emergency First Aid at Work (1-day), based on risk assessments that consider site size, student numbers, and activities undertaken.

3.5 Welfare Officer / Medical Team

The Welfare Officer / Medical Team are responsible for:

- Providing immediate and appropriate first aid treatment to pupils, staff, and visitors when required
- Assessing situations and determining when additional medical support or emergency services are required
- Ensuring accident and incident records are completed accurately and timely
- Ensuring that valid written parental/carer permission is in place for the holding and administration of medicines to students,
- Ensuring that medicines are administered strictly in accordance with permission
- Maintaining confidentiality regarding all medical and personal information
- Completing monthly stock check to ensure medicines are in date
- Completing monthly visual inspections of first aid equipment to confirm that first aid kits are:
 - Fully stocked
 - Within expiry dates
- Completing and recording weekly visual inspections of defibrillators to confirm they are:
 - Fully operational and displaying no fault indicators
 - Equipped with pads and batteries that are within their expiry dates

- Advising the Co-Headteachers or the Estate and Compliance Manager of any concerns relating to first aid provision, training needs, equipment, or medical conditions requiring additional support

4. First aid procedures

4.1 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
- 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 student is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers
- Parents/carers (or a named contact if they are unavailable) will be informed of all significant injuries on the same day. This will be the case for all head injuries or if an ambulance is called for their child.
- A standard protocol for any reported head injuries will be the advice to the student & parent/carer to
 - monitor for a period of 24-48 hours, and
 - attend A&E if there is any reported drowsiness, stated loss of consciousness and/or vomiting.
- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury. The information is collated and if minor uploaded on to Arbour, serious accidents are recorded on the WSCC portal by the medical officer
- The school has two spare general purpose inhalers and two emergency epi-pens stored in the medical room

4.2 Off-site procedures

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of students (individual care plans)
- Parents'/carers' contact details
- Emergency numbers if a trip is abroad for the local emergency services (112 within European countries)

Risk assessments will be completed by the trip leader and approved by John Fuller, DHT prior to any educational visit that necessitates taking students off school premises.

There will always be at least one first aider on school trips and visits.

5. First aid equipment

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
- Disposable ice packs
- Sterile solution and gauze

No medication is kept in first aid kits. Three Automated External Defibrillators (AEDs) are located on the school site. Their locations are:

- Inside the medical room
- On the wall in the PE department, and
- Outside the pavilion

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school hall
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles
- Premises and IT offices
- Technician offices
- PE offices
- Pavilion

6. Record-keeping and reporting

6.1 First aid and accident record book

- All first aid incidents and student visits to the medical room are logged on the student's file (on Arbor). This includes details of any treatment given and whether there is any parental contact.
- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including:
 - date/time of incident
 - type of incident (accident, dangerous occurrence, general illness, near miss, violence at work, work related disease)
 - primary cause (e.g. slip, trip, inappropriate behaviour etc.)

- emergency response (ambulance, fire, police, or specify details if other)
- A copy of the accident report form will also be added to the pupil's educational record, attached to the incident record in the medical section of their Arbor profile.
- Records are held in Arbor/WSCC portal and retained by the school for until the individual reaches the age of 21 in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.2 Reporting to the HSE

The Estate and Compliance Manager 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). In relation to students, only incidents arising from the school's work activities, premises condition, or inadequate supervision. are reportable under RIDDOR.

The Estate Compliance Manager 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:
 - 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
- Near-miss events that do not result in an injury, but could have done. 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: [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

7. Training

It is compulsory for the welfare officer to attend a first aid at work

It is compulsory for all PE and at least one member of staff on all trips will have completed an emergency first aid course; this to support in the management of any illness/accident or injury whilst supervising students offsite.

There are 3 types of First aid training that is arranged by the Estate and Compliance Manager

- First Aid at Work
- Duke of Edinburgh first Aid
- Emergency First Aid

The school keeps a register of all trained first aiders, what training they have received and when this is valid until and will arrange suitable requalification course prior to the expiry of certificates

See appendix 1 for the current list of qualified First Aiders

8. Monitoring arrangements

This policy will be reviewed by the Estate and Compliance Manager every year. At every review, the policy will be approved by the Co-Headteachers.

Links with other policies include:

- Health and safety policy
- Risk assessment policy
- Policy on supporting students with medical conditions

Appendix 1 : Current List Of First Aider

Name	Group	First Aid at Work	DOFE	Emergency First Aid
Caroline Bailey	Reception	Sep-26		
Kim Linscar	Main Reception	Sep-25		
Kim Lawrence	Administration	Jan-27		
Joanna Rowlings	Reception	Feb-28		
Christine Busson	Pastoral	Apr-28		
Sadie Cannon	Science Technician	May-28		
Bradley Thrift	Site	Apr-29		
Chris Davies	DoFE		Mar-27	
Steve Briscoe	DoFE		Mar-27	
James Crane	Teacher			Nov-26
Kim Fuller	Teacher			Nov-26
Lizzie Poole	Teacher			Nov-26
Nathan Poole	Teacher			Nov-26
Ryan De Gruchy	Teacher			Nov-26
Tom Pickford	Teacher			Nov-26
Viv Da Costa	LRA			Nov-26
Claire Gray	Teacher			Jan-27
Dave Rowley	Site			Jan-27
Helen Kingswell	Teacher			Jan-27
Louise Wallis-Taylor	Teacher			Jan-27
Nicola Mayzes	Leisure			Jan-27
Sam Baker	Science Technician			Jan-27
Sophie Vaughan	Year 7 Lead			Jan-27
Alexandra Cann	Teacher			Nov-27
Alix Matthews	Site			Nov-27
Catherine Bourner	Science Technician			Nov-27
Ellen McDonald	Teacher			Nov-27
Emily Isham	Teacher			Nov-27
Harrison Matt	PE			Nov-27
Joanna Bradford	Teacher			Nov-27
Megan Lamper	Teacher			Nov-27
Rebecca Finch	Teacher			Nov-27

Name	Group	First Aid at Work	DOFE	Emergency First Aid
Toby Henry	Careers			Nov-27
Chris Griffin	Admin			Jun-28
David Scott	Teacher			Jun-28
Gemma Childe	Admin			Jun-28
Georgina Eastment	Teacher			Jun-28
Jason Phillips	Teacher			Jun-28
Jordan Burgess	Teacher			Jun-28
Samuel Atkins	Teacher			Jun-28
Sue Harms ton-Essex	Leisure			Jun-28
Zoe Blackman	Safeguarding			Jun-28
Adam Brambley	PE			Nov-28
Debbie Cruise	Student s support			Nov-28
Emma Wade	Teacher			Nov-28
Grant Challen	Teacher			Nov-28
Joanne Cross	Food Technician			Nov-28
Kerry Strong	Student s support			Nov-28
Lindsey Tunbridge-Adams	Safeguarding Lead			Nov-28
Olivia Miller	PE			Nov-28
Sara Gerlings	Teacher			Nov-28
Sophie Rankin	Science Technician			Nov-28

Managing medicines course

Caroline Bailey

Attended

October 2025