Pathways School

First Aid Policy

Policy Monitoring

Date policy last reviewed: June 2026

Signed by:

Neil Jones	Headteacher	Date:	June 2026
Saima Ali	Chair of governors	Date:	June 2026

Date of next review: June 2027

This policy will be reviewed at least annually and following any concerns and/or updates to national/local guidance or procedure.

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1. Statement of Intent

Pathways School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

• Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.

• Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.

• Ensure that medicines are only administered at the school when express permission has been granted for this.

• Ensure that all medicines are appropriately stored.

• Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

2. Legislation

This policy is based on advice from the Department for Education on First Aid in schools and Health and Safety 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, decide 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 students.

3. Links to other school policies and practices

- Health and safety policy
- Risk assessment policy
- Policy on supporting students with medical conditions

4. Roles and responsibilities

The Headteacher

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

- Ensuring that an appropriate number of trained first aid personnel are always present in the school;
- 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 students;
- Reporting specified incidents to the HSE when necessary.

First Aiders

First aiders are trained and qualified to carry out the role, and 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;

- 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 students home to recover, where necessary;

- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident;

- The names of the school's first aiders are on display prominently around the school.

Staff

School staff are responsible for:

• Ensuring they follow first aid procedures;

• Ensuring they know who the first aiders in school are;

• Completing incident reports for all incidents they attend to and notifying the first aider, where appropriate, to complete the relevant section of the form;

• Informing the Headteacher or their manager of any specific health conditions or first aid needs.

While the school maintains an appropriate number of trained and certified First Aiders, all staff have a general duty of care towards pupils. This means that any member of staff may provide simple first aid or immediate assistance (for example: offering reassurance, applying a cold compress, or supporting a pupil until a qualified First Aider arrives).

Staff are not expected to act beyond the level of their training or competence, but they should take reasonable steps to safeguard the health and wellbeing of pupils in their care. In serious or uncertain cases, staff should seek immediate assistance from a trained First Aider and/or call emergency services.

5. First aid procedures

In-school procedures in the event of an incident 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 school administrator will contact parents immediately;

- The first aider and/or relevant member of staff will complete an incident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

Off-site procedures in the event of an incident resulting in injury

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

- A school mobile phone;
- A portable first aid kit;
- Any pupil specific emergency medication.

Risk assessments will be completed by the Group Leader prior to any educational visit that necessitates taking students off school premises. There will always be at least one first aider on school trips and visits.

Staff Incidents and Accidents

- Any staff member injured or taken ill at work must report the incident to the Head Teacher (or Deputy/Assistant HT) and ensure it is recorded in the Staff Accident Book, located in the admin office.

- Where a staff injury occurs as a result of an incident involving a child, it must also be recorded on Arbor under the relevant student's behaviour or incident record.

- All staff are encouraged to report any injury, no matter how minor, including near misses, as these help the school monitor safety and make proactive changes.

- A qualified first aider must be called if the injury requires assessment or immediate medical attention.

- If a staff member is unable to perform their normal duties for more than 7 consecutive days, the Headteacher is responsible for ensuring it is reported to the HSE under RIDDOR.
- Follow-up actions, including debriefs and risk assessments, should be carried out where necessary to support staff wellbeing and prevent recurrence.

6. First aid equipment

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

- Assorted plasters
- Eye pads
- Triangular bandages
- Sterile dressings
- Antiseptic wipes
- Disposable gloves
- Revival aid (for rescue breaths)

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The admin office
- The staff room

7. First aiders

First aiders will be expected to:

• Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or college or on educational visits.

• Ensure that an ambulance or other professional medical help is called when appropriate. When selecting first aiders, the school will consider the following factors set out in the government guidance:

• Reliability and communication skills.

• Aptitude and ability to absorb new knowledge and learn new skills.

• Ability to cope with stressful and physically demanding emergency procedures.

• Availability to respond immediately to an emergency.

Each classroom's first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The appointed person will be responsible for maintaining supplies.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

8. Record-keeping and reporting

First aid and incident record book

- An incident form will be completed by the first aider and relevant member 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 incident, including all the information included in the incident form;
- Records held will be retained by the school in accordance with the school's insurance retention schedule (this is currently set at 75 years), and then securely disposed of.

9. Reporting to the HSE

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

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 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.
- 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 include, but are not limited to:
- collapse or failure of load-bearing parts of lifts and lifting equipment;
- accidental release of a biological agent likely to cause severe human illness;

- 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

10. Notifying parents

Parents will be informed of any incident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable using the daily contact communication system, specifically issuing a “bump note”. The Headteacher will inform parents of any head injuries sustained by a student, as well as any first aid treatment given, by phone call on the same day.

11. Reporting to child protection agencies

The Headteacher will notify the local authority of any serious accident, illness, or injury to, or death of, a pupil while in the school’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The Headteacher will also notify child protection services of any serious accident or injury to, or the death of, a pupil while in the school’s care.

12. Training

All school staff have equal opportunities 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. Staff will receive periodic training so that they are kept up to date with new information.

13. Monitoring and review

This policy will be reviewed annually by the governing board, and any changes will be communicated to all members of staff. Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.