STOCKPORT GRAMMAR SCHOOL

FIRST AID POLICY

Approved by Governors 13th October 2026

Contents

1. Aims 2
2. Legislation and guidance 2
3. Roles and responsibilities 3
4. First aid procedures 4
5. First aid equipment 5
6. Record-keeping and reporting 5
7. Training 7
8. Monitoring arrangements 7
9. Links with other policies 7
Appendix 1 Accident report form 9

1. Aims

The aims of our 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 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 the statutory framework for the Early Years Foundation Stage, advice from the Department for Education (DfE) on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting 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 1992, which require employers to make an assessment of 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.
- The 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

3. Roles and responsibilities

3.1 The School Nurse and First Aiders

The school nurse is responsible for:

- Making sure there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.

The school nurse and first aiders (trained and qualified to carry out the role – see section 7) are responsible for:

- Taking charge when someone is injured or becomes ill.
- Acting as first responder to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.
- Making sure that an ambulance or other professional medical help is summoned when appropriate.
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)

The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

3.2 The Governing Body

The governing body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Heads and staff members.

3.3 The Head

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

- Making sure that an appropriate number of trained first aid personnel are present in the school at all times.
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Making sure all staff are aware of first aid procedures.
- Making sure appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or making sure that managers undertake risk assessments, as appropriate, and that appropriate measures are put in place.
- Making sure that adequate space is available for supporting the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Making sure they follow first aid procedures.
- Making sure they know who the first aiders in school are.
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called.
- Informing the Head or their manager of any specific health conditions or first aid needs

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 the school nurse or a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The school nurse or 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 the scene until help arrives.
- The school nurse or first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the school nurse or first aider judges that a pupil is too unwell to remain in school, they will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the school nurse or a first aider will recommend next steps to them
- If emergency services are called, the school nurse, first aider or member of the administration team will contact parents/carers immediately.
- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives or accompany the pupil to hospital by ambulance
- The school nurse or 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 and provide it to the School Bursar.

  In our Early Years Foundation Stage (EYFS) there will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times when children are present.

4.2 Off-site procedures

When taking pupils off the school premises, staff will make sure that they always have the following:

- A school mobile phone
- A portable first aid kit Information about the specific medical needs of pupils on the trip
- Access to parents/carers' contact details for pupils on the trip.

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box.

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

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

There will be at least 1 first aider on school trips and visits. On trips and visits including pupils from the Early Years Foundation Stage (EYFS) there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate.

5. First aid equipment

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles
- PE department.
- [Grounds & maintenance workshop]
- Other staffed offices across the school site as deemed required.

See section 4.2 for first aid equipment off the school site.

6. Record-keeping and reporting

6.1 Accident forms

- An accident form will be completed by the school nurse or first aider on the same day or as soon as possible after an incident resulting in an injury.
- As much detail as possible will be supplied when reporting an accident, including all of the information required in the accident form at appendix 1
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's medical record by the school nurse.
- Accident forms will be sent to the Bursar and retained by the school for three years and seven years if it was necessary to notify insurers/HSE.

6.2 Reporting to the HSE

The Bursar will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Bursar will consider whether such a report will trigger an on-line serious incident report to the Charity Commission.

The Bursar will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
        - Covers more than 10% of the whole body's total surface area; or
        - Causes significant damage to the eyes, respiratory system or other vital organs.
    - 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.
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Bursar will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
    - Carpal tunnel syndrome
    - Severe cramp of the hand or forearm
    - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach.
    - Hand-arm vibration syndrome
    - Occupational asthma, e.g. from wood dust
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any occupational cancer
    - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences.

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment.

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here: How to make a RIDDOR report: http://www.hse.gov.uk/riddor/report.htm

6.3 Notifying parents/carers (early years only)

The school nurse, first aider or member of the administration team will inform parents/carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents/carers will also be informed if emergency services are called.

7. 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.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

In our Early Years Foundation Stage (EYFS at all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be monitored by the Senior School Deputy Head (Safeguarding and Wellbeing) and Junior School Head and reviewed by the Senior School Deputy Head (Safeguarding and Wellbeing) and Junior School Head annually.

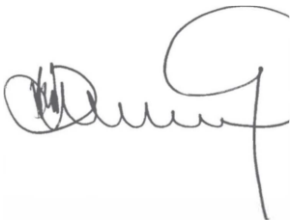
At every review, the policy will be approved by the governing body.

The first aid provision will be reviewed by the school nurse at least annually.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy.
- Supporting pupils with medical conditions policy
- Allergy safety policy

Approved by	
	Chair Of Governors
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Appendix 1 Accident report form

Accident Report Form.doc