THAMESFIELD COLLEGE

CHANGING LIVES | CREATING FUTURES

First Aid Policy

For implementation from September 2026

Prepared for Thamesfield College

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First Aid Policy

Changing Lives | Creating Futures

Policy statement
Thamesfield College will provide timely and appropriate first aid for staff, pupils and visitors. Provision will be based on a documented needs assessment and will apply across both sites, educational visits and other school-led off-site activities.

Document control information

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1 Purpose and scope

This policy explains how Thamesfield College provides first aid for employees, pupils, visitors and others affected by school activities. It applies at the Hersham and Staines sites, during school-led educational visits and activities, and wherever Thamesfield is responsible for first-aid provision.

The Health and Safety First Aid Regulations 1981 place duties on the employer in relation to employees. Thamesfield extends its arrangements, so far as is reasonably practicable, to pupils and visitors. Nothing in this policy prevents any member of staff from calling 999 or taking reasonable action in an emergency.

2 Aims

provide prompt and appropriate assistance when a person is injured or becomes ill;

maintain adequate trained personnel, equipment and facilities based on a first-aid needs assessment;

make responsibilities and reporting routes clear to staff;

keep accurate and secure records and meet Surrey, OSHENS and RIDDOR reporting requirements; and

review incidents and provision so that risks are reduced and arrangements improve.

3 Legal framework and guidance

This policy has regard to current Surrey County Council requirements and the following legislation and guidance:

Health and Safety at Work etc Act 1974;

Health and Safety (First-Aid) Regulations 1981;

Management of Health and Safety at Work Regulations 1999;

School Premises (England) Regulations 2012;

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;

Department for Education guidance First aid in schools early years and further education;

Health and Safety Executive guidance on first aid at work and incident reporting in schools; and

Surrey County Council guidance Developing a First Aid Policy and current OSHENS incident-reporting guidance.

4 Roles and responsibilities

4.1 Management Committee

approves this policy and holds the Headteacher to account for its implementation;

receives assurance that first-aid provision is reviewed and remains suitable; and

ensures its designated health and safety member checks the operational arrangements annually.

4.2 Headteacher

ensures this policy is implemented and that first-aid provision is adequately resourced;

ensures appropriate arrangements are in place at all times, including during staff absence and school-led off-site activities;

ensures staff understand how to obtain first aid and summon emergency assistance; and

ensures significant incidents are reported and reviewed appropriately.

4.3 School Business Manager

The School Business Manager coordinates Thamesfield's first-aid arrangements. This coordination role does not, by itself, make the postholder a trained first aider. The School Business Manager will:

maintain the first-aid needs assessment and review it at least annually and after any significant change or serious incident;

maintain the live register of trained first aiders, qualifications and expiry dates;

arrange appropriate initial, renewal and annual refresher training;

coordinate supplies, equipment, AED checks and replacement items;

oversee secure retention and disposal of completed first-aid records; and

work with the Management Committee's health and safety member on the annual assurance check.

4.4 Trained first aiders

respond promptly and provide treatment within the limits of their training;

seek further professional medical help whenever it is required or the seriousness of an injury or illness is uncertain;

remain with the casualty until appropriate help or supervision is available;

record treatment accurately on the same day, or as soon as reasonably practicable; and

inform the School Business Manager when equipment is used or requires replacement.

Current first-aider names and certificate dates are held in the live register maintained by the School Business Manager. Current arrangements are displayed prominently at each site and explained during staff induction.

4.5 All staff

follow the arrangements in this policy and cooperate with first aiders;

know how to contact a first aider and where equipment is located;

call 999 immediately where necessary without waiting for approval from a senior leader;

report accidents, illness and near misses through the correct route; and

tell their line manager about any personal health condition that may affect workplace first-aid arrangements.

5 First aid needs assessment and cover

The School Business Manager will coordinate a documented first-aid needs assessment covering employees, pupils and visitors. It will consider the nature of Thamesfield's work, pupil needs, both sites, site layout, practical subjects, previous incidents, staff absence, educational visits, transport, outreach and other school-led off-site activity.

The assessment will determine the number and type of trained personnel, equipment and facilities required. Thamesfield will ensure that suitable cover is available whenever people are on its premises and for activities for which the school is responsible. Provision will not rely on one individual being present.

At least one appropriately trained first aider or appointed person will be available at each occupied site. The needs assessment will determine whether additional cover or a higher level of qualification is required.

6 Responding to illness or injury

6.1 Immediate response

The nearest member of staff will make the area safe, obtain help and avoid moving the casualty unless necessary for safety or advised by an appropriately trained person.

A trained first aider will assess the casualty, provide treatment within their competence and decide whether further help is needed.

Emergency services will be called immediately for serious or potentially serious conditions, loss of consciousness, breathing difficulties, suspected fractures, significant head injuries, severe bleeding, suspected anaphylaxis or whenever staff are unsure.

A member of staff will meet and direct emergency services and provide relevant information.

6.2 Parents carers and hospital treatment

Parents or carers will be contacted following significant illness or injury, whenever a pupil needs collection or further treatment, whenever emergency services are called, and following every known or suspected head injury. Staff will use all available contact numbers and continue reasonable attempts if initial contact is unsuccessful.

Where hospital assessment is needed but an ambulance is not required, a parent or carer will normally collect and transport the pupil. School-arranged transport will be used only where specifically agreed and risk assessed. If a pupil is taken to hospital before a parent or carer arrives, an appropriate member of staff will accompany them and remain until responsibility is transferred.

6.3 Consent and emergency action

Consent for first aid, emergency treatment and the administration of paracetamol is obtained through the admissions process. Emergency assistance will not be delayed where consent cannot be confirmed and immediate action is needed to protect life or prevent serious deterioration.

7 Site and off-site arrangements

7.1 Hersham

The first-aid point and medical accommodation are in the medical room beside the Deputy Headteacher's office. The site's AED is kept in the medical room. The first-aid record book is kept securely in the first-aid area.

7.2 Staines

Reception is the first point of contact for first aid. The site's AED and first-aid record book are held at reception. When privacy, examination or short-term care is required, an appropriate nearby space will be identified. The annual needs assessment will review the suitability of this accommodation, including access to handwashing facilities and a nearby toilet.

7.3 Educational visits and school-led off-site activities

The visit or activity leader will assess first-aid needs in advance and ensure appropriate trained cover, a suitable travelling first-aid kit, emergency contact information, relevant pupil medical information and a charged school telephone are available. Incidents will be reported and recorded on return in accordance with this policy.

7.4 Outreach in another school

When Thamesfield staff are working on another school's premises, they will seek assistance from the host school's first-aid personnel and follow the host school's emergency arrangements. Thamesfield staff are not expected routinely to administer first aid on behalf of the host school. Any serious incident affecting a Thamesfield employee or pupil must also be reported promptly to Thamesfield so that its own employer, safeguarding and incident-reporting responsibilities can be considered.

8 Equipment facilities and AEDs

8.1 First aid kits

At least one clearly marked and suitably stocked first-aid kit will be available at each site. Additional kits will be provided in higher-risk areas, school vehicles and for relevant off-site activities as identified by the needs assessment. Medicines will not be stored in first-aid kits.

Kits will be checked at least monthly and following significant use. Used items are signed out, stocks are replenished promptly and expired items are disposed of safely. Routine checks may be completed by administration staff or first aiders under the coordination of the School Business Manager.

8.2 Automated external defibrillators

AEDs are located in the Hersham medical room and at Staines reception. Site administration staff will complete and record a monthly readiness check, including the status indicator, pads and battery. The School Business Manager will hold the central record and arrange replacements. Both AEDs will be registered on The Circuit where this has not already been completed.

8.3 Infection control

Staff providing first aid will follow infection-control precautions, use disposable gloves and other protective equipment where appropriate, wash hands before and after treatment where possible, and dispose of contaminated materials safely. Bodily-fluid spillages will be managed using the school's approved cleaning procedures and equipment.

9 Medicines allergies and medical conditions

First aid does not generally include administering medicines. Arrangements for prescribed medicines, emergency medication and individual healthcare plans are set out in Policy 0008 Supporting Pupils with Medical Conditions. Allergy and anaphylaxis arrangements are set out in the separate Allergy and Anaphylaxis Policy.

9.1 Paracetamol

Thamesfield may hold paracetamol for pupils in accordance with Policy 0008. It may be administered only by an authorised member of staff when current parental consent is recorded. Staff must establish when the pupil last took paracetamol, follow the manufacturer's instructions and minimum dose interval, supervise the dose, record it on the appropriate medication record and notify the parent or carer. Paracetamol will not be given for a headache associated with a known or suspected head injury.

10 Recording and reporting

10.1 Local first-aid records

Routine first-aid treatment is recorded in the dedicated first-aid book at the relevant site and is not routinely entered on Arbor. The Hersham book is kept in the first-aid area and the Staines book at reception. The record will include:

the date, time and place of the incident;

the name of the injured or ill person;

details of the injury or illness and what happened;

the first aid or other action taken;

what happened immediately afterwards, including return to class, collection or hospital attendance; and

the name and signature of the person dealing with the incident.

10.2 OSHENS

As a maintained school, Thamesfield will use Surrey's OSHENS system for significant incidents. These include incidents requiring more than basic first aid, significant violence or threats, relevant near misses and specified dangerous occurrences. Minor grazes, small cuts and similar incidents requiring only simple first aid may remain in the local first-aid record.

Significant incidents will be brought promptly to a senior leader and entered on OSHENS. Reports will be reviewed and signed off within seven days where reasonably possible. Where RIDDOR applies, the submission will be attached to the OSHENS record and Surrey Strategic Risk Management will be informed.

10.3 RIDDOR

The Headteacher, or another person formally authorised by the employer, will ensure that reportable incidents are notified to the Health and Safety Executive within the applicable statutory timescale. A pupil or visitor being taken to hospital is reportable only when the injury arose out of or in connection with a work activity and the person was taken directly from the scene to hospital for treatment. Examination or diagnostic tests alone do not constitute treatment for this purpose.

Employee deaths, specified injuries and specified dangerous occurrences must be reported without delay. An employee injury resulting in more than seven consecutive days' incapacity must be reported within 15 days. Not every accident, hospital visit or near miss is RIDDOR-reportable; advice will be sought from Surrey Strategic Risk Management where necessary.

10.4 Retention confidentiality and review

Completed records will be stored securely with access limited to those who need it. Pupil accident records will be retained until at least the pupil's 21st birthday. Adult and employee accident records will be retained for at least three years, or longer where another applicable retention requirement or active claim requires it. Records will then be disposed of securely.

The School Business Manager and senior leaders will review incident information for patterns, recurring risks and any change needed to the first-aid needs assessment, equipment, training or site arrangements.

11 Training and communication

First aiders must complete appropriate training with a competent provider and hold a valid certificate. Certificates are normally valid for three years and renewal training will be arranged before expiry. Thamesfield will also provide annual refresher training to maintain skills and awareness. Additional training will be arranged where pupil or workplace needs require it.

First-aid arrangements, locations and contact routes will be communicated through staff induction, prominent notices at each site and relevant briefings. Pupils, parents, visitors and contractors will be given information appropriate to their needs.

12 Monitoring approval and review

The Management Committee approves this policy. It will be formally reviewed every three years. The School Business Manager and the Management Committee's designated health and safety member will check the operational arrangements annually. The policy will be reviewed earlier following a relevant change in legislation or guidance, a serious incident, a material change to premises or provision, or evidence that the arrangements are no longer suitable.

13 Related policies

Policy 0008 Supporting Pupils with Medical Conditions;

Allergy and Anaphylaxis Policy;

Health and Safety Policy;
Educational Visits Policy;
Safeguarding and Child Protection Policy; and
Data Protection and Records Management arrangements.