Castle View School

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First Aid Policy

Approved by:	Castle View Local Governing Body	**Date:**	
Last reviewed on:	06/01/2026		
Next review due by:	05/01/2027		

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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 advice from the Department for Education on first aid in schools and health and safety in schools, and 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
- 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

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed First Aiders are Dawn Liddard and Vickie Mcadam. The schools appointed person is Lee Collier. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- If child is sent to medical, appointed First Aiders (As above) to check if any IHP's are in place.

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

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Submitting an accident/incident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's appointed persons and first aiders are listed in APPENDIX 1. Their names will also be displayed prominently around the school.

3.2 The governing board

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

3.3 The headteacher

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

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

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person(s) in school are
- Completing accident/incident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher 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 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 pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the responsible member of staff will contact parents immediately. This may be the designated first aider, SSO or teacher responsible for the student at the time of the incident
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

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

- A school mobile phone
- A portable first aid kit including, at minimum:
    - A leaflet giving general advice on first aid
    - 6 individually wrapped sterile adhesive dressings
    - 1 large sterile unmedicated dressing
    - 2 triangular bandages – individually wrapped and preferably sterile
    - 2 safety pins
    - Individually wrapped moist cleansing wipes
    - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details
- 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 containing, at minimum:
    - 10 antiseptic wipes, foil packed
    - 1 conforming disposable bandage (not less than 7.5cm wide)
    - 2 triangular bandages
    - 1 packet of 24 assorted adhesive dressings
    - 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
    - 2 sterile eye pads, with attachments
    - 12 assorted safety pins
    - 1 pair of rustproof blunt-ended scissors

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

Qualified first-aiders may not be necessary for all off-site activities and visits. However, a basic level of first aid support should be available at all times

This will require that one or more of the staff members leading the activity:

- Has a working knowledge of simple first aid and is competent to use the first aid materials carried with the group
- Knows how to access, and is able to access, qualified first aid support

4.3 Out of hours procedure

In the event of an accident outside of school hours:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if on site.
- If there are no medical staff on site, and the member of staff doesn't have access to the medical room and storage cupboard, the member of staff is to use the 'Break Glass for Key' to gain access. (Located in G64)
- Once used the member of staff is to hold onto the keys and return them to the finance office the following working day.
- The Finance Department will complete a 'Break Glass' form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- Finance to return keys to Skanska on same day.
- Skanska to replace keys and glass ready for next use.

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
- Cold compresses
- Burns dressings
- Eye wash

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room/student reception
- Science labs
- Design and technology workshops
- The school kitchens
- All school minibuses

Anaphylactic Kits are stored in:

- The medical Room/Canteen kitchen

AED kits are stored:

- Sports hall
- Outside main reception

The school Business Manager will check the batteries on a weekly basis and keep a record of checks completed.

6. Record-keeping and reporting

6.1 First aid and Accident/Incident record book

- An Accident/Incident report will be completed as soon as possible after the incident occurs by the member of staff or first aider who deals with it. Reports can be submitted via the school's online compliance portal
- Please ensure any near-miss events are recorded asap via the school's online compliance portal
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years or until the person turns 21 in the case of children under 18. This is in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and upon advice of ECC H&S Audit Team.
- All Accident/Incident reports will be held securely on the school's online compliance portal.

6.2 Reporting to the HSE

The School Business 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).

The School Business 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.

RIDDOR reports will be uploaded and stored on the school's online compliance portal and kept for a minimum of 3 years or until the person turns 21 years of age as in the case with accident/incident reports detailed in section 6.1.

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 scalding 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

6.3 Notifying parents

The designated first aider(s) will inform parents 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 will also be informed if emergency services are called.

7. 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 (see APPENDIX 1).

Staff are required to renew their first aid training prior to their current certificate expiring. Any staff member not wishing to renew their training, must let the School Business Manager or their line manager know prior to the certificate expiring.

The number of available first aid trained staff members will remain under constant review, with the school leadership team ensuring an appropriate number of first aid trained persons are available on the school premises at all times.

8. Monitoring arrangements

This policy will be reviewed by the School Business Manager annually.

At every review, the policy will be approved by the Castle View School Local Governing Body.

9. Links with other policies/documents

This first aid policy is linked to the

- Health and Safety Policy
- Intimate Care Policy
- Lettings Policy
- First Aid Policy
- Emergency Evacuation Procedure
- Disaster Recovery Plan

Please also refer to DfE guidance on first aid in schools - https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education

APPENDIX 1: List of appointed persons(s) for first aid and/or trained first aiders

STAFF MEMBER'S NAME	ROLE	COURSE COMPLETED	DATE OF COMPLETION	CONTACT DETAILS
Dawn Liddard	Designated First Aider	3 Day First Aid At Work – St Johns Ambulance	18th February 2026	dawn.liddard@castleviewschool.co.uk Tel Ext: 657 Student Reception/Medical
Vickie McAdam	Designated First Aider	3 Day First Aid At Work – St Johns Ambulance	24th March 2023	vickie.mcadam@castleviewschool.co.uk Student Reception/Medical/Inclusion Hub
Lee Collier	Emergency First Aid/Appointed Person	First Aid at work	12th December 2024	Lee.collier@castleviewschool.co.uk Tel Ext: 658 Finance
Barry Dudley-Howes	Emergency First Aid	Emergency First Aid at Work & Emergency Pediatric First Aid	5th January 2026	barry.dudley-howes@castleviewschool.co.uk Tel Ext: 678 Data
Liam Saxton	Emergency First Aid	Emergency First Aid at Work & Emergency Pediatric First Aid	5th January 2026	liam.saxton@castleviewschool.co.uk Tel Ext: 824 PE
Rachel Scott	Emergency First Aid	Emergency First Aid at Work & Emergency Pediatric First Aid	6th February 2024	Rachel.scott@castleviewschool.co.uk SSO
Grace Gunn	Emergency First Aid	Emergency First Aid at Work & Emergency Pediatric First Aid	24th March 2023	grace.gunn@castleviewschool.co.uk Tel Ext: PE

STAFF MEMBER'S NAME	ROLE	COURSE COMPLETED	DATE OF COMPLETION	CONTACT DETAILS
Alexandra Sweeney	Emergency First Aid	Emergency First Aid at Work & Emergency Pediatric First Aid	24th March 2023	alexandra.sweeney@castleviewschool.co.uk Tel Ext: 668 SSO
Tom Moody	Emergency First Aid	Emergency First Aid at Work & Emergency Pediatric First Aid	24th March 2023	tom.moody@castleviewschool.co.uk Tel Ext: 795 Science
Emma Saunders	Emergency First Aid	Emergency First Aid at Work & Emergency Pediatric First Aid	24th March 2023	emma.saundersy@castleviewschool.co.uk Tel Ext: 789 Science
Angela Bond	Designated First Aider	First Aid at work	12th December 2024	angela.bond@castleviewschool.co.uk Liasion Officer
Daryl Ox	Designated First Aider	First Aid at work	12th December 2024	Daryl.ox@castleviewschool.co.uk PE
Grace Clothier	Emergency First Aid	First Aid at work	12th December 2024	Grace.clothier@castleviewschool.co.uk SSO
Jo Anderson	Emergency First Aid	First Aid at work	12th December 2024	Jo.anderson@castleviewschool.co.uk SSO
Louise Noy	Emergency First Aid	First Aid at work	12th December 2024	louise.noy@castleviewschool.co.uk PE
Martin Stevenson	Emergency First Aid	First Aid at work	12th December 2024	Martin.stevenson@castleviewschool.co.uk PE
Noel Evans	Emergency First Aid	First Aid at work	12th December 2024	Noel.evans@castleviewschool.co.uk Deputy Head

STAFF MEMBER'S NAME	ROLE	COURSE COMPLETED	DATE OF COMPLETION	CONTACT DETAILS
Tricia Joyce	Emergency First Aid	First Aid at work	12th December 2024	trica.joyce@castleviewschool.co.uk Reception
Sam Diaz Ward	Emergency First Aid	ETA Medical	5th January 2026	Samuel.diazward@castleviewschool.co.uk MFL
Elizabeth Hobbs	Emergency First Aid	ETA Medical	5th January 2026	Lizzie.hobbs@castleviewschool.co.uk Safeguarding
Holly Mathieson	Emergency First Aid	ETA Medical	5th January 2026	Holly.mathieson@castleview.co.uk Cover Supervisor
Kim Nelson	Emergency First Aid	ETA Medical	5th January 2026	Kim.nelson@castleiewschool.co.uk Music
Emma Riddle	Emergency First Aid	ETA Medical	5th January 2026	Emma.riddle@castleviewschool.co.uk Humanities
Lilly Ryley	Emergency First Aid	ETA Medical	5th January 2026	Lily.ryley@castleviewschool.co.uk Cover Supervisor
Bille Thorn	Emergency First Aid	ETA Medical	5th January 2026	Billie.thorn@castleviewschool.co.uk DT