



# **ST THOMAS MORE CATHOLIC SECONDARY SCHOOL**

## **FIRST AID POLICY**

**Approved by: Local Academy Committee**

**Last reviewed: February 2026**

**Next review due by: February 2027**

## Contents

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

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As part of the OLICAT Multi Academy Trust, St Thomas More Catholic Secondary School recognises that this policy will extend to pupils/visitors and others even though the Regulations do not oblige employers to provide first aid for anyone other than their own employees.

This policy will provide for risks to pupils and visitors and will make allowances for them when performing risk assessments and when deciding on numbers for first aid personnel. This is in addition to the *Management of Health and Safety at Work Regulations 1999* which requires employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks.

### 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 trustees 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 (DfE) 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 assess 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 Board of Trustees:

The board has ultimate responsibility for health and safety matters across the trust under the Health and Safety (First Aid) Regulations 1981, but delegates operational matters and day-to-day tasks to the headteacher and staff members of each school. It also delegates the monitoring of First Aid policy and procedures to the Local Academy Committee.

### 3.2 Local Academy Committee:

- Will ensure that St Thomas More Catholic Secondary School has an appropriate policy based on suitable and sufficient risk assessments conducted by a competent person.
- Will ensure that St Thomas More Catholic Secondary School provides sufficient funding for first aid provision.
- Monitor that staff are appropriately consulted and trained.
- Receive and consider reports from St Thomas More Catholic Secondary School
- Reviewing the policy annually, and/or when statutes or guidance change, and/or after an incident/accident.

### **3.3 Appointed person(s) and first aiders:**

The appointed person(s) at each school is responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Making sure 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 report on the same day as, or as soon as is reasonably practicable after an incident.
- Keeping their contact details up to date

The appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

### **3.4 The Headteacher:**

The Headteacher is responsible for local implementation of the policy, including:

- Making sure that an appropriate number of appointed persons and/or trained first aid personnel are always present in the school
- 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, including, but not limited to, the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the school's first aid needs
- 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 catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

### **3.5 School staff:**

All school staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the first aid staff in school are

- Completing accident reports 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 the scene until help arrives
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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, a member of the office staff will contact parents/carers and ask them to collect their child. Upon the parent's/carer's arrival, the first aider will recommend next steps to them
- If emergency services are called, a member of SLT will contact parents/carers immediately
- 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

### **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 including, at minimum:

The following are based on the HSE's recommendation for a minimum travelling first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.

- 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'/carers' 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 relevant member of staff before 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 always be at least 1 first aider on school trips and visits.

## **5. First aid equipment:**

A typical first aid kit in our schools will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- Reception (Main Office)
- All science labs
- All design and technology classrooms.
- The school kitchens
- School vehicles

## **6. Record-keeping and reporting:**

### **6.1 First aid and accident record book**

- An incident report form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury on Handsam.
- As much detail as possible will be supplied when reporting an accident, including all the information included in the incident report form on Handsam..

### **6.2 Reporting to the HSE**

The School Operations Co-ordinator 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 Operations Co-ordinator 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 Schools Operations Co-ordinator 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

## **7. Training:**

All 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.

## **8. Monitoring arrangements:**

This policy will be monitored by the headteacher and reviewed by the Local Academy Committee annually.

At every review, the policy will be approved by the Local Academy Committee

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

## **9. Links with other policies:**

This first aid policy is linked to the:

- Health and Safety policy
- Risk Assessment policy
- Policy on supporting pupils with medical conditions

## Appendix 1: list of trained first aiders

### ST THOMAS MORE CATHOLIC SECONDARY SCHOOL QUALIFIED FIRST AIDERS CONTACT LIST

Should an accident happen or a student/employee requires first aid please contact the First Aider in your work area.

**Defibrillators** are located in the school office/Emmaus & Marian block in H6.

NAME OF FIRST AIDER	CONTACT NUMBER	EXPIRY
Rhys Allen	3255	19/01/2029
Hana Biggins	3254	Awaiting renewal
Becky Clark	3254	28/06/2026
Lucie Belcher	3254	15/02/2027
Alyn Meredith	3222	03/09/2027
Jeremy Grant-Jones	3210	19/01/2029
Agnieszka Derleta	3201	04/08/2028
John Hopkins	3244	15/09/2028
Christine Botterill	3202	03/09/2027
Leanne Thorpe-Kingsley	3203	03/09/2027
James Mealing	3272	03/09/2027
Sharon Burns	3262	03/09/2027
Emma Gmajner	3216	15/02/2027
Jackie Wodecki	3263	Awaiting renewal
Karen Russo	3212	17/06/2027
Anna Fry	3200	Awaiting renewal
Daniel Bedeau	3222	12/02/2029