



First Aid Policy

2026 - 2027

‘Work hard, be kind and push yourself.’

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	6
7. Training.....	7
8. Monitoring arrangements	7
9. Links with other policies	8
Appendix 1: list of trained first aiders	8
Appendix 2: accident report form.....	9
Appendix 3: first aid training log	11

Reviewed By:	Review Date	Reviewing Governor	Date Approved by Governing Body
Anna Wallis	June 2018	Bob Arnold (EWG)	21/06/2018
Anna Wallis	July 2019	Bob Arnold	26/09/2019
Anna Wallis	February 2021	Mick Michell	22/06/2021
Alastair McKenzie	July 2022	Mick Michell	13/10/2022
Mollie Robberts	July 2023		
Mollie Robberts	July 2024	Jo Oliver	21/10/2024
Mollie Robberts	July 2025	Jo Oliver	21/01/2026
Mollie Robberts	July 2026	Jo Oliver	07/07/2026

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 regard 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 person is Reception and Administration Assistant. 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

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
- Filling in an Accident Form or Learning Partners Health & Safety Report (if applicable) on the same day, or as soon as is reasonably practicable, after an incident (see the templates in appendix 2)
- Keeping their contact details up to date

Our school's 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 will:

- Work with the Headteacher and Executive to execute health and safety audits
- Review and approve all Trust Health and Safety and Medical Needs policies

3.4 The Principal

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

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times during school hours during term time

- 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)

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing an Accident Form or Learning Partners Health & Safety Report (if applicable) (see appendix 2) for all incidents they attend to where a first aider 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, family will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the family
- If emergency services are called, a member of the front office team will contact family as soon as possible
- The first aider/relevant member(s) of staff will complete an Accident Form or Learning Partners Health & Safety Report (if applicable) 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
- Information about the specific medical needs of pupils
- Families' contact details

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

There will always be at least one first aider on school trips and visits unless the venue being visited has qualified first aiders and first aid facilities.

4.3 Lettings

There are first aid boxes located in proximity to the Hire areas. The locations are mapped and can be highlighted by School Lettings staff to the Hirer. The contents are checked frequently and replaced as necessary by School staff (the responsible person is noted within the school Health and Safety Policy).

It is the responsibility of the Hirer to ensure there are an adequate number of trained first aiders on site during the 'Hire/Let'. Determining the level of first aid that should be provided by the Hirer will depend partly on the nature of the activities being undertaken.

An assessment of the risks and first aid needs should be undertaken by the Hirer to decide on an adequate level of First Aid cover. For example, in sporting activities there should be a qualified first aider available, and clubs should ensure an adequate number of staff available during the length of the session, so that, in the event of an emergency, the group are not left unsupervised if the first aider has to go to the hospital with a casualty. With regard to u18 Hire activities, parental consent (written permission) should be obtained by the Hirer to seek any necessary emergency medical first aid advice or treatment of the children in the future, prior to the Hire.

For large Public Event Hire, arrangements should be made by the Hirer for the British Red Cross or St John Ambulance to attend and provide first aid cover.

The school's own employees should not be relied upon as the first aid provision by someone hiring the premises, as they may not be always be present.

In the event of an accident/first aid incident on the school site, the Hirer must notify the school staff on duty at the time of the incident and complete the relevant School First Aid reporting form, which will be reviewed and signed by the school. See appendix 2.

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

No medication is kept in first aid kits.

First aid kits are stored in:

Reception + Grab Bag Reception Foyer

PE (Kit Cupboard)
PE (Gym)
3G Bag
DT (Woodwork Room)
Food Technology (Office)
Science (Prep Room 1)
Science (Prep Room 2)
Cloakroom
New white minibus
White minibus
Kitchen in cafe (owned by Innovate)

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the relevant member(s) of staff 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 all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the Office Manager
- Records held in the first aid and accident spreadsheet will be retained by the school for a minimum of 3 years, 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 Office 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 Office Manager 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

- 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
- **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 Office Manager 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**
- 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

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 (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

8. Monitoring arrangements

This policy will be reviewed by Mrs Mollie Robberts, Vice Principal every year.

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

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of trained first aiders

Surname	Forename	Location	Role
Risbridger	Sophie	Reception	Receptionist
Asprey	Harry	Science	Technician
Bain	Sophie	Art	Teacher
Bhogal	Harjinder	Classroom support	Classroom support
Chamberlain	Petula	Admin Office	Office Manager
Fornasiero	Franco	Science	Teacher
Francis	Becca	SLT	Assistant Principal
Gill	Charlotte	Teacher	Teacher/DofE
Greenwood	Lisa	Admin Office	Administrator
Hamilton	Jeanette	Pastoral Office	Pastoral Lead
Henderson	Ray	Premises Hut	Premises Manager
Hill	Alex	Teacher	Head of Business Studies
Knowles	Charlotte	Classroom support	PM
Notley	Nigel	Premises	Premises Assistant
Palmer	Kate	Eikon	Support
Phillips	Mary	Classroom support	PM
Pullen	Ben	Classroom Support	PM
Roberts	Piers	Teacher	Teacher
Siddiqui	Rohan	DT	Technician
Slatter	Marguerite	Classroom support	PM
Watson	Kelly	Reprographics	Reprographics Assistant
Williams	James	DT	Teacher
Williams	Ursula	English	Teacher

Appendix 2: accident report form



Kings College Guildford Accident Report



Please ensure this form is FULLY completed as soon as possible. Please pass to the Office Manager. The information may be submitted directly to Surrey CC/Oshens online so all information provided on this form must be accurately recorded.

All information to be completed in CAPITALS

Name of person reporting this event:

Time and date of event:

Describe fully what happened:

.....

.....

.....

.....

Exact location of event: (on site/off site/ internal/ external – room/corridor etc.)

.....

Name of injured person:

Category of injured person:

Student ☐ Staff ☐ Non-employee (i.e. Visitor, Contractor, Hirer), Please circle.

Contact Details if non-Kings College Guildford member:

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Name of witness(es): 1

.....

Name of witness(es): 2

.....

Category of witness(es): Student ☐ Staff ☐ Non-employee ☐

Name of first person on scene:

.....

Category of First person on scene: Student ☐ Staff ☐ Non-employee ☐

Address of Person(s) involved: (only if person not staff or student)

.....

Injury:

Type (cut/burn/break):

Body part:

Specific body part (upper/lower):

Injury severity category: Minor ☐ Severe ☐ Life-threatening ☐

Treatment: Was any given? Yes ☐ No ☐

Describe treatment given:

.....

.....

Where was treatment given (exact location):

.....

Who provided treatment (name):

Condition of injured person:

Conscious ☐ Unconscious ☐ Mobile ☐ Required resuscitation ☐

Required hospital ☐ Remained in hospital more than 24hrs ☐

What happened after initial treatment? (stayed on site/went home/went to hospital etc)

.....

.....

Mode of transport if left site:

Next of Kin been advised: Yes ☐ No ☐

By whom: [A&A&A](#)

Weather conditions:

Dry ☐ Sunny ☐ Wet ☐ Raining ☐ Snowing ☐ Icy ☐

Other comments:

.....

Signature of person reporting event:

Date of report: [A&A&A](#)

Reviewed by: [A&A&A](#)

~~Oshens~~ report required: Yes ☐ No ☐

Name of person inputting online:

Date of input:

Appendix 3: first aid training log

Surname	First name	Location	Date Qualified	Valid until
Asprey	Harry	Science	16/10/2025	15/10/2028
Bain	Sophie	Teacher	02/06/2024	02/06/2027
Bhogal	Harjinder	Classroom support	29/06/2026	29/06/2029
Chamberlain	Petula	Admin Office	20/01/2026	19/01/2029
Fornasiero	Franco	Teacher	25/10/2024	24/10/2027
Francis	Becca	Teacher	25/10/2024	24/10/2027
Gill	Charlotte	Teacher/DofE	15/01/2025	14/01/2028
Greenwood	Lisa	Admin Office	16/10/2025	15/10/2028
Henderson	Ray	Premises Manager	16/10/2025	15/10/2028
Hill	Alex	Teacher	16/10/2025	15/10/2028
Hojak	Dagmara	Classroom support	16/10/2025	15/10/2028
Knowles	Charlotte	Classroom support	29/06/2026	29/06/2029
Notley	Nigel	Premises	03/02/2025	03/01/2028
Palmer	Kate	Eikon	12/03/2024	12/03/2027
Phillips	Mary	Classroom support	29/06/2026	29/06/2029
Pullen	Ben	Classroom support	16/10/2025	15/10/2028
Risbridger	Sophie	Reception	02/06/2024	02/06/2027
Roberts	Piers	Teacher	25/10/2024	24/10/2027
Siddiqui	Rohan	D.T.	16/10/2025	15/10/2028
Slatter	Marguerite	Classroom support	29/06/2026	29/06/2029
Watson	Kelly	Repro	16/10/2025	15/10/2028
Williams	James	Teacher/DofE	29/11/2024	29/11/2027
Williams	Ursula	Teacher/DofE	29/11/2024	29/11/2027