

FIRST AID POLICY

BROCKWOOD PARK SCHOOL

Last Review Date	13 Aug 2026
Policy endorsed by	The Trustees, School Management Committee
Policy is maintained by	Infirmiry Team, Health & Safety Officer, H&S SMC Liaison
Next review date	August 2027
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;

- [HSE Regulations on First Aid](#)
- [The Management of Health and Safety at work regulations of 1999](#)
- 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 13 and the NMS for Boarding in particular Standard 7.

This policy applies to:

- The whole school 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 is also approved by the School Management Committee. It is also informed by the First Aid Needs Analysis that is completed each year.

This policy should be read in conjunction with:

- *Allergy Policy*
- *Medical Policy*
- *Safeguarding and Child Protection Policy*
- *Mental Health Policy*
- *SEND Policy*
- *Health and Safety Policy*
- *Educational Visits 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 school.

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

The day to day management of health and safety in the school 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 students
- 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.

A register of staff members who hold an HSE recognised first aid certificate is kept in the staff office (and online). The list is also displayed on all the notice boards in the school and accommodations.

All first aid qualifications will be renewed as required. 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 except antihistamine for allergic reactions in the first aid boxes in the school vehicles, for which a risk assessment has been produced. 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, Art, Design and Technology and Woodwork department) 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. 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 cabinet located within the main reception area at Brockwood. This is accessible to all staff who are given training on how to use the kit. Students prescribed with adrenaline auto injectors will have an Individual Health Care Plan (IHP) and be known to staff. They will be identified with a passport size photo on an *Allergy Action Plan* which is kept in the emergency medications cabinet in the reception office.

5.2 Asthma & inhalers

Students who are diagnosed with asthma have a spare emergency salbutamol inhaler stored in the emergency medications cabinet in the reception office which is located within the main reception area at Brockwood. 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 kept in the emergency medications cabinet in the reception office.

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 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 and a risk assessment has been written.)

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.

At Brockwood the record is kept in the First Aid and Infirmary folder in the Facilities Office and recorded on Salesforce.

Where required, the school Health and Safety Officer, who is also the Estate and Maintenance Manager, 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.

First aid records relating to students form part of the student file and are retained in line with the KFT *Records Retention and Disposal Policy* (25 years from the student's date of birth, longer where safeguarding-relevant or where the incident could give rise to a claim). Records relating to staff first aid incidents are retained as staff accident records under the same policy (minimum 4 years). As health data, first aid records are special category personal data — access should be limited to those with a first aid or pastoral/medical care role.

7 Informing parents

Parents' contact details will be kept up to date and if there is a need to administer first aid, parents and/or carers will be updated if necessary of any accident or injury sustained by the student, and of first aid treatment given, on the same day, or as soon as reasonably practicable.