KING EDWARD VI FOUNDATION BIRMINGHAM

Educational excellence for our City

KING EDWARD VI ACADEMY TRUST BIRMINGHAM

First Aid Policy

Responsible Board/Committee	School Governing Board
Policy Type	School
Policy Owner	School Business Manager
Statutory	No
Publish Online	No
Last Review Date	September 2026
Review Cycle	*Annual* This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved.
Next Review Date	September 2027
Version	1

Date Agreed: 29/09/2026	**Date for review: September 2027**
Chair of Governing body: **Nicola Smith**	**Date signed: 29/09/2026**

At King Edward VI Northfield School for Girls, we are committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors.

The Headteacher has overall responsibility for ensuring that the School has adequate and appropriate first aid equipment, facilities and first aid personnel and for ensuring that the correct first aid procedures are followed. KB is the lead designated First Aider at King Edward VI Northfield School for Girls. Several staff are also First Aiders.

This policy aims to comply with *paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2003* (SI 2003/1910), the *Health and Safety at Work etc Act 1974* and subsequent regulations and guidance including the *Health and Safety (First Aid) Regulations 1981* (SI 1981/917) and the *First aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance.*

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils. Anyone on the School premises is expected to take reasonable care for their own and others' safety.

This policy is part of a number of school policies aiming at safeguarding children in all circumstances.

Aims of this Policy

• To ensure that the School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
• To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
• To ensure that medicines are only administered at the School when express permission has been granted for this.
• To ensure that all medicines are appropriately stored.
• To promote effective infection control.

Nothing in this First Aid policy should affect the ability of the trained First Aiders to contact the emergency services in the event of a medical emergency.
For the avoidance of doubt, the First Aiders should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this First Aid Policy and make clear arrangements for liaison with ambulance services on the School site.

To achieve the First Aid Policy aims, the School will:

• Have suitably stocked First Aid boxes/bags
• *Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health.*

• Appoint sufficient First Aiders to take charge of First Aid.
• Provide information to employees, pupils and parents on the arrangements for First Aid
• Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents.
• Review and monitor arrangements for First Aid on as appropriate on a regular basis (and at the very least on an annual basis).

First Aid Boxes and First Aid Travel Bags
The first aid boxes are located with First Aiders around the school in Learning Support, Hygiene Rm, Pastoral, Reception, Exams Office, and in specialist teaching areas Graphics, textiles, Art, Food, PE and Science prep room.

First aid travel bags for off site visits are also located in the cupboard next to the deputy heads office.

The School's minibus also has a prominently marked first aid box, which is stocked in accordance with *Part 2 Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986.* It is the responsibility of the First Aiders to check the content of the First Aid kits regularly and restock if necessary.

First Aiders
The main duties of First Aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.
First Aiders are to ensure that their first aid certificates are kept up to date through liaison with the Headteacher.
See Appendix A for current list of First Aiders in school

First Aid Training
The school will ensure that there are appropriate numbers of First Aiders and/or Appointed Persons at all times and will ensure that they have undergone appropriate training, refreshed at three yearly intervals. The School will maintain a record of employees who have undergone first aid training.

First Aid Information
Staff are provided with a list of the School's First Aiders and direct pupils to a named first aider. First Aid incidents are recorded on our MIS. If a first aid incident relates to an accident the separate accident book should be completed (see Accident Reporting)

Defibrillator
There are two Automated External Defibrillators (AED) in school. One is located on the wall by Reception. The other is in Reception and is portable for use outside and if the building is evacuated in an emergency.

Anyone can use the defibrillator as the device will talk the user through each step of the process. The school will ensure that there are appropriate numbers of staff who have received additional training and will maintain a record of this training.
See Appendix A for staff who are happy to use the defibrillator.

Emergency Procedure in the event of an accident, illness or injury
If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider. If summoned, a First Aider will assess the situation and take charge of first aid administration.

In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

When contacting home/guardians - in the event that the primary contact cannot be gotten hold of, all numbers listed on the pupils' contact list will be tried.

Ambulances
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
• Whenever there is the possibility of a fracture or where this is suspected
• Whenever the first aider is unsure of the severity of the injuries
• Whenever the first aider is unsure of the correct treatment

If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the injured person.

• Parent/Carers should be notified once an Ambulance has been called and instructed to attend to travel with the ambulance if hospital treatment is required.
• If Parents/Carers are unable to attend e.g. due to distance, staff should contact the DSL or Headteacher for further advice.

Procedure in the event of contact with blood or other bodily fluids
First Aiders should take the following precautions to avoid risk of infection:
• Cover any cuts and grazes on their own skin with a waterproof dressing.
• Wear suitable disposable gloves when dealing with blood or other bodily fluids.
• Use suitable eye protection and a disposable apron where splashing may occur.
• Use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation.
• Wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:
• Wash splashes off skin with soap and running water.
• Wash splashes out of eyes with tap water and/or an eye wash bottle.
• Wash splashes out of nose or mouth with tap water, taking care not to swallow the water.
• Record details of the contamination.
• Take medical advice (if appropriate).

Accident Reporting
Accidents, incidents and near misses are to be recorded in the separate accident book.

Reporting to Parents
In the event of accident or injury to a pupil at least one of the pupil's parents must be informed as soon as practicable. Parents must be informed of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.
In the event of serious injury or an incident requiring emergency medical treatment a nominated member of staff (usually a member of the admin team) will telephone the pupil's parents as soon as possible. A list of emergency contact details is available on the schools MIS.

In the event of a minor injury, where appropriate, the First Aider will contact parents by telephone.

Reporting to HSE
The School is legally required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

Accidents involving pupils or visitors:
• Accidents where a person is killed or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:
• Any School activity (on or off the premises).
• The way a School activity has been organised or managed (e.g., the supervision of a field trip).
• Equipment, machinery or substances
• The design or condition of the premises

Accidents involving Staff:
• Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs).
• Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days.

• Cases of work-related disease that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
• Certain dangerous occurrences (i.e., near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Visits and Events off Site
Before undertaking any off-site events, the School will assess level of First Aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. When appropriate, a portable First Aid kit will be carried. Please see separate Educational Visits Policy for more information about the School's educational visit requirements.

Administration of Medicines
A central list of all pupils' medical conditions and any particular requirements should also be produced.
Parents of pupils required to carry or use an inhaler or Epipen are required to notify the school of this arrangement. The school will obtain parental consent before administering any medicines to pupils. The information held by the School will include a record of pupils who need to have access to asthma inhalers, epipens, injections or similar and information regarding relevant parental consent, as well as a record of dispensation of medication (name of pupil, name of medicine, date, time, dosage, signature of person who supervised).

Where appropriate, individual pupils will be given responsibility for keeping such equipment with them if a Parent consents to the pupil carrying his/her own medicine. This will be reviewed on a regular basis.

The First Aiders will retain and administer an inhaler or Epipen for each pupil who is deemed not to be sufficiently competent to carry this themselves. In other cases, such equipment and medicines will be kept suitably labelled, in a locked cabinet by a First Aider in the First Aid Room.

As a general rule, First Aiders shall not administer any medication that has not been prescribed for that particular pupil by a doctor, dentist, nurse or pharmacist.

No pupil shall be given medicine containing aspirin or Paracetamol unless prescribed for that particular pupil by a doctor or if consent has been given for a specific residential trip.

Storage of Medication
See Separate Medicines in School Policy

Appendix A

The following staff members are trained first-aiders:

Name	Department	Notes	Expiry
Kim Barstow	Reprographics	Will use defibrillator - no	20/11/2028
Sabrina Groves	SEN	Will use defibrillator - yes	04/01/2029
Marie Campbell	SEN	Will use defibrillator - yes	20/11/2028
Mia Barker	SEN	Will use defibrillator - yes	04/01/2029
Jess Wilks	Maths	Will use defibrillator - no	04/01/2029
Jan Peters	Art	Will use defibrillator - yes	23/11/2026
Rubina Charles	Textiles	Will use defibrillator - yes	04/01/2029
Lucy Hufton	Geography	Will use defibrillator - yes	04/01/2029
Melissa Sword	Lettings	Will use defibrillator - yes	23/11/2026
James Cashmore	Exams	Will use defibrillator - yes	21/11/2027
Millie Monahan	Cover	Will use defibrillator - no	15/01/2028
Natalie Clarke	English	Will use defibrillator - no	26/01/2028
Lee Southall	Premises	Will use defibrillator - yes	20/11/2028
Lisa Colvin-Grieve	SLT	Will use defibrillator - no	04/01/2029
Alex Cheffers	Cover	Will use defibrillator - yes	04/01/2029
David Chesterman	SLT	Will use defibrillator - yes	04/01/2029
Kayleigh McConnell	Food	Will use defibrillator - yes | Food only	04/01/2029
Stephen Smedley	SLT	Will use defibrillator - yes	04/01/2029
Marti Elliott	SLT	Will use defibrillator - yes	04/01/2029
Nicola Ryan	PE	Will use defibrillator - yes	27/09/2029
Freya Whiteley	PE	Will use defibrillator - yes	29/09/2029
Milena Collins	SLT	Will use defibrillator - yes	08/01/2029