

First Aid Policy

1. General Policy Statement

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives.

First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

The School recognises its duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Health and Safety (First-Aid) Regulations 1981, and relevant guidance issued by the Health and Safety Executive, including L74 *First aid at work: Guidance on regulations* (third edition, reissued with minor amendments in 2018 and 2024), together with Department for Education guidance *First aid in schools, early years and further education*. The School acknowledges the importance of providing adequate and appropriate first aid arrangements for pupils, employees and visitors.

2. Principles of First Aid Organisation in School

The School's arrangements include:

- a) Carrying out an assessment of First Aid needs to identify the School's requirements across the broad spectrum of events and activities undertaken both on and off site through a series of risk assessments.
- b) Making available suitably trained personnel to act as First Aiders at all times when people are injured or taken ill on School premises and also, as appropriate, whilst off premises on school trips.
- c) Provision of a Health Centre within the School, manned 24 hours a day during term time, with equipment and materials to facilitate first aid treatment.
- d) Providing an up to date list of all First Aiders for all staff and making arrangements to provide appropriate training to staff and maintaining a record of that training and subsequent refresher training.
- e) Providing suitably equipped first aid boxes and bags in key designated areas, minibuses and for trips or away matches. Health Centre staff check all first aid equipment each term depending on usage.
- f) Provision of easily accessible defibrillators around the School site on the external walls of the Custodians Lodge and Davies Sports Centre, by the Sports Pavillion, by the dining room in Daws Hill, and at the Health Centre entrance. The School will ensure that defibrillators are appropriately checked and maintained, that pads and batteries are replaced before expiry, and that staff are made aware of their location and emergency use arrangements.
- g) The location of the School immediately adjacent to Wycombe General Hospital and close to an Ambulance Station.

- h) The requirement to report, record and, where appropriate, investigate all accidents and near misses. The Health and Safety Committee reviews accident statistics and additional control measures are implemented where appropriate.
- i) The requirement to record all occasions when first aid is administered to employees, pupils and visitors.

3. First Aid in School

During **term-time**, when the pupils are in School, the School Health Centre is manned 24 hours a day by fully trained nursing staff. In the first instance accidents must be reported to a member of staff. Over 150 staff are trained first aiders, with the majority of PE and pastoral staff working in boarding houses having a current Emergency First Aid at Work certificate. The Health Centre or Custodians can be called in the event of an accident that requires a first aider.

During **holiday periods**, when the pupils are not in School, members of staff have been trained as first aiders and hold the three-day First Aid at Work certificate. Details of trained first aiders are published in the Staff Handbook, and available by contacting the Custodians.

Information regarding First Aid is displayed on notice boards throughout the School providing the following information:

- a) how to contact the Health Centre or Custodians
- b) location of defibrillators
- c) nearest first aid boxes
- d) a reminder to call 999 in the event of a life threatening emergency

It is the responsibility of each member of staff to familiarise themselves with the School's First Aid Policy and with how to summons First Aid.

4. Educational Trips, Activities or Events

Qualified first-aiders may not be necessary for all trips, activities or events. However, determination of the appropriate first aid provision on a trip, event or activity will be documented in the risk assessment and take into account:

- The nature of the activity;
- The nature of the group;
- Likely injuries associated with the activity;
- The extent to which the group will be isolated from the support of the emergency services.

Medical information about trip participants will be established and this information will be checked carefully for conditions that could affect the trip. The Trip / Event Leader should consult with the Health Centre if they are unsure of the condition or treatment of any pupil involved.

First Aid kits will reflect the needs of the trip/activity/event participants. They will be suitable and sufficient for the number of pupils and the type of activity planned.

Arrangements for pupils with medical conditions, allergy management, medicines, and individual healthcare planning are set out in the School's related policies and trip procedures. Trip and event

planning must take account of individual medical and allergy needs, emergency medication requirements, and the availability of appropriately trained staff.

5. Hazardous Activities

Where activities are defined as hazardous the Lead organiser, with the Deputy Head (Strategy and Operations) or Head of Activities and Trips, will ensure that there is sufficient first aid cover for the group. It is possible that this may be provided by an external instructor joining the group, that is not a member of the School staff.

6. Accidents

Any member of staff, pupil or visitor that required medical attention following an accident should have the incident and treatment recorded via the online Accident Report Form. Once completed, the form is forwarded to the Head of Compliance for retention, any appropriate follow up action to be undertaken recorded and logged in the School accident record. Accidents relating to pupils will also be recorded on CPOMS.

The Accident Report Form can be found in the Staff Handbook and with each First Aid box.

The School recognises its statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Head of Compliance is responsible for making reports to the enforcing authority where required. Fatalities, specified injuries, dangerous occurrences, and reportable injuries to non-workers taken directly to hospital for treatment must be reported without delay. Reportable over-seven-day injuries to workers must be reported within 15 days. The School will also maintain the records required by law and ensure that lessons learned are considered following reportable incidents.

Member of staff	Bursar
Updated	August 2026

VERSION: FIRT/13a/v12/26

Related Documents:

Health Centre Handbook
Health and Safety Policy and Arrangements
Trips and Educational Visits
Event Safety Policy and Procedures
Medicine Administration Policy
Allergy Management Policy
Medical Conditions
School Terms and Conditions – in reference to consent for urgent medical treatment.
Body Fluid Spillage Procedures