



West Kirby
Grammar School

First Aid Policy 2027/28

Administration Use:	
Statutory/Non-Statutory:	Statutory
Review:	Annually
Date Reviewed by Committee:	Summer 2026
Due for review:	Summer 2027

Table of Contents

1.	Aims	2
2.	Legislation and Guidance	2
3.	First Aid Needs Risk Assessment	3
4.	Allergy Management	3
5.	Automated External Defibrillators (AEDs)	4
6.	Roles and Responsibilities	4
6.1	Appointed person(s) and first aiders	4
6.2	The governing board	5
6.3	The Headteacher	5
6.4	Staff	5
7.	First Aid Procedures	5
7.1	In-School procedures	5
7.2	Emergency Procedures	6
7.3	Off-site procedures	6
7.4	Storage of Medication	6
8.	First Aid Equipment	6
9.	Record-keeping and reporting	7
9.1	First aid and accident recording	7
9.2	Reporting to Parents/Carers	8
9.3	Reporting to the HSE	8
9.4	Allergic Reaction and Near-Miss Reporting (2026 Update)	9
10.	Training	9
11.	Monitoring Arrangements	9

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
- Manage medical conditions and allergies proactively to minimize the risk of emergency situations.
- Ensure all staff are aware of their responsibilities and are trained to recognize and respond to medical emergencies.

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
- DfE Statutory Guidance (due to be Updated 2026): Supporting Pupils with Medical Conditions and Allergies.

This policy complies with our funding agreement and articles of association.

3. First Aid Needs Risk Assessment

The Headteacher and Governing Body will conduct a First Aid Needs Assessment, and review this annually to determine:

- The number of first aiders required.
- The specific hazards (e.g., science labs, PE, DT workshops).
- Specific needs of pupils with known medical conditions (Diabetes, Epilepsy, Asthma, Anaphylaxis).

4. Allergy Management

Following the 2026 DfE update, this school adheres to the following:

- **Dedicated Allergy Policy:** Allergy management is no longer a subset of general first aid but a standalone priority.
- **Spare AAls:** The school stocks spare Adrenaline Auto-Injectors (e.g., EpiPens) for use in emergencies for pupils at risk of anaphylaxis whose own device is unavailable or fails.
- **Mandatory Training:** All staff receive annual training on recognising anaphylaxis and administering AAls.
- **Allergy Lead:** A named Senior Leader and Governor are appointed to oversee allergy safety and incident drills.

5. Automated External Defibrillators (AEDs)

- Provision: In line with DfE requirements, the school has at least one AED located at Main Reception.
- Maintenance: A designated Responsible Person performs weekly visual checks to ensure the AED is ready.
- Pads: The AED is equipped with both adult and paediatric pads.
- Access: The device is kept in an unlocked, visible cabinet, accessible to all staff and emergency services.

6. Roles and Responsibilities

6.1 Appointed person(s) and first aiders

The school's appointed first aiders are:

A Williams, T Riddiough, H Price, J Holland, R McVey, R Price, K Hogan, K McKenzie, A Taylor, T Davies, A Taylor and A Goodall.

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

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 within 24 hours after an incident (using IAM Compliant)
- Keeping their contact details up to date.

Our school's first aiders' names are displayed prominently around the school.

In addition to the above named first aiders, we have the following trained mental health first aiders:

Mrs G Ravenwood (SENDco), Mrs Kirsty Kimber (Assistant Headteacher), Ms D Lidgett, (Well Being Manager), Mrs J Brown (Pastoral Support – Sixth Form), Mrs O Tinsley and Mrs V Price (Pastoral Support – Ys 7-11).

Staff who have completed Mental health first aid are trained to identify, understand and help someone who may be experiencing a mental health issue.

MHFA trained staff are not therapists, however they will be able to listen, reassure and respond.

6.2 The governing board

The governing board 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.

6.3 The Headteacher

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

- Ensuring that an appropriate number of 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)

6.4 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 (on IAM Compliant) 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

7. First Aid Procedures

7.1 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, school will contact parents immediately

- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

7.2 Emergency Procedures

In the event of a serious injury or medical emergency:

1. Assess: The first person on the scene assesses the danger and the casualty.
2. Summon Help: Call for a qualified First Aider immediately via [Internal Radio/Phone System].
3. 999/112: If the condition is life-threatening (unconscious, not breathing, suspected anaphylaxis), 999 is called immediately.
4. Support: A staff member is sent to the school entrance to direct the ambulance.
5. Recording: The incident is logged in the accident book, and if it meets criteria, reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

7.3 Off-site procedures

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

- A school mobile phone
- An up-to-date portable first aid kit, collected from the main reception office
- 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.

There will always be at least one appropriately trained first aider on school trips and visits.

Medication: Individual medication (AAs, Inhalers, Insulin) for specific pupils must be checked and carried by the trip leader.

School must be informed of any incident(s).

7.4 Storage of Medication

Accessibility: Medication is stored in a cool, dry place. Emergency medication (Inhalers/AAs) is never locked away and must be accessible to the pupil/staff immediately.

Controlled Drugs: Non-emergency-controlled drugs are kept in a locked non-portable container with only authorised staff having access.

Records: A Medication Administration Log is kept recording the date, time, and dosage of any medicine given to a pupil.

Expiries: First Aid Lead checks expiry dates on all stored medication at the start of every term.

Commented [AC1]: Would it be better to add role name instead of person name here?

8. 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:

- The medical room
- Main Reception
- The school hall, where the defibrillator is currently stored
- All science labs
- All design and technology classrooms
- School vehicles
- PE, Anglesey Road
- Gym
- Catering areas

9. Record-keeping and reporting

9.1 First aid and accident recording

- All first aid treatments, however minor, must be recorded in the Digital Accident Book on IAM Compliant
- Required Information: * Date, time, and location of the incident.
- Name of the injured or ill person.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards (e.g., went home, resumed class, went to hospital).
- Name and signature of the first aider or person dealing with the incident.
- A copy of the accident report form will also be added to the pupil's record on Arbor by Angie Taylor. Records 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.

9.2 Reporting to Parents/Carers

Minor Incidents: Parents/Carers are informed via email for minor injuries (e.g., small cuts, bumps).

Head Injuries: Any bump to the head, however minor, results in a phone call to parents/carers and a Head Injury advice leaflet sent home.

Emergency Contact: In serious cases, parents/carers are contacted immediately by phone. If a parent/carer cannot be reached, a staff member will accompany the pupil to the hospital in the ambulance.

9.3 Reporting to the HSE

The Assistant Headteacher, Mrs K Kimber, with responsibility for Health & Safety, 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).

Mrs Kimber 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 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>.

9.4 Allergic Reaction and Near-Miss Reporting (2026 Update)

Following the 2026 statutory changes, the school must specifically record:

Adrenaline Administration: Any use of a pupil's own AAI or the school's "spare" AAI must be reported to the DfE and the local health authority within 24 hours.

Near Misses: Any instance where a pupil was accidentally exposed to a known allergen—even if no reaction occurred—must be recorded and investigated to prevent future incidents.

AED Activation: If an AED is deployed (pads attached), the school must download the data from the device for medical review and notify the local ambulance service.

10. 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.

11. Monitoring Arrangements

This policy will be reviewed annually. At every review, the policy will be approved by the Governors' Health & Safety Committee.

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