

UTC READING

First Aid Procedure

1. Introduction

First aid procedures are in place to ensure the safety, health, and wellbeing of pupils, staff, and visitors by establishing clear procedures, qualified personnel, appropriate equipment, and effective record-keeping for first aid incidents.

2. Legislation & Guidance

This procedure is based on:

- The Health and Safety (First Aid) Regulations 1981
- Health and Safety at Work etc. Act 1974
- DfE guidance: *First aid in schools, early years and further education* (updated 14 Feb 2022)[A](#)
- HSE recommendations for non-employees (students and visitors)
- Resuscitation Council UK & DfE requirement to teach CPR & AED awareness to secondary pupils

3. Risk Assessment

A comprehensive first aid needs assessment is conducted and reviewed annually, considering:

- Number of students and staff and staff-to-student ratios
- High-risk areas: science labs, PE, DT, kitchen
- Proximity to emergency services

The assessment determines:

- The number of designated first aiders
- Quantity & location of first aid kits
- Off-site provision for trips/events

4. Personnel

a. Appointed Person(s)

- One or more staff coordinate first aid arrangements and equipment – Office Manager and Pastoral Manager
- Responsibilities:

- Pastoral Manager: maintaining kit stock
- Office Manager/SLT: contacting emergency services
- Office Manager: record-keeping

b. First Aiders

- First aid designated staff are trained in either:
 - **First Aid at Work (FAW)** (3-day), for higher-risk areas
 - Paediatric training may be offered (but not mandatory beyond EYFS)
- Cover is available across the school day, extended hours, and off-site activities.
- Normal school opening hours are from 8:15am – 4:30pm for students (5:15pm for staff)

5. Equipment & Facilities

a. First Aid Kits (On-site)

Each first aid kit has at minimum:

- First aid leaflet
- 20 assorted sterile adhesive dressings
- 2 sterile eye pads
- 6 safety pins
- 4 triangular bandages
- 6 medium sterile dressings (approx. 12 × 12 cm)
- 1 pair disposable gloves

Kits are located across the building in the following areas

Room number	Location in room
Main hall	Equipment cupboard
112	On wall
110	By desk
169	Under the sink
158	Under the sink
154	Under the sink
161	Behind the main desk
Staff room	The cupboard above the microwaves
168	Behind desk
202	In office
307	In office
214	In office
Medical room	On top of medicine cabinet for school trips

b. Off-site Kits

When off-site, the trips and visits compact kit should contain:

- First aid leaflet, 6 adhesive dressings, 1 large dressing (18 × 18 cm), 2 triangular bandages, 2 safety pins, cleansing wipes, disposable gloves

c. First Aid Room

A designated first aid room is present with a washbasin, running water, seating, and hygienic disposal (for body fluids).

Any medication stored for students is kept in a locked cabinet in the first aid room.

d. Emergency grab bag at reception

An additional first aid “grab bag” is kept under the main reception desk containing additional gauze, bandages and dressings, which can be used to support first aid outside the school in the local premises. This is to combat particular risk of knife crime in our local area.

6. Procedures

1. **Incident Occurs:** Staff assesses situation; reports requirement for first aider or appointed person over the two way on call radio
2. **First Aider attends to student at their location** using appropriate PPE (gloves, etc.).
3. **Emergency Services:** Call 999 if airway blockage, unresponsiveness, bleeding, severe injury.
4. **Record Incident:**
 - Use the school’s First Aid Incident Log book (kept in the first aid room or main office)
 - Include date, time, injury, treatment, who administered first aid, first aider and injured party to sign record
5. **Informing Parents/Guardians:** Parent is contacted immediately for any medical concern requiring attendance or home care.
6. **Reporting:**
 - For staff workplace injuries, follow RIDDOR if serious
 - Record near-misses and trends for risk reviews
7. **Follow-up:** First aider trained staff ensures stock is replenished, triggers parental notifications, and escalates repeat injuries to leadership.

7. Teaching First Aid

- CPR and AED awareness included in Key Stage 3–4 Health Education, using DfE-approved lesson plans
- Pupils learn basic life-saving skills such as CPR and defibrillator use through annual training from the British Heart Foundation, which includes a practical demonstration session with manikins and explanation of how to use defibrillator

8. Defibrillator

There is a defibrillator held on the main office wall for use inside the building. Staff are trained to use this as part of their first aid training.

There is a defibrillator stationed on the outside of the school building which has a combination lock which can be accessed by contacting emergency services for the access code.

9. Training & Certification

- First aiders require no special licensure but should know emergency protocols
- First aiders must hold a certificate from an HSE-approved provider (renew every 3 years)
- School will maintain training logs for staff and training delivered to pupils.

10. Communication & Signage

- First aider list is prominently signposted across school buildings
- First aid info is provided in induction materials for staff and pupils
- Ensure all staff know how to summon first aid (call on call radio for immediate response)

10. Monitoring & Review

- Monthly checks ensure kit contents are up-to-date and correctly stocked
- Annual review aligns with risk assessment
- Incident records audited termly to identify hazards
- Policy revised each academic year or after a serious incident

11. Individual Healthcare Plans (IHPs)

For pupils with ongoing medical conditions (e.g., asthma, diabetes, allergies), create separate IHPs are created in line with DfE statutory guidance. These are held in a file in the main office and on EdGen.

12. Roles & Responsibilities

Role	Responsibilities
Head Teacher	Operationally implement the procedure, ensure first aid coverage
Appointed Person(s)	Coordinate arrangements, kit maintenance, ambulance calls
First Aiders	Provide treatment, record incidents, replenish stock
All Staff	Accompany pupils, summon aid, assist in emergencies
Parents / Carers	Provide up-to-date medical info, follow up care