

# NEWLANDS GIRLS' SCHOOL POLICY DOCUMENT



NEWLANDS GIRLS' SCHOOL  
COURAGE COMMITMENT COMPASSION

## First Aid Policy

LAST UPDATED AND REVIEWED	Updated June 2026
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POLICY TYPE	Statutory
REVIEW FREQUENCY AND DATE	Annually – June 2027

RESPONSIBLE	
Leadership Team	Pastoral Deputy
Governing Committee	Resources Committee

APPROVED:	Approved by:	Full Governing Body
	Meeting Date:	6 <sup>th</sup> July 2026 TBC

*Courage Commitment Compassion*

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## 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 regards to health and safety.
- External groups hiring the facilities are responsible for their own First Aid provision.
- 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 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

- 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 Appointed person(s) and first aiders

The school's appointed main First Aiders are:

Mrs Sefeena Yasin, Mrs Patrica Aldridge and Mr Gareth Evans. 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.

All staff trained as First aiders are 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.
- Ensuring an accident report form is completed on the same day, or as soon as is reasonably practicable, after an incident (see the template in Appendix 4).
- Keeping their contact details up to date.

As detailed above our main First Aiders are listed in Appendix 1.

The main first aiders names are displayed prominently around the school.

#### 3.2 The governing body

The governing body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

#### 3.3 The Headteacher

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

- Ensuring that an appropriate number of trained first aid personnel are present during normal opening hours.
- 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 6.2).

### **3.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- 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, 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, a member of the Reception Team will contact parents Immediately.
- The relevant member of staff or student will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. A copy of the form is given to the DSL, (Designated Safeguarding Lead), for review and action, if required. A copy is also given to the Facilities Manager, who is responsible for Health and Safety in the school.
- The main first aiders are trained to use a defibrillator, which is situated in the main school Reception Area next to the Meeting Room.

### **4.2 Off-site procedures**

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk Assessments will be completed by the Trip Leader prior to any educational visit that necessitates taking pupils off school premises.

## 5. First aid equipment

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

- |   |                              |
|---|------------------------------|
| • A leaflet with general first aid advice | • Sterile wipes              |
| • Regular and large conforming bandages   | • Plasters of assorted sizes |
| • Finger dressing                         | • Scissors                   |
| • Eye pad bandages                        | • Burn gel                   |
| • Triangular bandages                     | • Disposable gloves          |
| • Adhesive tape                           | • Face shield                |
| • Safety pins                             | • Foil blanket               |
| • Sterile water pods                      |                              |

*No medication is kept in first aid kits.*

First aid kits are stored throughout the school. See Appendix 2. The first aid kits are checked and replenished on an annual basis, or when necessary.

## 6. Record-keeping and reporting

### 6.1 First aid and accident record

- Accidents will be recorded on Arbor under 'Medical Event' on the same day or as soon as possible after an incident resulting in an injury including any diagnosis or treatment off-site. As much detail as possible should be supplied when reporting an accident:
- The Facilities Manager will review incidents on a weekly basis and address any health and safety issues as appropriate.
- Records previously held in the first aid and accident book 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 Facilities 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 Facilities Manager 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) which:
    - Covers more than 10% of the body
    - 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
- 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 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/pubns/edis1.pdf](http://www.hse.gov.uk/pubns/edis1.pdf) - Appendix 3

### 6.3 Notifying parents

The Headteacher (RIDDOR notifiable) will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### 6.4 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted 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 the Local Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 7. Training

All school staff are able 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 (see Appendix 1).

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

## 8. Monitoring arrangements

This policy will be reviewed by the Pastoral Deputy every year.

At every review, the policy will be approved by the Full Governing Body.

## 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
- Medical Procedures
- Offsite Activities Policy
- Allergy Policy

Appendix 1: The main trained First Aiders are in listed below:

Staff member's name	Role	Contact details
Mrs Sefeena Yasin	Reception Manager/First Aider	01628 502502
Mrs Patricia Aldridge	Receptionist/First Aider	01628 502660
Mr Gareth Evans	Facilities Manager	01628 502679

## Appendix 2: Locations of First Aid boxes

Dept	Room	Location of First Aid Boxes
Art	Office	In store cupboard - on workbench on the left
Business	B Block Office	Mounted on back wall
Drama	DS2	In cupboard to the right of the white board
Food	DT2	On right - on unit as you walk in
Textiles	DT4	On cupboard - on the left of the window sill
Graphics	DT5	In cupboard on top shelf
Resistant Materials	DT6	On wall to right of white board
MFL	Office	Wall mounted in stationary cupboard - 4th shelf up in the middle
RE/LS	LS Office	On shelf near noticeboard
Music	Office	Wall mounted
PE	Office	X3 On wall in PE Office - A large green bag is also locked in a cupboard in the changing room and used for fixtures
Reception	Office	X4 For Trips - in Trips cupboard
Reception	Corridor	On wall next to the Meeting room
Science	Labs 20/21	In store room of Lab 21 - on shelf on right hand side
Science	Labs 24/25	In store room at back in Lab 25 - on cupboard to the right
Science	Lab 32	Lab 32 - just inside door and on the left workbench
Science	Lab 33	Lab 33 - by the sink - left hand side of room
Science	S1/S2	X2 Middle room between S1 and S2 - top right hand corner of the workbench
Sixth Form	HOY Office	On floor near radiator
Training Room	Kitchen	On small cupboard right of door



# Incident reporting in schools (accidents, diseases and dangerous occurrences)

## Guidance for employers

### HSE information sheet

### Education Information Sheet No1 (Revision 3)

#### Introduction

This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The information sheet gives practical guidance to schools about what they need to report and how to do it.

#### What needs to be reported?

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work**.

The information sheet includes examples of the incidents that sometimes result from schools' activities and are reportable under RIDDOR. The sheet contains three sections, which cover:

- injuries and ill health involving employees (Section 1);
- injuries involving pupils and other people not at work (Section 2);
- dangerous occurrences (Section 3).

#### Who should report?

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils and school staff, this is normally the main employer at the school. The education pages on HSE's website at [www.hse.gov.uk/services/education](http://www.hse.gov.uk/services/education) provide information about who the employer is in different types of schools.

Some school employers may have centrally co-ordinated reporting procedures. In others, reporting

may be delegated to the school management team. The health and safety policy should set out the responsibilities and arrangements for reporting in each school.

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, eg builders, maintenance staff, cleaners or catering staff.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) for more detail on the reporting arrangements for self-employed people.)

#### Who do I report to?

For general advice about how to report, see HSE's RIDDOR web pages. You can report all incidents online and there is a telephone service for reporting **fatal and specified injuries only**. Reporting details for out of hours incidents are available from HSE's out of hours web page at [www.hse.gov.uk/contact/contact.htm](http://www.hse.gov.uk/contact/contact.htm).

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and you should submit your reports to them. HSE is also the enforcing authority for nursery provision provided and operated by local authorities. For privately run nursery schools, the local authority is the enforcing authority.

#### What records must I keep?

You must keep records of:

- any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;

- all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. **From 6 April 2012 you don't have to report over-three-day injuries, but you must keep a record of them.** Employers can record these injuries in their accident book.

You must keep records for at least three years after the incident.

## Section 1: Injuries and ill health to people at work

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases'). You can find detailed guidance about RIDDOR reporting and online reporting procedures at [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm).

If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

### Reportable specified injuries

These include:

- 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:
  - cover more than 10% of the body; or
  - cause 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.

### Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

### Reportable occupational diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) for details of the reporting arrangements for self-employed people.)

These include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

### Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

## Section 2: Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

### How do I decide whether an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting **where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.**

### What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

### What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

### Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

### Other scenarios

#### *Injuries to pupils while travelling on a school bus*

If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR.

However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

*Incidents involving pupils on overseas trips*  
RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

*Incidents to pupils on work experience placements*  
If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

### Section 3: Dangerous occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

- 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.

### Supplementary information

#### Consultation

Under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, employers must make relevant health and safety documents available to safety representatives.

This includes records kept under RIDDOR, except where they reveal personal health information about individuals. Further information is available in *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013 [www.hse.gov.uk/pubns/indg232.htm](http://www.hse.gov.uk/pubns/indg232.htm).

### Reporting requirements of other regulators

There may be other reporting requirements placed on schools by other regulators in the education sector. The requirements of these other regulators are separate to, and distinct from, the legal duty to report incidents under RIDDOR.

### Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This information sheet is available at:  
[www.hse.gov.uk/pubns/edis1.htm](http://www.hse.gov.uk/pubns/edis1.htm).

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## NEWLANDS GIRLS' SCHOOL Student Accident Report Form

<b>PUPIL INFORMATION</b>	
Surname	
Forename	
Date of Birth	
Form Group	

<b>Details of accident – exact location</b>	
Time :                      Date                      /                      /	
Part of body affected	
Nature of Injury (bruise/cut/bump)	
Treatment given	

<b>Student sent home</b>		Yes / No
Did you go to hospital		Yes / No
No of days absent from school		

**Please give information - how did the accident happened – did you report this to any person – did anyone see it happen**

**Name of person completing form**

\_\_\_\_\_

**Date:**                      /                      /



## UPDATES (to be added by staff)

Details of accident/ location	
Time :	Date / /
Part of body affected	
Nature of Injury (bruise/cut/bump)	
Treatment given/ parents contacted/ advice given	
<b>Student sent home</b>	Yes / No
Student advised to seek medical attention	Yes / No
No of days absent from school	
Notes -	<b>Parent/ Carer contacted for update</b> Date / / Time :
<b>Facilities Manager informed/ copy given</b>  <b>Date</b>	Yes / No  / /
<b>Arbor Updated - date</b>	/ /

Name of person completing form

\_\_\_\_\_

Date: / /



# NEWLANDS GIRLS' SCHOOL Staff Accident Report Form

<b>STAFF INFORMATION</b>	
Surname	
Forename	
Date of Birth	
<b>Details of accident – exact location</b>	
Time : _____	Date / / _____
Part of body affected	
Nature of Injury (bruise/cut/bump)	
Treatment given	
Where you able to continue at work	Yes / No
Did you go to hospital	Yes / No
No of days absent from school	
<p><b>Please give information - how did the accident happened – did you report this to any person – did anyone see it happen (continue on the back)</b></p>	

Name of person completing form

\_\_\_\_\_

Date: / /