



KNELLER HALL SCHOOL

First Aid Policy

Applies to:

- The whole school, along with all activities provided by the school, including those outside of the normal school hours;
- All staff (teaching and support), governors and volunteers working in the school.

Related Documents

- Educational Visits and Off-site Activities Policy
- Health & Safety, Risk Assessment and Welfare Policy
- Health and Safety Manual
- Drugs and Other Substances Policy
- Head Injuries Policy
- Allergy Policy
- Managing Medicine policy

Availability

This policy is made available to parents, staff and pupils in the following ways: via the school website, within the Parent Policies Folder in the reception area, and on request a copy may be obtained from the school office.

Monitoring and Review

This policy is subject to continuous monitoring, refinement and audit by the Principal, and is formally reviewed annually.

Signed:

Amy Cavilla
Principal
September 2026

Policy Statement

The school undertakes to ensure compliance with all the relevant legislation with regard to the provision of First Aid for pupils, staff, parents and visitors. We ensure that procedures are in place to meet that responsibility.

Aims

- To identify the First Aid needs of the school in line with current legislation regarding the Management of Health and Safety at Work Regulations.
- To ensure that First Aid provision is always available when people are on and off the premises used by the school.
- To ensure that, when recruiting staff, an appropriate number of successful candidates hold relevant First Aid qualifications and have been suitably trained or are prepared to undertake training.
- To maintain a record of all First Aid training at the school, and to review First Aid needs and procedures annually.
- To provide on-going training and ensure monitoring of training needs.
- To provide sufficient appropriate resources and facilities that are clearly labelled and accessible.
- To provide awareness of health and safety issues and conduct risk assessments within the school and on school trips to prevent, where possible, potential dangers or accidents.
- To inform staff, parents and pupils of the First Aid arrangements at the school.
- All accidents must be reported, recorded on Evolve, and investigated where appropriate.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (RIDDOR) in force at the time.
- To maintain up to date pupil information on iSAMS at the beginning of each academic year, and as appropriate thereafter, along with pupils' individual healthcare plans.
- To ensure that all members of staff have read and understood this First Aid Policy.

First Aid Facilities

The Principal must ensure that the appropriate number of First Aid containers are available according to the risk assessment of the site.

All First Aid containers must have an identifiable first aid cross and be clearly labelled 'First Aid', and Sports First Aid Kits are stored in First Aid bags, which must have an identifiable first aid cross and be clearly labelled 'First Aid'.

First Aid containers always accompany the children when using any specialist facilities and during any offsite activity / educational visit. They must accompany PE & Games teachers off-site. All vehicles carry a First Aid kit and sports staff always carry First Aid boxes to all activities off site;

First Aid containers should be kept near to hand washing facilities, and spare stock should be kept in school, where it is administered by the School Nurse as required.

First Aid kits are available in the following locations:

- First Aid office;
- main reception area;
- Riverside Bistro kitchens;
- Science preparatory room;
- Art 1 & 2 classrooms
- café;
- portable First Aid kits for general use are kept in the medical room and reception;
- Sports Department members have their own individual First Aid kit and stock of First Aid items;
- A large First Aid kit is stored at the tennis courts.

The School Nurse checks the contents of kits every half term and restocks as necessary. A kit should also be checked every time it has been used. It is the responsibility of the person who opened the First Aid kit to report missing items to the School Nurse.

The First Aid room is located in the ground floor corridor of the Sixth Form Centre. At no time should an injured or seriously ill person be left unattended in the designated room.

The school has an Automated External Defibrillator (AED), which is stored at reception in an open cabinet and can be used by anyone in accordance with the UK resuscitation guidelines.

First Aid Training

The Human Resources Department is responsible for monitoring the first aid training of staff and for keeping records of that training. The list of staff with current First Aid Certificates is available from reception, the staff room and the medical room. A list of qualified First Aiders' qualifications is saved at the end of this policy (Appendix B). First Aid qualifications are updated every three years in accordance with regulations, and the school organises First Aid training for all staff in the sports department, trip leaders and other members of support staff as appropriate.

Relevant members of staff are trained annually in the use and administration of EpiPens and Automated External Defibrillation. New members of staff complete an online Educare First Aid module before they join the school. Staff have access to training in the Medical section of Teams on asthma, anaphylaxis, epilepsy, AED use, head injuries, and diabetes.

First Aid in School

First Aid trained staff are responsible for dealing with incidents requiring First Aid. If there is any concern about the First Aid that should be administered, the School Nurse must be consulted.

During lesson time, First Aid is administered by the School Nurse or duty first aider. If the School Nurse is not available, a qualified class teacher or member of the support staff, or one of the First Aiders, will assist the pupil. If an accident occurs in the playground and First Aid is required, a trained First Aider on duty in the playground will assist the pupil and, if necessary, call the School Nurse or duty First Aider. Staff who are not qualified First Aiders will refer anyone requiring First Aid to the medical room (or central office, if unattended), ensuring they are accompanied if required.

Notices are displayed in prominent locations throughout the school identifying how to summon First Aid in an emergency, who the First Aiders are and their contact numbers and location details. All First Aid signs and containers must be identified by a white cross on a green background. A written record is kept On Evolve of all First Aid administered either on the school premises or as part of a school-related activity.

First Aiders' Procedures

Procedures for dealing with sick or injured pupils:

- between 8.15am and 4.15pm, the School Nurse deals with any accidents or injuries; if the School Nurse is not available, a First Aider must be contacted to deal with the pupil;
- action taken is recorded on the Evolve online accident record;
- the School Nurse or duty First Aider medically assesses the pupil and treats them accordingly; if the child is then well enough, he/she returns to class;
- parent(s) are telephoned if the pupil is too unwell to stay at school; if they wish to collect their child, appropriate arrangements are made;
- if a severe illness or injury is suspected, the emergency services are called and support staff contact the parents to inform them; a member of staff accompanies the pupil in the ambulance, while he

School Nurse remains at school for the remaining pupils;

- in accepting a place at the school, parents are required to give their permission for the Principal to provide consent, on the advice of qualified medical opinion, for emergency medical treatment including general anaesthesia and surgical procedure under the NHS, if the school is unable to contact a parent;
- if any issue arises during treatment or discussion with a pupil that the School Nurse feels should be taken further, they will telephone or speak to the parents and/or the Designated Safeguarding Lead following the Safeguarding Policy.

First Aiders have up to date Emergency First Aid training, in compliance with Health & Safety (First Aid) Regulations (1981) & delivered in Accordance with Currently Accepted First Aid Practice. They are not, however, medically qualified and hence cannot give medical advice.

Paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be due to a respiratory problem, making ventilation crucial to the child's chances of survival. However, for those not trained in paediatrics resuscitation, the most important thing is to act quickly to ensure the child gets the treatment they need in a critical situation.

The person responsible for responding to the accident is also responsible for reporting the procedure. If a notification of a serious accident - causing death, major injury and/or dangerous occurrences is needed, this is the responsibility of the Director of Operations, who is the school's Health and Safety Officer. The Accident/Incident reports are kept on the online Evolve system for all injuries and the procedures to be followed are clearly outlined in the First Aid Policy. The arrangements for First Aid for sports, outdoor pursuits and field trips are the responsibility of the Trip Leader and supervising staff.

Hygiene/Infection Control

In order for the school to maintain hygiene standards and reduce the risk of infections spreading:

- hands must be washed before and after giving First Aid;
- single-use disposable gloves must be worn when treatment involves blood or other body fluids;
- any soiled dressings, etc., must be put in a clinical waste bag and disposed of appropriately;
- any body fluids on the floor should have absorbent granules sprinkled on them and be swept up with the designated dustpan and brush; if possible, the area should be bleached;
- body fluid spillages on hard surfaces should be cleaned up and then bleached;
- exposed cuts and abrasions should always be covered.

There are several hand sanitiser stations around the school for use when hand washing facilities are not in the immediate vicinity.

If a pupil or staff member is suspected of having an infectious disease, in accordance with national guidelines for schools, they will be isolated and sent home with specific instructions on when to return. The School Nurse will contact the Health Protection Team (HPT) for advice and guidance if required regarding infectious diseases. [Managing outbreaks and incidents - GOV.UK](#)

A pupil should not be in school if they have vomited or had diarrhoea in the previous 48 hours.

Incident Reporting

All incidents/injuries/minor head injuries and treatment are recorded on the Incident/Accident online Evolve system, which is managed by the School Nurse. All staff have access to the Accident Book and are able to record all incidents.

In line with the Head Injury Policy, any injury to a pupil's head will be managed accordingly, including following

' Return2Play ' guidance where appropriate. Parents are always contacted, regardless of how minor the injury may appear.

Any significant injury also needs to be entered in the Evolve Accident Book. This is completed by the person administering First Aid and by the person who has dealt with the accident, on the same day as the event.

Kneller Hall School follows the Department of Health's guidance on infection control in schools: <C:\Users\nurse.RHS\OneDrive - radnorhouse.org\GFIS.pdf>

In the event of a needlestick or sharps injury, the incident must be reported immediately to the school's nurse or the staff's line manager. The injury should be documented promptly in the school's accident or incident reporting system (e.g. Evolve). If the injury involves a student, the Designated Safeguarding Lead (DSL) & school nurse must also be informed. The affected individual should attend A&E for assessment, particularly if the needle was used or there is a risk of exposure to blood-borne viruses such as HIV or Hepatitis B/C. If the needle was contaminated or the source is known to pose an infection risk, the School Nurse may contact the UKHSA Health Protection Team for further advice. The UKHSA London HPT can be reached at 0344 326 2052. Should the injury result in staff absence or transmission of a disease, it may be reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) by the Director of Operations.

Sharing of Information

The School Nurse informs the staff of the updated list of pupils who are known to have medical conditions/problems via the weekly Medical Radar . The pupils medical information & dietary needs are accessible to all staff in the medical Team. The School Nurse informs the Catering Manager and relevant staff of pupils with known food allergies or medical needs. A regularly updated list of these pupils is shared with staff via a live updates link circulated each week in the Medical Radar. This information is also accessible at any time through a live spreadsheet, which is maintained and updated regularly to ensure accuracy and reflect any changes in medical guidance or individual pupil needs. This list is reviewed each time a pupil is added or deleted from it.

Medical details of pupils for out of school visits can be obtained from Evolve (via iSAMS), and these are taken on all school trips. For overseas or residential trips, up to date medical consent forms are obtained for all pupils attending.

Accidents

Work-related or any other kind of accidents on or off the premises involving death or major injury (including as a result of physical violence) must be reported immediately to the HSE without delay. All accidents must be reported in the Staff/Visitor Incident online Evolve system.

Work-related accidents that prevent the injured person from continuing with his/her normal work for more than three days must be reported to the Head of HR within ten days. In cases of work-related diseases, a doctor must notify the school (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer). Certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health) must also be reported to the school Health and Safety Officer.

For more information on how and what to report to the HSE, please see: <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

Practical Arrangements at the Point of Need

An ambulance must always be called:

- in the event of a serious injury;
- in the event of any significant head injury;
- in the event of a period of unconsciousness;
- whenever there is a possibility of a fracture or where this is suspected; and
- in the event of a severe allergic reaction.
- Needle stick or sharps injuries

The School Nurse prepares a termly review of accidents, injuries and near misses for discussion at the Health and Safety Committee. The review identifies trends, recurring hazards and any serious incidents. Actions arising from these meetings are used to update risk assessments, improve working practices, review first aid provision and reduce the likelihood of future incidents.

Appendix A: RIDDOR

Reporting to HSE

The School complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Director of Operations is responsible for ensuring reportable incidents are notified to the Health and Safety Executive (HSE) using the current reporting arrangements.

The Principal is responsible for the accurate keeping of records and reporting, but may delegate the day-to-day administration to the Director of Operations. There must be a record of any reportable injury, disease or dangerous occurrence, which must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents involving employees or self-employed people working on the premises must be reported to the HSE:

- accidents resulting in death or major injury (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than three days;
- accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work, i.e. if it relates to:
 - any school activity, both on or off the premises;
 - the way the school activity has been organised and managed;
 - equipment, machinery or substances;
 - the design or condition of the premises.

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Director of Operations will report the incident to HSE and also to our insurers.

The Nature of the Work, the Hazards and the Risks

The following table, compiled using information from the Health & Safety Executive, identifies some common workplace risks and the possible injuries that could occur:

Risk	Possible injuries requiring first aid	Assessed risk to employees, pupils and visitors/contractors
Manual Handling	Fractures, lacerations, sprains and strains (mainly pertains to kitchen/cleaning and maintenance staff)	Low
Slip and trip hazards	Fractures, sprains and strains, lacerations. (mainly pertains to pupils)	Low
Machinery	Crush injuries, amputations, fractures, lacerations, eye injuries – there are very few machines within the school which are capable of causing amputations and fractures.	Low
Work at height	Head injury, loss of consciousness, spinal injury, fractures, sprains and strains – working at heights is restricted to adults, below one metre an adult can work alone; over one metre a full-size ladder or scaffold tower is used with two or more people present at all times.	Low

Workplace transport	Crush injuries, fractures, sprains and strains, spinal injuries – it is unlikely that workplace transport injuries will occur as the minibus is only used for people carrying.	Low
Electricity	Electric shock, burns – all hardwiring is tested every five years and PA 100% every three years. There is also an annual visual H&S self-audit which should identify any shortcomings and these would then be rectified; coupled to this is the appointment of H&S reps who are responsible for monitoring all H&S matters within their area of responsibility.	Low
Chemicals	Poisoning, loss of consciousness, burns, eye injuries – all chemicals are kept under lock and key and their issue and use is supervised by qualified adults/personnel.	Low

Appendix B : Staff First Aiders

Please see the live document link for the list of our current staff first aiders.

[Emergency First Aid at Work - Staff First Aiders .xlsx](#)