

FIRST AID POLICY

BROCKWOOD PARK SCHOOL & INWOODS SMALL SCHOOL including EYFS

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Policy is maintained by	Infirmiry Team, Health & Safety Officer, H&S SMC Liaison
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Review body	Infirmiry Team, Health & Safety Officer, School Management Committee (incl. H&S SMC Liaison)

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1 Introduction

The aim of this policy and other associated policies is to enable staff to carry out essential first aid in a timely and competent manner. This policy outlines the school's statutory responsibility to provide adequate and appropriate first aid to students, staff, volunteers and visitors and the procedures in place to meet that responsibility.

The governing legislation for first aid in the workplace is [The Health and Safety \(First-Aid\) Regulations 1981](#) and their approved codes of practice (ACoP) which is revised periodically to ensure high standards are maintained. Although the regulations only require the employer to provide cover for staff [The Management of Health and Safety at Work Regulations 1992](#) and the [Management of Health and Safety at work regulations of 1999](#) it is the school's policy to extend this cover to children and visitors. The school pays due regard to the [First Aid in schools, early years and further education](#) guidance published by the DfE. The school also recognises its duty to follow the ISSR's 2014 in particular Part 3 13a and the EYFS Statutory Framework.

This policy applies to:

- The whole school, including the Early Years Foundation Stage (EYFS) and all other activities provided by the school, inclusive of those outside of the normal school hours;
- All staff (teaching and support staff), the Trustees and volunteers working in the school.

This policy will be reviewed annually by the Infirmary Team at Brockwood and the School Coordinator at Inwoods and is also approved by the School Management Committee.

This policy should be read in conjunction with:

- *Brockwood Park School's Medical Policy*
- *Inwoods Small School's Medical Policy*
- *Health and Safety Policy*
- *Risk Assessment Policy*

2 Roles and Responsibilities

2.1 The Trustees

The board of Trustees has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the School Management Committee (SMC) which is chaired by the co-chairs, Thomas Lehmann and Mina Masoumian.

2.2 Co-Chairs of School Management Committee

The Co-Chairs are responsible for the implementation of this policy. They do this by appointing Rob Beddow as Health and Safety Officer. To support Rob, Tom Power has been appointed as the SMC H&S Liaison. Tom and Rob meet regularly and review Health and Safety compliance and provision across the schools.

2.3 Health and Safety Officer (supported by the SMC H&S Liaison)

The day to day management of health and safety in the schools is coordinated by Rob Beddow (Health and Safety Officer), supported by Tom Power (SMC H&S Liaison). In the context of First Aid, this management may include:

- Ensuring that an appropriate number of first aid trained staff 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 staff 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)

2.4 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 reports for all incidents they attend if a first aider is not called
- Informing the Co-Chairs or their manager of any specific health conditions or first aid needs

3 First Aiders

At Brockwood the school's infirmary staff are the first point of call for taking charge when someone is injured or becomes ill and ensuring that an ambulance or other professional medical help is summoned when appropriate. At Brockwood the residential staff are also

First Aid Trained. If the Infirmary Team aren't available first aiders 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.

The teaching staff at Inwoods also have appropriate First Aid training and a qualified paediatric first aider is always on site when EYFS children are present.

A register of staff members who hold an HSE recognised first aid certificate is kept in the staff office (and online), and it includes the staff who are trained in paediatric first aid for the Early Years Setting at Inwoods. The list is also displayed on all the notice boards in the school and accommodations.

All first aid qualifications will be renewed as required. Paediatric first aid certificates are renewed every 3 years. A register of qualifications and expiry dates is kept by the Recruitment Officer and on the staff files.

If a first aider is in any doubt as to their ability to deal with a situation, they should call for the attendance of the Infirmary Team or call an ambulance.

4 First Aid Boxes

First aid boxes contain sufficient quantities of suitable first aid materials and nothing else. A typical first aid box contains: A leaflet giving general advice on first aid, plasters, sterile eye pads with attachments, triangular bandages, safety pins, medium sized individually wrapped sterile unmedicated wound dressings, large unmedicated wound dressings and disposable gloves. We ensure we follow the HSE list of required equipment in the first aid boxes. There are lists of first aiders and location signs in designated areas around the school. For areas of higher risk (e.g. Science department, Technology and Estates departments) extra equipment is supplied.

Inspection of the first aid kit is carried out every month at Brockwood by Infirmary staff, and the inspection records are kept on the Infirmary Google Drive. At Inwoods, the School Coordinator completes the checks as part of their regular Health and Safety checks. Depleted stocks are replaced as soon as possible, and sufficient back-up supplies are kept on the school premises. First aid items do go out of date and these are removed from the first aid box and carefully discarded.

Additional resources such as scissors, adhesive tape, (disposable aprons) or individually wrapped moist wipes may be kept in the first aid box or made readily available.

5 First Aid Equipment

5.1 Anaphylaxis & Adrenaline Auto-Injector

There are two school adrenaline auto-injectors stored within a clearly labelled first aid box located within the main reception area at Brockwood and in the Big Barn at Inwoods. This is accessible to all staff who are given training on how to use the kit. Students prescribed with adrenaline auto injectors will have a care plan and be known to staff. They will be identified with a passport size photo on an *Allergy Action Plan* which is posted on the wall near the spare adrenaline auto-injector first aid kit.

5.2 Asthma & Inhalers

Students who are diagnosed with asthma have a spare emergency salbutamol inhaler stored within a clearly labelled first aid box which is located within the main reception area at Brockwood and in the Big Barn at Inwoods. The students who have use of an inhaler shall each have a care plan and be known to staff. They will be identified with a passport size photo on an *Allergy Action Plan* which is posted on the wall near the spare adrenaline auto-injector first aid kit.

5.3 AED

The AED (defibrillator) is stored below the fire panel located by the entrance to the Assembly Hall corridor. The AED battery is checked weekly by the Infirmary Team and the school Maintenance Team.

5.4 Away from school

A first aid kit will be supplied by the school infirmary for all trips, camps, etc. These will be supplied according to the information on the risk assessment form and can be collected on the day of departure from the Infirmary Team. Staff will be informed about the specific medical needs of pupils and have parent/carers' contact details. Staff will ensure they have a school mobile phone.

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 the recommended content. Risk assessments will be completed by the staff member organising the trip and will be checked by the infirmary team prior to any educational visit that necessitates taking pupils off school premises. **School vehicle first aid kits include the antihistamine medication cetirizine 10mg. (Vehicles remain locked when not in use)**

When Inwoods runs trips there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

6 Accident records

All incidents/accidents and near misses are recorded by the first aiders on the same day or as soon as is reasonably practicable after an incident, in the Accident Book which is kept at Reception in Brockwood Park School and in the staff Office at Inwoods Small School.

At Brockwood the record is kept in the First Aid and Infirmary folder in the Facilities Office and recorded on Salesforce. At Inwoods any accident is recorded on Salesforce and a paper copy from the accident book is stored in the children's file in the office at Inwoods Small School.

Where required, the school Estate and Maintenance Coordinator will report incidents or near-miss events to the Health and Safety Executive as required by [RIDDOR](#), and following the guidance of: [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#) and [The Social Security \(Claims and Payments\) Regulations 1979](#) which set out the rules on the retention of accident records. Records will be kept for at least 3 years (or longer if required by insurers).

7 Informing Parents

Parents' contact details will be kept up to date and Brockwood Park School and Inwoods Small School will inform parents and/or carers of any accident or injury sustained by the child, and of first aid treatment given, on the same day, or as soon as reasonably practicable.

At Inwoods the parent will be asked to sign the accident book to show they have understood what happened.