



SVS First Aid Policy

1. Policy Statement

Sandwell Valley School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for students, staff and visitors and will make sure that procedures are in place to meet that responsibility.

2. Aims

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors 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
- To identify the first aid needs of the School
- To ensure that first aid provision is available at all time when people are on School premises, and also off the premises whilst on School trips

3. Legislation and guidance

- [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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

4. Roles and responsibilities



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4.1. Appointed person(s) and first aiders

The school's appointed first aiders are Jen Hall, Manjit Kaur, Lee Mills and Mim Hall. They are 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

4.2. First aiders are trained and qualified to carry out the role (see section 7) 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 first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

4.3. The local authority and governing board

- SMBC has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.
- The governing board delegates operational matters and day-to-day tasks to the principal and staff members.

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4.5. The principal

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

- Ensuring that an appropriate number of 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



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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 to the HSE when necessary (see section 6)

4.6. 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 is not called
- Informing the principal or their manager of any specific health conditions or first aid needs.

5. First aid procedures

5.1. 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, Admin 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

5.2. Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:



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- 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 teacher 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.

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
- 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:

- The medical room
- Reception (at the desk)
- The school hall
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles



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7. Students' Medical Condition

A list of students who suffer from medical conditions, together with details of those conditions, is updated annually by reception. Copies of this list are kept at Reception

Risk Assessments are prepared for students with a more serious medical condition, such as diabetes, anaphylaxis or epilepsy.

8. Hygiene/Infection Control

Basic hygiene procedures must be adhered to by staff. Single use disposable gloves must be worn when treatment involves blood or other bodily fluids and disposed of with dressing, in the medical waste bin provided in the First Aid Room. Where possible, staff should wash their hands before dealing with any first aid issues.

9. Responsibilities

Included within the responsibilities of the appointed First Aider are:

- To ensure that there are an adequate number of qualified First Aiders and Appointed Persons
- To check the contents of first aid kits each term and re-stock as necessary.
- To keep records of all accidents, injuries and other circumstances requiring medical or first aid attention and any necessary reporting under RIDDOR/Ofsted.

10. Emergency Procedures

Where an injury or other medical condition is an emergency, an ambulance should be called. Ideally, this will be on the advice of the School Nurse or a First Aider, but there may be circumstances where it is apparent that such a call must be made immediately. Parents will be informed when an ambulance has been required to be called. If a parent cannot accompany a student to hospital, a member of staff will accompany the student to hospital and remain with them until the parents can take over responsibility.

11. Informing Parents

- Where the incident has required the issue of medication, or dressings which will need review after School, Reception will provide the student with a note to take home.
- The parents will be telephoned in the event of any head injury, if an ambulance is



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called.

12. Record-keeping and reporting

12.1. First aid and accident record book

- An accident form will be completed by the first aider 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 educational record by the Admin
- 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.

12.2. Reporting to the HSE

The Admin 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 Admin 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



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- 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:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - 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>

Admin will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

13. Training

All school staff are able to undertake first aid training if they would like to.

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 (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

14. Monitoring arrangements

This policy will be reviewed by the Jennifer Hall every year. At every review, the policy will be approved by the principal and SLT. All accidents, injuries and illnesses will be recorded. This data will be used to:

- monitor and evaluate the effectiveness of the health and safety policy and procedure;
- monitor and evaluate the risk assessment process;
- demonstrate decision making in the event of complaints being made;
- engage and inform the work of the site and premises staff;
- report to governors in order for them to evaluate the health and safety work of the SVS

15. Links with other policies

This first aid policy is linked to the

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

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16. Qualified First Aiders

Jennifer Hall

Mim Hall

Manjit Kaur

Angela Murray

Lee Mills

Kavita Kaur

Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

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Staff member's name	Role	Contact details
Jennifer Hall	Senior Administrator	
Mim Hall	Principal	
Manjit Kaur	Data Officer	
Angela Murray	Deputy Safeguarding Lead	
Lee Mills	School Counsellor	
Kavita Kaur	Senior Business Manager	

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Appendix 2: accident report form

Name of injured person	Role/class
Date and time of incident	Location of incident
Incident details	
<p><i>Describe in detail what happened, how it happened and what injuries the person incurred</i></p>	
<p>Action taken</p>	
<p><i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i></p>	
<p>Follow-up action required</p>	

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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

Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>E.g. first aid</i>			
<i>E.g. anaphylaxis</i>			



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Appendix 4: Procedure for Emergency Hospital Attendance

In the situation where an ambulance is required the Appointed Person/First Aider in attendance must:

1. Contact reception immediately;
2. Give clear details of the students name and the reason for the emergency call;
3. Clearly state the location of the student and the action already taken and the physical state of the student;
4. Stay with the student;
5. Attend hospital with the student unless the parents are available on site. Reception staff must
 - Ring the emergency services using 999 immediately;
 - Give clear instructions about the students name and condition;
 - Contact the parents /carers/emergency contact to request attendance at the UTC;
 - Confirm ,using the MIS system, any medical conditions relating to the student;
 - Arrange for the ambulance/ first responder to be met at the Springfield Campus entrance to give directions to the student and accompany them;
 - Inform the Principal.

If reception is unavailable the First Aider at Work should use their mobile phone to summon assistance from the Principal or any member of SLT.

During an offsite visit the procedures laid down in the educational visits policy apply. The nearest Hospital with Accident and Emergency is Sandwell Hospital:

Sandwell General Hospital Lyndon West Bromwich West Midlands B71 4HJ. Tel: 0121 553 1831

Date: September 2025

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