



Reading Girls' School  
Succeeding Together

Name of Policy	First Aid Policy
Scope of Policy	This policy applies to all students, staff and visitors to Reading Girls' School
Approved by	Principal
Date of Approval	November 2025
Review period	Every 3 years
Review Date	November 2028

GROWING STRONGER TOGETHER



**THAMES LEARNING  
TRUST**

## 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
- 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 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 Emergency first aiders and first aiders

#### **Emergency First Aider:**

If you have identified you don't need a fully qualified first aider, but do need to have someone to carry out basic first aid or lifesaving interventions whilst waiting for emergency services, then this is the role of an emergency First Aider. Staff taking on this role must undergo Emergency First Aid training (6 hour course) and will need to undertake a requalification course every three years to keep their qualification current. They will also need to undertake annual refresher training to ensure they are able to use their skills if called upon.

#### **First Aider:**

This is someone trained to provide first aid to a range of specific injuries and illnesses, as well as emergency first aid. They must have undergone First Aid at Work training (an 18 hour course) and will need to undertake a requalification course every three years to keep their qualification current. They will also need to undertake annual refresher training to ensure they are able to use their skills if called upon.

Reading Girls' School has appointed both Emergency first Aiders and first aiders who are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate First aiders are trained and 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
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident Which can be found on our H&S portal

Reading Girls' school's Emergency first aiders and first aiders and first responders are listed in appendix 1. Their names are displayed prominently around the school.

### **3.2 The Safeguarding and Health and Safety Committee**

The Safeguarding and Health and Safety Committee has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal and staff members.

### **3.4 The Principal**

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

- Ensuring that an appropriate number of first Emergency First Aider and first aiders 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 pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

### **3.5 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first responder or first aider is not called
- Informing HR 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 contact first aider by calling reception.
- The first aider or Emergency First Aider 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 or Emergency 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, they must first contact the student's Head of Learning before contacting parents to ask them to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the first aider or first responder will contact parents immediately
- The first aider or first responder will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

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

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

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

Risk assessments will be completed by the Education Visit 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
- 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 are stored in various places around the school ensuring that members of staff are able to collect one very easily.

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- An online accident form will be completed by the first aider or first responder 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 for 5 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- Please find the link to the Accident reporting forms below:

[https://forms.office.com/Pages/DesignPage.aspx?origin=OfficeDotCom&lang=en-GB#FormId=43xj7014Akm\\_yU2cUvfYNngzzhP5EsJckkl2uc\\_yAO5UNUIJWEkwWDFPR1IQUepRQTFHQU1QWIhIVi4u](https://forms.office.com/Pages/DesignPage.aspx?origin=OfficeDotCom&lang=en-GB#FormId=43xj7014Akm_yU2cUvfYNngzzhP5EsJckkl2uc_yAO5UNUIJWEkwWDFPR1IQUepRQTFHQU1QWIhIVi4u)

### **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)
  - 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>

## **7. Training**

All first aiders and Emergency First Aiders have completed a training course, and 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.

### **Types of First Aid Personnel**

**Appointed Person** If your assessment identifies that a first aider is not necessary, the minimum requirement is to appoint a person to take charge of the first aid arrangements. The role of this person includes looking after first aid equipment and facilities and calling the emergency services when required. Appointed persons do not require First Aid training. However, they must receive instruction on how to carry out their duties. You do not need to have an Appointed Person if you have Emergency First Aiders or First Aiders on duty.

## **8. Monitoring arrangements**

This policy will be reviewed by the Principal every 3 years.

## Appendix 1: list of Emergency First Aiders and First Aiders

### Staff member's name Role and Training

Staff	Duty	Type and expiry date
Fran Conway	First Aider	Emergency First Aid 04/02/2025
Antonio Williams	First Aider	Emergency First Aid 04/02/2025
Lorraine Emmett	First Aider	Emergency First Aid 08/03/2023
Joan Halfacree	First Aider	Emergency First Aid 31/01/2025
Andrew Routledge	First Aider	Emergency First Aid 04/02/2025
Kate Thomson	First Aider	Emergency First Aid 04/02/2025
Richard Oti	First Aider	First Aid at Work 02/03/2025
Linda Cotterell	First Aider	Emergency First Aid 31/01/2025
Diane Browne	First Aider	Emergency First Aid 04/02/2025
Naomi Jogbodo	First Aider	Emergency First Aid 04/02/2025
Danielle Kristian	First Aider	Emergency First Aid 31/01/2025

