



NESSSS

NORTH EAST SURREY
SHORT STAY SCHOOL

FIRST AID POLICY

August 2025 – August 2026

NESSSS 005 first Aid Policy

North East Surrey Short Stay School
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Contents

Policy Statement	3
1. Aims	3
2. Legislation and guidance.....	3
3. Roles and responsibilities	4
4. First aid procedures.....	6
5. Administration of non-prescribed pain relief	7
6. First aid equipment	7
7. Emergency Arrangements.....	8
8. Record-keeping and reporting.....	9
9. Training.....	11
10. Monitoring arrangements.....	11
11. Links with other policies	11
Appendix 1: List of appointed Person(s) and trained First Aiders	12
Appendix 2: Accident Report Form.....	0

Policy Statement

North East Surrey Short Stay School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

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 management committee 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person(s)

The school's appointed person(s) is and Sarah Huff /Holly Stevens/ Dan Gunn

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is someone appointed to ensure an adequate supply of medical materials is in the first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

3.2 First Aiders

First aiders are trained and qualified to carry out the role (see section 9) 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 (see the template in appendix 2)
- Keeping their contact details up to date

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

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g., first aid kit inspections).

First aid provision is located in reception at both sites. If a student requires first aid during lesson time, they are to be escorted to the Admin Office and a First aider called to assess the first aid need.

The designated first aider will receive the first aid allowance of £172.74 per annum (pro-rata for part-time staff). Holding a first aid certificate alone does not entitle an employee to the First Aid Allowance (the school aims to provide first aid training to as many staff as possible to support the general needs of children within the school).

3.3 The headteacher

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

- Ensuring that an appropriate number of appointed persons and trained 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 are reported on OSHENS or to the HSE when necessary (see section 8)

3.4 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 (see appendix 2) for all incidents they attend to where a First Aider or appointed person 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

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, a member of SLT 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

4.2 Off-site procedures

When taking pupils off the school 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' contact details

Risk assessments will be completed by the member of staff responsible for organising the excursion prior to any educational visit that necessitates taking pupils off school premises.

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

5. Administration of non-prescribed pain relief

In line with Surrey County Council guidance 'Young people's health and the administration of medicines' school will keep a supply of non-prescribed Paracetamol which can only be administered as pain relief for children who have consent from the parent. This consent also requires instructions about when the child should take it. The administration protocol must include a check when they had their last dose. Paracetamol should not be administered if taken within the last 4 hours and staff must ensure the manufactures instructions are followed.

This may be necessary to relieve:

For example:

- Headache - NOT ASSOCIATED WITH HEAD INJURY
- Toothache
- Dysmenorrhoea (painful periods)
- Sudden rise in temperature

A member of staff should supervise the child taking the medication. Administration must be recorded on the appropriate form. Parental consent should be renewed at least annually.

6. 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
- Face Shields
- 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:

- Reception at Staines (cupboard under the printer)
- Reception at Hersham (cupboard under the printer)
- A portable First Aid kit is held by all staff who work alongside off-site students.
- First Aid kits are held in both student kitchens.
- First Aid kits are maintained on a termly basis by the school administration team.

7. Emergency Arrangements

Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgment as to whether there is a requirement to call an ambulance.

The first aider is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital

Our procedure for notifying parents of serious accidents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents' can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

8. Record-keeping and reporting

In addition to the below, maintained schools should check whether they have any obligations to report accident and first aid records to their local authority.

8.1 First aid and accident record book

- 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, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's medical record on Arbor
- 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.

8.2 Reporting to OSHENS

Reporting and reviewing incidents on OSHENS is mandatory for all maintained schools for whom Surrey County Council is the Employer or Insurer. For further support and advice please email the SRM team: srm.hands@surreycc.gov.uk. It is the responsibility of a member of SLT to report on OSHENS.

- What should I report on OSHENS
 - Accidents that cause injury, ill health or damage to anyone in school (except very minor injuries such as grazes which should be recorded locally).
 - Violence, verbal abuse, or threats – a report should be made if a person has been physically assaulted, including an employee in circumstances relating to their work or incidents of verbal abuse where it has a significant impact on them or where they feel threatened.
 - Near miss – an event that could have potentially resulted in a moderate injury. Reporting provides valuable insight to help prevent future incidents.

- Specified dangerous occurrences – HSE definitions cover certain incidents with a high potential to cause death or serious injury.

[OSHENS Incident Reporting Flowchart \(1\).pdf](#)

8.3 Reporting to the HSE

The H&S Co-ordinator 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 Headteacher 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:

- o The collapse or failure of load-bearing parts of lifts and lifting equipment
- o The accidental release of a biological agent likely to cause severe human illness
- o The accidental release or escape of any substance that may cause a serious injury or damage to health
- o 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. Training

- All school staff are able to undertake first aid training if they would like to.
- Staff are encouraged to renew their first aid training when it is no longer valid
- 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.
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- Staff are encouraged to renew their first aid training when it is no longer valid

10. Monitoring arrangements

This policy will be reviewed by the Headteachers annually

At every review, the policy will be approved by the Full Management Committee.

11. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions

Appendix 1: List of appointed Person(s) and trained First Aiders

Staff member's name	Role	Contact Details
Charlotte Tomkinson	Appointed Person	
Sarah Huff/Miranda Younger	Appointed Person	
FIRST AIDERS:	Training Date	Expiry Date
Hersham		
A Young	06-09-2024	05-09-2027
J Unger	06-09-2024	05-09-2027
A Sutton Hall	06-09-2024	05-09-2027
Staines		
H Carter	06-09-2024	05-09-2027
J Vile	06-09-2024	05-09-2027
A Sutton Hall	06-09-2024	05-09-2027

Appendix 2: Accident Report Form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
Follow-up action required			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
Name of person attending the incident			
Signature		Date	

The designated first aider will receive the first aid allowance of £172.74 per annum (pro-rata for part-time staff). Holding a first aid certificate alone does not entitle an employee to the First Aid Allowance (the school aims to provide first aid training to as many staff as possible to support the general needs of children within the school).