



Bexhill
Academy

First Aid Policy

Adopted: October 2025
Next Review: October 2026
Reviewed by: D Holter

Date	Changes	Page number
9.20.25	Policy rewritten in line with ESCC model	Whole policy

FIRST AID POLICY

For Bexhill Academy

Rationale

Students in our care at Bexhill Academy need good quality first aid provision. Clear and agreed systems should ensure that all students are given the same care and understanding in our school. First aid is an essential part of every establishment's provision for health and safety. It is not possible in most cases to determine precise requirements for first aid provision due to the wide nature of establishment types, activity and relevant statutory requirements for example within education and adult social care. Managers should assess their own requirements for first aid provision based on local needs and the minimum guidelines described in this document.

Purpose

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
- Provide a framework for responding to an incident and recording and reporting the outcomes

Associated Legislation and Guidance:

This policy is based on advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

Definition of terms

A **first aider** - an adult who has successfully completed and holds a current **first aid at work** certificate (3 days) (delivered by organisations regulated by Ofqual, accredited by UKAS or Voluntary Aid Societies (St John Ambulance, British Red Cross, St Andrew's First Aid). Re-certification 2-day course every 3 years

The role of the first aider is to administer first aid to staff, students, contractors and visitors to the premises when required. Where possible first aid treatment should only be administered by trained persons.

An **emergency first aider in the workplace** - an adult who will take control in a situation when a first aider is not available and holds a current Emergency First Aider in the Workplace certificate (1 day). This course requires re-attendance every 3 years.

Emergency First Aiders in the Workplace (EFAW) have far less training than qualified first aiders (learning only resuscitation, control of bleeding, treatment of unconscious casualties, contents of first aid boxes and communication in an emergency) they cannot, therefore, be considered as substitutes for first aiders.

An **appointed Person** - some low-risk workplaces will only need a first-aid box/es and a person or persons appointed to take charge of first-aid arrangements such as calling the emergency services and stocking the first-aid box. The appointed persons do not need specific first-aid training but must have been instructed in their role in relation to first aid incidents.

Please note that first aid cannot be administered beyond the date of expiry of the appropriate first aid certificate until the member of staff has re-qualified.

Roles and Responsibilities:

The academy's appointed Welfare Officer is Sarah Day who is 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

- Sending pupils home to recover, where necessary

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

First aiders are trained and qualified to carry out the role of First Aid 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

- Keeping their contact details up to date

Our academy's appointed First Aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

Attwood Academy Trust

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

The HeadTeacher

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

- Ensuring that an appropriate number of trained First Aiders are present in the academy at all times

- implement and monitor this Policy and associated documentation within their area of responsibility

ensure that, where required, First Aiders re-qualify before the expiry date of their certificate

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

- bring to the attention of all staff, particularly at induction, the first aid arrangements e.g. names of First Aiders and locations of First Aid boxes
- ensure that sufficient First Aid boxes are provided, and First Aid notices displayed
- ensure the safe disposal of surplus and waste substances/containers in accordance with the relevant waste regulations, taking into account ecological factors

Reporting specified incidents to the HSE when necessary

Health and Safety Team

- Provide additional advice and guidance, on request, to assist with the implementation of this Policy and ensure it is kept up to date in accordance with any changes in legislation and reflecting current best practice.

Academy Staff:

Academy staff are responsible for:

Ensuring they follow first aid procedures

Ensuring they know who the first aiders in school are

Completing accident reports for all incidents they attend to

Informing the Head teacher or their manager of any specific health conditions or first aid needs

First Aiders Will

- take control of an emergency situation and give appropriate first aid in line with their training and where necessary delegate members of staff to undertake the following tasks:
 - ☐ ring emergency services
 - ☐ wait for ambulance
 - ☐ direct paramedics to scene of incident
- in a serious emergency clear the area of anyone not involved in the incident. The area also needs to be made clear for medical professionals responding to the emergency call
- be responsible for checking the contents of first aid boxes and ensuring there is an adequate supply of materials, and those supplies have not passed any expiry date (see Appendix 1). Supplies will be purchased through the normal procurement channels

- ensure that all used first aid material/soiled dressings etc. are disposed of appropriately. Note that infectious items are to be treated as hazardous waste and placed in appropriate containers (e.g. yellow bags) and disposed of in accordance with local arrangements
- ensure that secure records are kept of all first aid administered, in a First Aid book or similar, and if arising from an incident at work, also reported on the on-line incident reporting system
- be aware that the County Council's Employers Liability and Public
- Liability Insurance arrangements extend to the provisions of first aid at work.

First Aid – In School Procedures

In the event of an accident resulting in injury or a student presenting with an illness:

The closest member of staff present will assess the seriousness of the injury/illness and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment. If a child is safely able to do so they will go to the First Aid Room for assessment.

The first aider, if called, will assess the injury/illness 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/ill 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/carers will be contacted and asked to collect their child. For safeguarding reasons, a child who is injured or too unwell to remain in school must be accompanied by an adult on leaving the Academy site.

If a student has to wait for an adult to attend school, they will normally be returned to their lessons if able to do so. Students will not be allowed to leave school without an adult present without the express permission of the Headteacher. Upon their arrival, the first aider will recommend next steps to the parents/carers, including advice on further medical assistance.

If emergency services are called, the Welfare Officer will contact parents/carers immediately

The Welfare Officer will complete an incident report on Medical Tracker on the same day or as soon as is reasonably practical after an incident resulting in an injury or a child presenting as unwell. If there is an injury then the welfare officer will also report to the Facilities Manager (Lisa Kapllani)

First Aid – Off Site Procedures

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

A school mobile phone

A portable first aid kit

Information about the specific medical needs of pupils

Parents/carers' contact details

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

There will always be at least 1 first aider on school trips and visits.

First Aid Equipment:

A typical first aid kit in Bexhill Academy will include the following:

A leaflet with general first aid advice

Regular and large bandages

Eye pad bandages

Triangular bandages

Adhesive tape

Safety pins

Disposable gloves

Antiseptic wipes

Plasters of assorted sizes

Scissors

Cold compresses

Burns dressings

No medication is kept in first aid kits.

First Aid Kits

First aid kits are stored in the medical room, reception area, The ACE building, The Languages Block, in the Resistant Materials Workshop and in the Science Technicians office (including an eye wash station).

Emergency first aid kits are available for use during out of school visits. The PE department has a number of portable first aid kits.

First Aid records:

An accident form and record on Medical Tracker will be completed by the Welfare Officer 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 accident

Records held on Medical Tracker 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

Reporting to the HSE

The Facilities Manager, Lisa Kapllani 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)

Any scalding 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

Notifying Parents:

The Welfare Officer will inform parents/carers 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.

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 academy's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The DSL will also notify SPOA of any serious accident or injury to, or the death of, a pupil while in the Academy's care.

Guidelines

This policy is regularly reviewed and updated at least annually. This policy has safety as its priority for the students and adults receiving first aid and safety for the adults who administer first aid. In the event of first

aid procedures being initiated, intimate care procedures may be required. Follow up recording and actions will be required in line with the Intimate Care Policy.

Conclusion

The administration and organisation of first aid provision is taken very seriously at Bexhill Academy. There are annual procedures that check on the safety and systems that are in place in this policy.

First Aid Policy Guidelines

Training

Key staff are offered emergency first aid training and all First Aiders undertake a rolling program of retraining. First Aid training must only be delivered by organisations regulated by Ofqual, accredited by UKAS or Voluntary Aid Societies (St John Ambulance, British Red Cross, St Andrew's First Aid). To help the Ofqual and/or UKAS logo's will be displayed by the provider and/or the awarding body and is often found at the bottom of the

Where specific risks are identified in the workplace, additional specialised training to deal with these situations may also be necessary.

The Health and Safety Executive (HSE) has issued the following guidance: "Research has shown that following training, the practical skills of first aiders can deteriorate. Therefore, the HSE strongly recommends that it is good practice for first aiders to complete an **Annual Skills Update** during any three-year First Aid at Work or Emergency First Aider in the Workplace certification period. It is important that employers make sure qualified first aiders attend these courses to help maintain their basic skills and keep up-to-date with any changes to first aid procedures."

On successful completion of a First Aid at Work or Emergency First Aider in the Workplace course, candidates are issued with a certificate for three years. They then need to undertake a First Aid at Work re-certification course or Emergency First Aider in the Workplace course, as appropriate to obtain another three-year certificate.

Every effort should be made to make sure that first aiders attend the relevant course within the three-month period prior to the certificate expiry date. The new certificate will then take effect from the date of achievement. However, where it has not been possible to re-qualify in this three-month period, there is a 28-day period of grace within which a First Aid at Work recertification course or Emergency First Aider in the Workplace course should be completed.

Anyone re-qualifying within a period of certificate extension will have their new certificate dated from the date of the new achievement. Any first aider who is not able to complete a course up to a maximum of 28 days after the expiry date of their three-year certificate, will need to undertake a full First Aid at Work or Emergency First Aider in the Workplace course, to obtain a valid certificate.

Cuts

All open cuts should be covered after they have been treated with a medi wipe. Students should always be asked if they can wear plasters BEFORE one is applied. Students who are allergic to plasters will be given an alternative dressing. Minor cuts should be recorded in the accident file and parents/carers informed. ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING PROFUSELY SHOULD WEAR GLOVES. All blood waste should be placed in a bag and disposed of in the outside bin at the back of school.

Head Injury

Any head injury, no matter how minor, should be treated as potentially serious. All head injuries should be treated by a qualified First Aider and an ambulance called. The students Year Group Team should be informed. ALL head incidents should be recorded on medical tracker and parents/carers informed.

Defibrillator

We have a defibrillator located in the student reception area. This can be used by anyone including the general public. When opening the defibrillator clear instructions are given to follow and any equipment needed e.g. scissors/gloves are provided in the attached bag.

Calling the Emergency Services

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number: **01424 730722**.
2. Give your location as follows: ***Bexhill Academy, Gunters lane, Bexhill, East Sussex***
3. State that the postcode is: ***TN39 4BY***
4. Give exact location in the setting: ***Bexhill Academy is the large school based behind Glenleigh Park Academy***
5. Give your name:
6. Give name of student and a brief description of student's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.
8. It is important to: Speak clearly and slowly and be ready to repeat information if asked and be prepared to answer if the patient is breathing prior to giving any other details