



MEADOW PARK SCHOOL

First Aid Policy

Approved by:

Eve Fraser

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and the Local Governing Body 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

2. Legislation and guidance

- [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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is Eve Fraser and she is responsible for:

- The provision of a first aid rota specifying which first aiders are available when.
- Ensuring that the medical room is fit for purpose and adequately stocked with medical equipment.
- Ensuring that there is an adequate supply of medical materials in first aid boxes across the school and available for school trips, directing the replenishing the of these kits as required (See appendix 4).
- Ensuring that correct procedure is followed when requesting and reporting first aid, including when an ambulance or other professional medical help is summoned.
- Ensuring that all medical equipment across the school is in date and in good working order.

First aiders are trained and qualified to carry out the role 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 students home to recover, where necessary.
- Providing parents and carers with advice and a report of what first aid has been provided.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.
- Completing risk assessments for anyone injured whose injury will impact their ability to move around school or access their education.

- Keeping their own contact details up to date.
- Ensuring that their first aid qualification is in date and attend all recommended CPD

Our school's appointed person and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The Local Governing Body

The LGB 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 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 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 (see section 5.2)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Knowing the health conditions of the students in their tutor group and those they teach and understand how to support them when they are unwell, including what to do in an emergency.
- Completing accident reports for all incidents they attend to where a first aider is not called.
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.

4. First aid procedures

4.1 In-school procedures

4.1.1 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.
 - If the incident has occurred within a classroom Bromcom should be used to issue a medical support request.
 - In all other incidences the first aider can be contacted by radio.
- 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.

- If an ambulance is required then the Headteacher (or a deputy headteacher in their absence) should be informed immediately. Site services and reception staff need to be aware to allow the ambulance on site.
- The first aider will also decide whether the injured person should be moved, where to and what evacuation equipment is required.
- If the first aider judges that a student is too unwell to remain in school, they will advise the Headteacher (or deputy headteacher in their absence) of the assessment and request permission to send them home before parents/carers are contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers.
- If emergency services are called, a member of the office will contact parents/carers immediately.
- If the first aider assesses the injury and they decide no further assistance is required, the first aider will complete the first aid log on Bromcom and email carer.
- The first aider will complete an accident report form (see appendix 2) on the same day or as soon as is reasonably practical after an incident resulting in an injury.

4.1.2 If a student requests first aid treatment:

- The student can visit the medical room during break and lunch times for advice and treatment.
- The first aider will assess the injury/illness and decide if further assistance is needed from a colleague or the emergency services. They will remain with the student until help arrives. The procedure in 4.1.1 will be followed.
- Students are not allowed to make their own way to the medical room during lesson time – a lesson support request MUST be made by a member of staff for the student.

4.2 Off-site procedures

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

- A school mobile phone
- A portable first aid kit, including an emergency inhaler if there is an asthmatic student in the group
- Information about the specific medical needs of students, including Individual Health Care Plans.
- Parents/carers' contact details

Risk assessments will be completed by the trip leader, in conjunction with the physical and mental health lead, 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 or confirmation that there is a qualified first aider at the venue.

5. First aid reporting

5.1 First aid and accident record book

- The medical log on Bromcom within the student's personal record will be completed by the first aider as soon as possible after treatment.
- If Bromcom cannot be accessed then the details of the incident should be recorded in the first aid log book (a copy sent home to parents/carers) and then added to Bromcom as soon as able to.
- An accident form will be completed by the first aider/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 accident.
- Records held in the first aid and accident book will be retained by the school until the child turns 25, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

5.2 Reporting to the HSE

The Operations 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 Operations 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 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/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

6. First aid equipment

6.1 First aid boxes

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

- Regular and large adhesive dressings
- Eye Pad Dressings with Bandage
- Triangular Bandages
- Microporous Tape
- Safety Pins

- Disposable Gloves
- Moist Cleaning Wipes
- Wash proof Assorted Plasters
- Universal Shears
- Conforming Bandages
- Crepe bandage
- Burn Relief Dressings
- Foil Blankets
- Mouth to Mouth Resuscitation Device with Valve
- Finger Dressings
- Gauze
- Eye wash

No medication is kept in first aid kits.

First aid kits are stored in the following places:

- Medical Room
- School Office
- Science Prep Room
- School Kitchen
- School Vehicles
- Art Department
- Food Technology Department
- SSO (Work shop)
- PE office
- Small gym
- The Orchard
- The sixth form centre

6.2 Defibrillators

There are two defibrillators on the school grounds, they are located in the following places:

- School office
- The Orchard

The defibrillators are checked weekly to check that they are in working order (see appendix 5).

6.3 Evacuation chairs

Evacuation chairs are to be used to move a person who cannot walk, these can be used to carry someone down the stairs when the lift is not available. They are located in the following places:

- Staff room
- Opposite F08a
- Science floor
- Opposite T05
- Library

6.4 Other equipment

- Wheelchairs – these can be found in the medical room, reception, sports hall and sixth form.
- Stretcher – this can be found in the admin store room (next to the hall)
- Emergency evacuation sledge – Medical room (T01)

7. Emergency salbutamol Inhalers

Asthma is the most common chronic condition affecting one in eleven children, with over 25000 emergency hospital admissions for asthma, amongst children a year in the UK.

Students should carry their reliever inhaler at school to treat symptoms and to use in the event of an asthma attack. If they are unable to manage their asthma themselves and be responsible for their inhaler then it should be kept in school easily accessible to them.

From the 1st of October 2014 the Human Medicines (Amendment)(No2) regulations 2014 allowed schools to buy salbutamol inhalers, without prescription, for use in emergencies. All students diagnosed with asthma or prescribed an inhaler should have an individual health care plan with the use of an emergency salbutamol inhaler specified.

7.1 In-school procedures

The emergency inhaler should only be used by students for whom written consent (Appendix 6) from a parent/carer has been provided. The student should either have a diagnosis of asthma and prescribed an inhaler or have been prescribed an inhaler as reliever medication.

7.1.1 In the event of an asthma attack:

- The closest member of staff present will encourage the student in using their own inhaler if they have it and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
 - If the student is within a classroom Bromcom should be used to issue a medical support request.
 - In all other incidences the first aider can be contacted by radio.
 - In both cases it needs to be stated that support is required for a suspected asthma attack, so that the emergency asthma kit is taken to the person.
- The first aider, if called, will assess the situation 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 student should be moved, where to and what evacuation equipment is required.
- If the first aider judges that a student is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers.
- If emergency services are called, a member of the office will contact parents/carers immediately.
- If the first aider assesses that the asthma attack has resolved and no further assistance is required, the first aider will complete the first aid log on Bromcom and email carers.

7.1.2 If a student requests first aid treatment:

- The student can visit the medical room during break and lunch times for advice and treatment.
- The first aider will assess and support the student and decide if further assistance is needed from a colleague or the emergency services. They will remain with the student until help arrives. The procedure in 7.1.1 will be followed.
- Students are not allowed to make their own way to the medical room during lesson time – a lesson support request MUST be made by a member of staff for the student.

7.2 The emergency kit

All emergency asthma kits will contain the following:

- A salbutamol metered dose inhaler with manufacturer's instructions
- At least two disposable spacers
- Inhaler instructional booklet
- A record of inhaler administration (Appendix 8) and checks (Appendix 7)
- A list of all students who have consent to use the emergency inhalers.

The emergency kits can be found in the following places:

Medical room

School office

Science prep room

The Orchard

The sixth form centre

Pe office

Pe Small gym

7.3 Off site provision

Same as section 4.2

7.4 Reporting

Same as section 5

8. 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 3).

Staff are encouraged to renew their first aid training when it is no longer valid and to attend training delivered by the Coventry School nursing service regarding Asthma, Epilepsy, Diabetes and anaphylaxis.

9. Monitoring arrangements

This policy will be reviewed every 2 years. At every review, the policy will be approved by the Local Governing Body.

10. Links with other policies

This first aid policy is linked to the:

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

Appendix 1: List of trained first aiders

Staff Member Name	Role	Contact Details
Richard Sherrif	Site services team	Ext. 3230 r.singleton@meadowparkschool.com
Marie Millington	Administrative Assistant	Ext. 3202 m.millington@meadowparkschool.com
Katie McDougall	Deputy Head of House	Ext. 3239 k.mcdougall@meadowparkschool.com
Lisa Webster	Deputy Head of House	l.webster@meadowparkschool.com
Kim Burbidge	Deputy Head of House	Ext. 3211 k.burbidge@meadowparkschool.com
Aishah Rehman	Deputy Head of House	a.rehman@meadowparkschool.com
Sophie Oughton-Jones	Deputy Head of House	Ext. 3202 s.oughton-jones@meadowparkschool.com
Sarah Adams	SEND Manager	Ext. 3245 s.adams@meadowparkschool.com
Michelle Reeves	HLTA	m.reeves@meadowparkschool.com
Leanne Forde	SEMH and Inclusion assistant	l.forde@meadowparkschool.com
Danielle Noble	Art Technician	d.noble@meadowparkschool.com
Yvette Haley	Food Technician	y.haley@meadowparkschool.com
Sathi Sivasubramanian	Senior Science Technician	Ext. 3234 s.sivasubramanian@meadowparkschool.com
Cathy Black	Cleaning & Catering Manager	c.black@meadowparkschool.com
Cheryl Thompson	Catering & Cleaning Team	c.thompson@meadowparkschool.com
Mark Thompson	Cleaning Team	m.thompson@meadowparkschool.com
Eve Fraser	Physical and Mental Health lead	Ext.3227 e.fraser@meadowparkschool.com
Sam Byrne	Administrative Assistant	Ext.3224 s.byrne@meadowparkschool.com

Alex Slater	Inclusion and EAL manager	Ext.3209 a.slater@meadowparkschool.com
Linzi Taylor	PE Teacher	l.taylor@meadowparkschool.com
Gurdeep Kandola	PE Teacher	g.kandola@meadowparkschool.com
Devan Cresswell	Teaching staff and D of E leader	d.cresswell@meadowparkschool.com
Sarah Guy	Administrative Assistant	Ext.3203 s.guy@meadowparkschool.com
Didi Wrighting	Administrative Assistant	Ext.3220 d.wrighting@meadowparkschool.com
Gemma Fraser	PE Teacher	g.fraser@meadowparkschool.com
Radu Mavrodin	PE Teacher	r.mavrodin@meadowparkschool.com
Alistar Sneddon	PE Teacher	a.sneddon@meadowparkschool.com
Paul Clarke	Site services manager	p.clarke@meadowparkschool.com

Appendix 2: Accident Form



ACCIDENT / INCIDENT / NEAR MISS REPORTING FORM

A. Accident type *(please circle)*

Accident Road traffic Incident Near miss Dangerous occurrence

B. Personal details of injured person

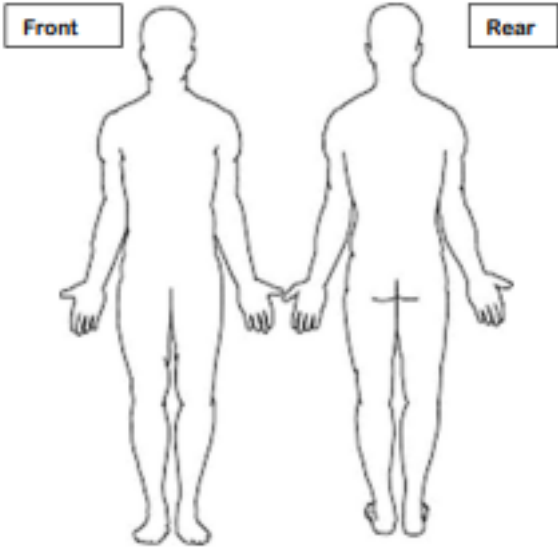
First name:					Surname:			
Home address:								
Date of birth:				Age (pupils)			years	months
Status:	Employee <input type="checkbox"/>	Pupil <input type="checkbox"/>	Visitor <input type="checkbox"/>	Contractor <input type="checkbox"/>	Member of the public <input type="checkbox"/>	Work experience <input type="checkbox"/>	Agency staff <input type="checkbox"/>	Volunteer <input type="checkbox"/>
Job title:							Full time / Part time	

C. Details of accident / incident / near miss / dangerous occurrence

Exact location of where incident occurred <i>(e.g. site/school name and address)</i>	Specific area within location/building <i>(e.g. corridor, classroom)</i>		
Time (HH:MM) and Date (DD/MM/YY) of incident:			
Describe the circumstances of what exactly occurred continue on a separate sheet as necessary <i>(please provide as much information as possible including relevant factors, e.g. internal/external floor conditions, weather, other people involved, use of equipment, etc.)</i>			
Was there insufficient or poor supervision, defective or inappropriate equipment, poor condition of premises or inadequate risk controls that may have contributed towards the cause of the incident? <i>If not, state None applicable</i>			
Lack of supervision <input type="checkbox"/>	Defective or inappropriate equipment <input type="checkbox"/>	Poor condition of premises <input type="checkbox"/>	Inadequate risk controls <input type="checkbox"/>
Describe the immediate actions taken following the accident/incident			
What was the type of first aid treatment given directly, at the location of the accident/incident?			

State None if no treatment given
Name, address and contact details of any witness(es) State None if no witnesses (attach witness statement if completed/obtained)

D. Details of any injury

Injury type	
Details of the part of body affected and Injury Type (e.g. arm, leg, whole body and include left/right if appropriate)	 <p>The diagram consists of two human silhouettes standing side-by-side, facing each other. The silhouette on the left is labeled 'Front' and the one on the right is labeled 'Rear'. Both figures have their arms slightly away from their bodies. The rear view shows a small crosshair on the lower back area, indicating a potential injury location.</p>

E. Confirmation of injury / lost time outcome

No physical injury	No lost time	<1 day lost time	3-7 days' lost time	Over 7 days' lost time	RIDDOR reportable injury	RIDDOR Fatality
If time was lost, what date did the absence begin?				Return to work date?		

F. Injured person taken directly to hospital (Only to be completed if the injured person is taken directly to hospital)

When was the injured person taken from the accident/incident location? (Date/Time)	
What treatment was given at the hospital? (Examinations and diagnostic tests for not constitute treatment)	

G. Details of person completing the form

Name:		Job Title:	
Signature:		Date:	

H. To be signed off by member of Senior Leadership (to confirm awareness and appropriate investigation undertaken)

Investigation completed by and date:			
Name:		Job Title:	
Signature:		Date:	

Any fatality or serious incident must be notified by telephone to FPMAT Head of Estates immediately or as soon as is reasonably practicable after the incident so that any subsequent RIDDOR investigation can be completed. It is the responsibility of the School Operations Manager to complete a RIDDOR report.

A copy of the completed RIDDOR report must be sent to FPMAT Head of Estates
d.carter@finhampark.co.uk.

A pupil incident that meet the criteria as specified in the HSE guidance EDIS1 must be reported to FPMAT Head of Estates d.carter@finhampark.co.uk within 24 hours of the incident occurring.

Appendix 3: First aid training log

Name/Type of Training	Staff Member Name	Date Attended	Requalification Due
First Aid at Work	Richard Sheriff	28/04/23	28/04/26
First Aid at Work	Sophie Oughton-Jones	10/10/24	10/10/27
First Aid at Work	Devan Cresswell	10/10/24	10/10/27
First Aid at Work	Cheryl Thompson	28/04/23	28/07/26
First Aid at Work	Cathy Black	17/04/24	17/04/27
Emergency First Aid at Work	Sarah Adams	10/10/24	10/10/27
Emergency First Aid at Work	Katie McDougall	09/10/24	09/10/27
Emergency First Aid at Work	Michelle Reeves	14/02/23	14/06/26
Emergency First Aid at Work	Yvette Haley	17/04/24	17/04/27
Emergency First Aid at Work	Sathi Sivasubramanian	17/04/24	17/04/27
Emergency First Aid at Work	Danielle Noble	09/10/24	09/10/27
Emergency First Aid at Work	Aishah Rehman	27/04/23	27/04/26
Emergency First Aid at Work	Lisa Webster	13/10/22	13/10/25
Emergency First Aid at Work	Kim Burbidge	18/10/22	18/10/25

Emergency First Aid at Work	Leanne Forde	14/02/23	14/02/26
Emergency First Aid at Work	Marie Millington	17/04/24	17/04/27
Emergency First Aid at Work	Mark Thompson	27/04/23	27/04/26
Emergency First Aid at Work	Eve Fraser	04/06/24	04/06/27
Emergency First Aid at Work	Alex Slater	04/06/24	04/06/27
Emergency First Aid at Work	Sam Byrne	04/06/24	04/06/27
Emergency First Aid at Work	Didi Wrighting	16/05/25	16/05/28
Emergency First Aid at Work	Sarah Guy	16/05/25	16/05/28
Activity First Aid	Gurdeep Kandola	20/05/24	20/07/27
Activity First Aid	Linzi Taylor	20/05/24	20/07/27
Activity First Aid	Radu Mavrodin	09/06/25	09/06/28
Activity First Aid	Alistar Sneddon	09/06/25	09/06/28
Activity First Aid	Gemma Fraser	25/11/24	25/11/27

Appendix 4: First aid box checklist

First Aid box checklist.

The first aid box should be checked at least once every half term, all out of date items need to be disposed of and replaced from the stock in the medical room.

Date checked:							
Required items:		Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Adhesive wound dressing 6x7cm	4						
Adhesive wound dressing 8.6x6cm	2						
Adhesive wound dressing 15x8cm	2						
Wash proof assorted plasters	30						
Finger dressing with adhesive fixing	2						
Gauze pads	3						
Disposable gloves	3 pairs						
Moist cleaning wipes	20						
Conforming bandage (5x4cm)	2						
Conforming bandage (7.5x4cm)	2						
Microporous tape	1						
Triangular bandage	2						
Crepe bandage	2						
Assorted safety pins	6						
Universal shears	1						

Appendix 6: Emergency Inhaler consent form



Consent form for the use of an emergency Salbutamol inhaler

Name of student: _____

Tutor Group: _____

Please tick all that apply:

- I can confirm that my child has been diagnosed with asthma and / or has been prescribed an inhaler by a medical professional (delete as appropriate).
- My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
- In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Name: _____

Relationship to student: _____

Signature: _____

Date: _____

Appendix 7: Inhaler checklist

Salbutamol inhaler log of checks.

All emergency salbutamol inhalers should be checked on a monthly basis to ensure they are within expiry date, clean and in full working order.

Date	Inhaler batch number	Expiry date	Cleaned Y / N	Primed Y / N

