



THE VYNE COMMUNITY SCHOOL

FIRST AID POLICY

Reviewed: November 2025

Next Review: November 2026

Linked Policies/Documents:

Supporting Students with Medical Conditions Policy

Critical Incident Policy

Positive Mental Health Policy

References

[Health and Safety at Work Act 1974](#)
[Health and Safety \(First Aid\) Regulations 1981](#)
[The Management of Health and Safety at Work Regulations 1999](#)
[Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#)
[School Premises \(England\) Regulations 2012](#)

[Guidance First Aid in Schools \(DfEE\) Feb 2022](#)
[Supporting pupils at school with medical conditions \(DfEE\) 2015](#)
[Guidance on the use of adrenaline auto-injectors in schools \(DoH\) September 2017](#)
[Automated external defibrillators \(AEDs\) - Guidance for schools \(DfEE\) January 2025](#)
Health and safety corporate procedure - First aid (HCC) Issue 6, September 2024
Incident Reporting System – Guidance (HCC) Version 10, October 2025
First Aid Guidance – Schools (HCC) Version 4, October 2024

Policy Statement

The Vyne Community School will undertake to ensure compliance with the relevant legislation with regard to the provision of First Aid for all employees and students and to ensure best practice by extending the arrangements as far as reasonably practicable to contractors, visitors and others who may be affected by our activities.

Responsibility for first aid at The Vyne Community School is held by the Headteacher who is the Responsible Manager.

All first aid provision is arranged and managed in accordance with HCC's Health & Safety corporate procedure First Aid and First Aid Guidance - Schools October 2024 V4.

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

Aims & Objectives

Our first aid policy will be achieved by:

- Carrying out a First Aid Needs Assessment using the Children's Services First Aid Needs Assessment Form to determine the first aid provision requirements for our premises
- Reviewing this First Aid Needs Assessment at least annually or following any significant changes that may affect the required first aid provision
- Ensuring that there are sufficient trained first aid staff on duty and available for the numbers of people and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them
- Production of a "What to do if..." to assist all staff in dealing with incidents.

First Aid Training

The Responsible Manager (Headteacher) will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders and qualified first aiders are in place, as identified in the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

It should be remembered that the role of a first aider is to provide the initial treatment to someone who is injured or sick, prior to professional medical assistance arriving and taking over.

Mental Health

The Positive Mental Health Policy details our approach in promoting positive mental health and wellbeing and the resources available when someone is experiencing a change in their mental health. The School's mental health Lead is Vickie Rodgers. We aim to support the parent/carer by keeping them informed and offering support as well as working in partnership with other agencies and partners such as the MHST and CAMHS.

There are 3 First Aid training standards in use at the School.

Emergency First Aid at Work (EFAW))

Is a one-day course to provide the practical basic first aid skills to administer emergency first aid including:

Primary survey, resuscitation and use of an AED, choking, wounds and bleeding, seizures, minor burns, and scalds and dealing with foreign objects. It covers the differences in protocols when dealing with children and babies.

Activity First Aid (AFA)

Is a two-day course that shares its first day with EFAW and extends it to cover the Secondary assessment of a casualty, bone, joint and muscle injuries, head and spinal injuries, chest injuries, eye injuries, anaphylaxis, major illnesses (heart attack, stroke, diabetes, asthma), the effects of extreme heat and cold, bites and stings. This qualification is suited to those dealing with sports related injuries and those that may occur on out of school trips.

First Aid at Work (FAW)

Is a three-day course that again shares the same first day as the EFAW course, incorporates the additional elements from AFA and adds abdominal injuries, specialised burn injuries and poisoning.

The current First Aid Needs Assessment has identified that the following are required on site at all times to meet the needs of the school:

Emergency First Aid at Work trained Staff (Including Activity First Aid trained Staff)	2
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First Aid at Work trained staff	2
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The above numbers are those required to be on-site during the normal school day. The number of trained first aiders is larger than this to cover absence and out of school activities.

The list of current First Aiders can be found at Appendix B

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 Equipment Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

Ten First aid boxes are in the following locations:

1 x Site office	1 x Admin
2 x PE department	1 x DT
2 x Minibus	

Additional supplies are kept in the Student Support Services Room, Science Office and AVA room where the key first aiders are based.

There are 9 travel kits for trips kept in the Science Prep Room.

It is the responsibility of the Lead first aider to check the contents of all first aid kits every three months and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are stored in the Student Services Room (designated medical room). The contents of first aid kits are listed under the 'required quantity' column on the checklist itself.

It is the responsibility of each first aider to advise when items in a first aid kit have been used so that they can be replaced immediately.

Automatic External Defibrillators (AED)

There is an AED located next to the front door in reception and an AED in the sports hall lobby near to the main entrance of the sports hall. It is the responsibility of the Business & Community Manager to check the AEDs weekly.

The reception AED is registered with Circuit (the National defibrillator network). The cabinet is coded and the code is available from reception when manned or via emergency services.

First Aid Room

The office adjacent to G5, Student Services is designated as the first aid room for treatment, sickness and the administration of first aid. The first aid room is located near a WC and has the following facilities:

- wash basin, first aid kit, telephone, chair, clean working area, access to a computer.

A stretcher (located in the Admin office) and wheelchair are also available.

Student Medication (refer to Supporting Students with Medical Conditions Policy)

Asthma pumps, EpiPens, diabetic medication and other life-saving medication may be carried by the student concerned and used as required. Emergency spares may be stored in the Admin Office.

With the exceptions above, all students' medication must be handed in at reception and will be stored securely in a locked cabinet in the First Aid Room. Medicines can only be given to students with the prior written consent of parents. The medicine must be supplied by a parent/carer of the child.

Actions of a First Aider/Emergency procedures

For a more detailed incident procedure, see Appendix A

Upon being summoned in the event of an accident, the First Aider is to take charge of the first aid. Following their assessment of the injured person(s), they are to administer appropriate first aid commensurate with their training and make a balanced judgement whether to call an ambulance.

The first aider/appointed person 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

- In the event of a severe allergic reaction causing breathing difficulties
- Whenever the medical care plan advises
- Whenever there is a fracture or where one is suspected
- Whenever an EpiPen has been used
- 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, it is our policy to always notify parents of their child's accident if it:

- is more than a very minor injury
- requires, or is recommended to have any further medical care or to attend hospital.

Contacting Parents

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

If the parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to contact 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).

Transporting students to hospital if parent/carer cannot be contacted

If the child requires hospital treatment, and the parents cannot be contacted prior to attendance, a member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

A staff member may take the student in their car if they have the required insurance cover and must be accompanied by another responsible adult or First Aider. If an ambulance or a taxi is used, then the student will be accompanied by a responsible adult or First Aider.

Out of hours school activities and trips

The first aid arrangements for all school managed and organised after school activities (parents' evenings, school fetes, CCF and sports activities) are considered in this policy. On occasions where there may be the need for additional provision the school will carry out a needs assessment for that activity.

The first-aid arrangements for school and CCF organised trips/visits are to be included in the trip/visit paperwork. This is reviewed for each trip/visit and the level of first-aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

Staff leading activities/trips registered on EVOLVE, to a location without first aid provision, are required to have a basic level of first aid support and have a working knowledge of simple first aid. They should be competent to use the first aid materials carried with the group and know how to access, and be able to access, qualified first aid support.

It is also important for them to know if there are any children with specific medical conditions on the activity eg. asthma, allergies etc and the possibility of participants developing sepsis.

External users of the school

Where the school has arrangements to let/hire out buildings, rooms, or facilities to external organisations there will be arrangements in place to coordinate the first-aid arrangements with the hirer. This is managed by The Community Manager who will ensure that these arrangements are recorded in the lettings/hire agreement.

Hirers/ community users agree to terms and conditions of hire which states

"First Aid Facilities

19.1 There is no legal requirement for the School to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports hiring.

19.2 Use of the School's resources is not available."

Hygiene and Infection Control

As per the Health & Safety Policy all staff should take precautions to avoid infection and must follow basic hygiene procedures. First Aiders have access to single use disposable gloves and should take care when dealing with blood or other bodily fluids, and disposing of dressings or equipment.

Clinical waste should be disposed of in the clinical waste bins which are collected by a registered waste contractor. A sharps box is located in the First Aid Room (Student Services)

Records

All incidents requiring first aid treatment to a student are to be recorded on SIMS as soon as possible and will include a minimum of:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (e.g., Bump on head etc)
- Treatment provided and action taken

Where the injury to a student is more than a minor injury, or the person involved is an adult (staff, visitor or contractor) then accidents requiring first aid treatment are to be recorded using the on-line Accident/Incident investigation form provided by HCC and must contain (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (e.g., Bump on head etc)
- Treatment provided and action taken

In addition, death, serious injuries (requiring more than 7 days off school/work) or those work-related accidents involving members of the public or people who are not at work must be reported under RIDDOR if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury.

Policy Review

This policy will be reviewed annually or after an event has occurred that warrants review. The First Aid Needs Assessment will be reviewed annually.

Appendix A to THE VYNE COMMUNITY SCHOOL FIRST AID POLICY

What to do if...

General illness

- If in your opinion (as a responsible adult) the student is too ill to continue, send them to The Family Support Team for assessment (Please call a First Aider if urgent).
- Students should be discouraged from 'self-referring.'
- If you believe that First Aid is required, notify a First Aider who will assess the situation.
- Medicines can only be issued with prior written consent of parents. The medicine issued must be supplied by a parent/carer of the student.
- Parent/ Carer should always be contacted to ascertain when the last dosage was administered and whether they are happy for the child to have medicine at that time.

REMEMBER

- ALL first aid needs to be logged on SIMS as soon as possible so that if this pupil visits another first aider later in the day, they are aware of any previous visits.
- Check SIMS to see if the pupil has visited before.
 - Behaviour Management, 7 Initiatives
- If not, assess pupil and write up any conclusions/medication issued.
 - Behaviour Management, 7 Initiatives, New, First Aid drop down box.
- If medicine is required:
 - check whether we hold any medication for the pupil. This can be found on: U:\First Aid\First Aid Database. There are tabs along the bottom for each year group, it can also be worth checking with Student Services Office (Wendy Coate-Bond) to make sure they have not used up their supply of medicine.
 - Gain consent verbally from parent via telephone. **Check if previous dosage given and when**
 - If messages are left and you are waiting for a call back - inform reception so that when parents call reception they can alert first aid straight away.
 - If permission is given, provide as per guidelines below.

Paracetamol dosage: - Age 11 – 1 tablet
Age 12-15 – 1 to 1 ½ tablets
Age 16 – 1-2 tablets

Calpol doses are written on the side of the bottle and all other medication will be labelled.

NOTES:

Paracetamol should generally be supplied by the parent. Written consent should be checked and verbal permission obtained at the time to check previous dosage given and when. (First aiders may use their discretion to use a school supply of paracetamol if permission is given by parent but they are unable to get to the school to supply their own)

Ibuprofen must not be given unless prescribed by a doctor.

Aspirin must never be given to a person under 16, unless it has been prescribed by a doctor.

Incident Protocol

a. Immediate Action (IA)

1. **“Stop”** will be ordered. All activity is to cease immediately, and all are to await further instruction from the teacher in charge.
2. Immediate first aid will be administered, and the casualty assessed.

b. Very Minor Casualty. E.g., minor cuts and grazes

1. If the member of staff on hand is competent to deal with the injury, then they should do so unless that would unnecessarily disrupt the remainder of the class.
2. Otherwise, treat as minor Casualty below

c. Minor Casualty:

1. A First Aider should be summoned by sending a pupil to request assistance from the nearest First Aider or via email to firstaid@vyne.hants.sch.uk
2. The First Aider will make an assessment.
3. If practical, the casualty will be treated by the First Aider.
4. If deemed necessary, then the Office should be advised and asked to arrange transport to North Hampshire Hospital, Aldermaston Road, Basingstoke, RG24 9NA, Tel: 01256 473 202.
5. The first aider or representative will contact parents to advise.

d. Major Casualty.

1. DIAL 999 and ask for an ambulance
2. Give the following information remembering LIONEL
 1. Location
 2. Incident – what has happened
 3. Other services required e.g., Fire, Police,
 4. Number of Casualties
 5. Extent and type of injuries
 6. Location again, to be sure.

The location should be given by name and, if off school premises, a grid reference or “What 3 Words” location.

3. The First Aider will treat and reassure the casualty
4. Contact reception/the office or out of hours SLT member and inform them of the accident, repeating the information detailed above.
5. The reception/office/ OOH SLT member will contact parents to advise

e. After the casualty has been successfully treated and/or evacuated the Staff member in charge will

- ensure the area is clear of all medical waste - site staff with the necessary PPE should be summoned immediately to deal with clinical waste
- record what first aid supplies have been used so they can be replaced
- record the incident/accident on SIMS and/or the HCC reporting procedure.