



Ysgol Bethania

First Aid Policy

Signed by:

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<u>A.Higham</u>	Director /Proprietor	Date: <u>26/05/2026</u>
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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 the proprietor are aware of their responsibilities with regard to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes.

2. Roles and responsibilities

2.1 Appointed person(s) and first aiders

The school's appointed people are the Headteacher and the Deputy Head Teacher; however, most staff will have completed First Aid training.

The Headteacher and the Deputy Headteacher will be 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.

The Headteacher and the Deputy Headteacher are trained and qualified to carry out the role (see section 7) and are responsible for the following:

- 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 first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school.

2.2 Health & Safety Officer

The health & safety officer 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.

2.3 The Headteacher

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

- Ensuring that an appropriate number of trained first aid personnel 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 staff 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)

2.4 Staff

School staff is 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 is not called.
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

3. First aid procedures

3.1 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.
- If an individual requires a defibrillator, CPR, fallen from a high height, has a suspected back injury, or is excessively bleeding, especially from a head injury, ears, or vomiting blood, then you must ring an ambulance. This is not an exhaustive list, and an ambulance can be phoned for a wide range of other situations, as referenced in the bullet point above.
- 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/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend the next steps to the parents/carers.
- Emergency services will be called
- If emergency services are called, the Headteacher will contact parents immediately.
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury and email it to the Health & Safety Officer, parents, and social worker where applicable.

- Bodily fluids of all types must be treated as infectious, and these will be cleaned using appropriate equipment (bathroom mop, bucket, and blue roll) and PPE. All PPE and other equipment that cannot be sterilised should be binned in its own bin bag and put immediately into the outside general waste bin.

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3.2 When to call an ambulance

- An ambulance will be called **immediately** in any situation where a pupil, staff member, or visitor is seriously ill or injured and requires urgent medical attention. This includes (but is not limited to) the following circumstances:
 - The casualty is **unconscious, not breathing**, or has **difficulty breathing**.
 - There is **severe bleeding** that cannot be controlled.
 - The casualty is suspected to have a **serious head, neck, back, or spinal injury**.
 - The casualty is experiencing **chest pain, suspected heart attack, or stroke symptoms**.
 - The casualty is suffering from a **severe allergic reaction (anaphylaxis), asthma attack, seizure, or diabetic emergency**.
 - There is a **suspected broken bone, serious burn, or major trauma**.
 - The casualty's condition is **deteriorating rapidly**, or their **safety cannot be assured** without medical support.
 - If in doubt, **staff should err on the side of caution and call 999**. A **qualified first aider** should remain with the casualty until emergency services arrive, providing reassurance and first aid as appropriate. Parents or carers will be notified as soon as possible.

3.2 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/Carers contact details.

Risk assessments will be completed and public liability insurance requested by the Headteacher prior to any educational visit that necessitates taking pupils off the school premises.

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

4. 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
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes (anti-allergenic)
- Scissors
- Cold compresses
- Burns dressings.

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The school classrooms
- School vehicles

5. Record-keeping and reporting

5.1 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 in Appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the Headteacher.
- 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.

5.2 Reporting to the HSE

The Health & Safety Officer will keep a record of any accident that results in a reportable incident

injury, disease, or dangerous occurrence, as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6, and 7).

The Health & Safety Officer will report these to the Health and Safety

Executive as soon as is reasonably practicable and in any event within ten 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 seven consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to the hospital
- Near-miss events that do not result in an injury but could have. Examples of near-miss events relevant to schools include, but are not limited to:
 - 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>

6. Training

All school staff will complete accredited First Aid at Work training as part of their induction programme. This training will be delivered face-to-face by an approved training provider to ensure staff are competent and confident in responding to medical emergencies and providing appropriate first aid support within the school environment.

All first aiders must hold a valid and current certificate of competence in accordance with the Health and Safety (First-Aid) Regulations 1981 and Welsh Government health and safety expectations for schools. The school will maintain an up-to-date register of all trained first aiders, including details of the training completed, certification dates, and renewal dates (see Appendix 3).

In addition to face-to-face First Aid at Work training, all staff will complete an annual online first aid refresher through the SSS Learning Platform to ensure knowledge, confidence and best practice are regularly updated.

Where a learner has identified medical needs, health conditions, or requires specialist medical procedures, the school will ensure that any additional medical training required for staff is completed prior to the learner's admission wherever possible. This may include, but is not limited to, training relating to epilepsy, diabetes, gastrostomy care, administration of

medication, allergy management, anaphylaxis, moving and handling, or other individual healthcare needs identified within the learner's Individual Healthcare Plan (IHP) or Individual Development Plan (IDP).

The school is committed to ensuring that appropriately trained staff are available at all times to meet the medical, health and safety needs of all learners in line with Welsh legislation, safeguarding responsibilities, and the school's duty of care.

7. Monitoring arrangements

This policy will be reviewed by the Headteacher every year, and particularly after any changes, to ensure the provision is adequate.

At every review, the policy will be approved by the Education Director.

8. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy

9. Hospital

Local GP	Address	Telephone number
Eyton Place Practice	Flint Health and Well-being Centre, Earl St, Flint CH6 5ER	03000859500
Local Hospitals	Address	Telephone number
Holywell Community Hospital	Halkyn Road, Holywell, CH8 7TZ	03000850008
Deeside Community Hospital	Plough Lane, Aston, Deeside, CH5 1XS	03000850018

10. Nearest defibrillator

Flint Library/Flint Town Hall, Church St, Flint, CH6 5AP (1.4 mi)

Appendix 1: List of trained first aiders

[illegible]

Appendix 2: accident report form

ACCIDENT REPORT FORM					
Section 1: Person Involved					
Name		Age		Gender	
Home Address					
Postcode		Telephone			
Was the injured Person	An employee		A young person		
	Contractor		Member of the public		
	Other				
Section 2: Person Completing this Record					
Name					
Address					
Postcode					
Job Title					
Department					
Section 3: Incident					
Date & Time		Location of incident			
Details of Incident (Include the cause if known)					
Section 4: Injury Details					
Injuries Sustained					
Initial Treatment	First Aid		GP / Walk in Visit		
	Hospital		Paramedic/Ambulance		
	None Required				
Lost Time Started	Date		Time		
The person involved in the accident should sign and date below to confirm that the above is an accurate record.					
Signature:				Date:	

Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	A Date for training to be updated (where applicable)
<i>Emergency First Aid at Work (Face to face)</i>			
<i>First Aid basics in an educational setting (online)</i>			
<i>First Aid basics in an educational setting (online)</i>			