

Policy

First Aid

Approved by:	COFO
Oversight by:	CEO
Date:	Autumn Term 2025
Review Date:	Autumn Term 2026
This policy applies to:	 DURHAM SIXTH FORM CENTRE

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Links with policies:

This Policy is linked to the:

- Health and Safety Policy
- Risk Assessment Policy
- Supporting Students with Medical Conditions

1. Policy Introduction and Purpose Statement

- 1.1. Our Trust is committed to ensuring that first aid is administered in a timely and competent manner.
- 1.2. The aims of our First Aid Policy are to:
 - Ensure the health and safety of all students, staff and visitors.
 - Ensure that staff are aware of their responsibilities with regards to health and safety.
 - Outline the framework for responding to an incident and recording and reporting the outcomes.

2. Legislation and Guidance

- 2.1. This Policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#) and guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#) and the following legislation:
 - [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.
 - [The 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 students.
- 2.2. This Policy complies with our Trust's Funding Agreement and Articles of Association.

3. Roles and Responsibilities

3.1. The Trust/The COFO

- The Trust has ultimate responsibility for health and safety matters, across the Trust. The Trust will oversee health and safety, led by the Chief Operating and Financial Officer (COFO), but delegates day to day responsibility for health and safety and first aid to the CEO and Principal, in accordance with the Trust Scheme of Delegation.
- The COFO line manages the Facilities Manager, ensuring that their responsibilities are completed, and leads in terms of the Health and Safety Executive reporting procedures.
- This Policy is reviewed annually by the COFO, with oversight by the CEO and Principal.

3.2. The Principal

- Is responsible for health and safety, including first aid, with the support of the Assistant Principal (Pastoral), Facilities Manager and the Health & Wellbeing Lead on a day-to-day basis.
- Ensures that an appropriate number of first aiders are present in the school at all times.
- Ensures that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensures that adequate space is available for catering to the medical needs of students.

3.3. The Assistant Principal (Pastoral)

- Is responsible for the implementation of this Policy, with oversight by Lee Bone (Vice Principal).
- Ensures that all staff are aware of first aid procedures, including but not limited to the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the

school's first aid needs. This includes ensuring that first aid information notices (see Appendix A) and notices of first aid staff (see Appendix B) are posted in prominent places.

- Line manages the Health & Wellbeing Officer, ensuring that their responsibilities are completed.

3.4. The Facilities Manager

- Ensures appropriate risk assessments are completed and appropriate measures are put in place.
- Monitors that First Aid Incident Forms are being completed.
- Ensures that Corporate Accident/Incident/Ill-Health or Near Miss Report Forms are completed by first aiders as appropriate. The Facilities Manager leads on Section 5 (Investigation) and ensures that forms are submitted to the Local Authority as appropriate.
- With support from the COFO, ensures that incidents are reported to the Health and Safety Executive (HSE) when necessary, in line with guidance - [Reportable Incidents, Health and Safety Executive](#).
- Ensures that the First Aid Accident Form Folder, stored at main reception, is kept up to date and that records are retained in line with guidance and then securely disposed of.
- Supports the Health & Wellbeing Lead with ensuring that first aid kits are maintained and regularly checked.

3.5. The Health & Wellbeing Officer

- Is a first aider, as is a requirement in their job description.
- Supports the Assistant Principal (Pastoral) with procedures, including ensuring student medical records are kept up to date.
- Monitors the First Aid Incident Forms and, along with the Facilities Manager, ensures appropriate action is taken.
- Draws up the Individual Health Care Plans (IHCPs) and Personal Emergency Evacuation Plans (PEEPs) and ensures these are shared with staff via SIMS (Linked Documents) and kept in the central medical folder held at main reception.
- Ensures that first aid kits are kept in key areas, including reception, minibuses and with the sports department.
- Ensures that there is an adequate supply of medical materials in first aid kits and replenishes the contents of these kits.

3.6. First Aiders

- Complete training as appropriate and required.
- Act as first responders to any incidents. They assess the situation where there is an injured or ill person and provide immediate and appropriate support.
- Fill in a First Aid Incident Form (an online Google form, available on the Staff Dashboard) on the same day as, or as soon as is reasonably practicable after, a minor incident.
- Fill in as soon as possible a Durham County Council Corporate Accident/Incident/Ill-Health or Near Miss Report Form (Sections 1-4 only, available on the Staff Dashboard) if the incident is more serious, then share it with the Facilities Manager.

3.7. All School Staff

- Must ensure they follow first aid procedures.
- Must ensure that they know who the first aiders are.
- Must ensure that the Human Resources Manager is informed of any specific health conditions or first aid needs.

4. In-School First Aid Procedures

- 4.1. If a member of staff requires first aid support for a student in lessons, they should send a member of the class to the main reception for assistance. They should state the student's name requiring support and the room number. Reception will then arrange assistance.
- 4.2. The first aider will assess the situation and decide if further assistance is needed from a colleague or the emergency services. They will remain with the individual until help arrives.
- 4.3. The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- 4.4. If the first aider judges that a student is too unwell to remain in the school, parents/carers will be contacted and asked to collect their child. First aiders should not use the main reception as a triage or waiting area. If a student is unwell and awaiting collection, they should be supervised by the first aider or supervised in the Resource Centre by the Student Reception team, until such time as parents/carers arrive to collect them. Upon their arrival, the first aider will recommend next steps to the parents/carers.
- 4.5. If emergency services are called, a member of staff will contact parents/carer.
- 4.6. The first aider will complete either the First Aid Incident Form or the Durham County Council Corporate Accident/Incident/Ill-Health or Near Miss Report Form (Sections 1-4 only). The Facilities Manager will ensure all steps are completed as appropriate, including leading on Section 5 (Investigation) of the Durham County Council form and ensuring that forms are submitted to the Council, as appropriate.

5. Off-site First Aid Procedures

- 5.1. When taking students off the school premises, staff will ensure that they always have the following:
 - A mobile phone.
 - A first aid kit, appropriate to the activity being carried out (see section 6).
 - Information about the specific medical needs of students.
 - Emergency contact details, including those of parents/carers.
- 5.2. Risk assessments will be completed by the Group Leader prior to any educational visit that necessitates taking students off school premises.
- 5.3. The procedures in Section 4 will be followed as closely as possible for any off-site accidents.
- 5.4. We will endeavour to ensure that there is at least one first aider on school trips and visits.

6. First Aid Equipment

- 6.1. There are 24 individual first aid kits spread across the school site, including at main reception and student reception; this includes sport kits, off-site visit trips and minibus kits. There are catering specific kits in all 3 catering locations. There are kits in all science laboratories and the science department also has an eye wash station.
- 6.2. No medication is kept in first aid kits.
- 6.3. A typical first aid kit in the school includes the following:

Conforming bandages x 2	Triangular bandages x 4	Burn dressings x 2	Eye pad dressings x 4
Finger dressings x 4	HSE Medium dressings x 6	HSE Large dressings x 4	Foil Blankets x 3

Gloves x 12 pairs	Plasters x 100	Resuscitation face shields x 2	Shears x 1
Micropore tape x 2	Cleaning wipes x 40	Ice pack x 1	Saline pods x 5
Guidance leaflet x 1			

7. Record-keeping and Reporting

- 7.1. A First Aid Incident Form (an online Google form, available on the Staff Dashboard) is completed by the first aider on the same day as, or as soon as is reasonably practicable after, a minor incident. As much detail as possible will be supplied when reporting an accident. Where there are safeguarding concerns, such as self-harm, this will also be logged on CPOMs but the relevant Pastoral Support Manager.
- 7.2. A Durham County Council Corporate Accident/Incident/Ill-Health or Near Miss Report Form (sections 1-4 only) is completed by the first aider if the incident is more serious and the form is then shared with the Facilities Manager who leads on section 5 (Investigation) and ensures that forms are submitted to the Council as appropriate.
- 7.3. The Facilities Manager ensures that the First Aid Accident Form Folder, stored at main reception in a cupboard, is kept up to date. Records held in the Folder are 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 are securely disposed of.

Reporting to the Health and Safety Executive

- 7.4. Incidents are reported to the Health and Safety Executive (HSE) when necessary, in line with guidance. Any incident resulting in death, injury, ill-health, disease, dangerous occurrence or near-miss, which arises out of employment or use of Trust premises will be investigated, recorded and reported.
- 7.5. The COFO 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).
- 7.6. The COFO will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below.
- 7.7. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.
- 7.8. Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident) will be reported by the COFO to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.

Staff: reportable injuries, diseases or dangerous occurrences

- 7.9. These 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) which covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs;
 - 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;
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - carpal tunnel syndrome
 - severe cramp of the hand or forearm
 - occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - hand-arm vibration syndrome
 - occupational asthma, e.g. from wood dust
 - tendonitis or tenosynovitis of the hand or forearm
 - any occupational cancer
 - any disease attributed to an occupational exposure to a biological agent;
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to the Trust 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.

Students and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

7.10. These include:

- Death of a person that arose from, or was in connection with, a work activity¹;
- An injury that arose from, or was in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for treatment.

7.11. The COFO will report these to the HSE without delay (i.e. by telephone) and follow up in writing within 10 days.

8. Training

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

8.2. All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school Main Office keeps a register of all trained first aiders, what training they have received and when this is valid until. This can be inspected upon request.

8.3. The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

8.4. An 'Enhanced First Aid team' has been established on the basis that these colleagues have undertaken additional specialist training linked to current students and their health/wellbeing needs. In the event that one of these students requires support, this team will be called upon.

¹ An accident 'arises out of' or is 'connected with a work activity' if it was caused by: a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip) the way equipment or substances were used (e.g. lifts, machinery, experiments etc) and/or the condition of the premises (e.g. poorly maintained or slippery floors)

9. Monitoring

- 9.1. This Policy will be reviewed by the COFO annually (or sooner if required).

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10. Appendix A: First Aid Information Notice



The poster has a green background with white text and graphics. At the top left is the Durham Sixth Form Centre logo, which consists of a stylized 'C' followed by the text 'DURHAM SIXTH FORM CENTRE'. Below this, the words 'FIRST AID' are written in large, bold, white capital letters. Underneath 'FIRST AID' is the text 'AT DURHAM SIXTH FORM CENTRE' in smaller white capital letters. To the right of this text is a white line drawing of a heartbeat. Below the heartbeat, there are three paragraphs of white text. The first paragraph says 'In the case of a First Aid incident send another student to Main Reception to request a First Aider.' The second paragraph says 'Please state the student's name requiring support and the room number.' The third paragraph says 'Thank you.' In the bottom right corner, there is a white cross on a green square background, with the words 'FIRST AID' written in white capital letters below the cross.

DURHAM
SIXTH FORM CENTRE

FIRST AID

AT DURHAM SIXTH FORM CENTRE

In the case of a First Aid incident send another student to Main Reception to request a First Aider.

Please state the student's name requiring support and the room number.

Thank you.

FIRST AID

11. Appendix B: Notices of First Aid Staff



FIRST AID STAFF

AT DURHAM SIXTH FORM CENTRE



HEALTH & WELLBEING OFFICER

Karin Miller
(Monday - Thursday 9am - 3pm)

ENHANCED FIRST AID TEAM

Lucy Shearer	Steven Gardiner (10am - 6pm)
Rachel Thexton	Matt Gatiss
Steven Robinson	Joanne Smith
Gemma Ross	Emily Sirrell

FIRST AID TEAM

Alia Gargum	Hannah Collier (maternity)
Mariarita Martino	Angela McLaughlin
David Wimpenny	Richard Miller
Lyndsey Ali	Daniel Gourley
Louise Robinson	Matthew Forster
Beth Mongan-Barker	Katherine Hasselby (maternity)
Stephen Joel	Cara Moran
Emma Colvin	James Miller
Becky Rubens	Kerry Harris
Megan Lamb	Iain Beveridge (part time)
Kate Waterston	Mark Rye (6:15am - 2:15pm)
Emily Barr	

12. Appendix C: Corporate Accident/ Incident/ Ill-Health or Near Miss Report Form

Ref. No. 	CORPORATE ACCIDENT / INCIDENT / ILL-HEALTH OR NEAR MISS REPORT FORM	
Please complete form in BLOCK CAPITALS in black ink See guidance notes SMPACC0001G for help in completing the form		
Section 1 Person injured / ill / involved in the incident or near miss		
Name: _____ Date of Birth: _____ Male ☐ Female ☐ Home Address: _____ Tel: _____ Status: DCC Employee ☐ DCC Trainee ☐ Contractor ☐ Member of public ☐ Client ☐ Pupil ☐ Job Title: _____ Service: _____ Division: _____ Team: _____ Name of Premises/ Unit/Division/School: _____ Premises No. _____		
Section 2 Details of accident / incident / ill-health or near miss		
Date of Incident: _____ Time of Incident: _____ am/pm Date of Report: _____ Incident Type: Violence ☐ Accident ☐ Work related ill-health ☐ Near Miss ☐ Location of Incident (Include Establishment name and Location on premises): _____ Details of Incident or work-related ill-health (Include activity at time, full details of what happened and name of assailant if applicable) _____ _____ _____ Were they undertaking their normal employment duties Yes ☐ No ☐ (if No state why) _____		
Section 3 Details of Injury (if applicable)		
Description of injury (Include part of body and nature of injury): _____ Treatment Given: _____ Name of First-Aider: _____ (Tick all appropriate boxes) Is the injured party expected to be absent from work for more than 7 days due to the incident ☐ Was the injured person: Able to continue work ☐ Sent home ☐ Sent to GP/Dentist ☐ Taken to Hospital ☐		
Section 4 Details of Person Completing Section 1-3 of this Form		
Name: _____ Job Title: _____ (Please Print) Signature: _____ Date: _____ Signature of person involved in the accident / incident/ ill health or near miss: _____ Where possible the signature of the person involved in the accident/incident should be obtained to confirm that they have read the completed section of this form and agree that the details above are correct.		

Data Protection Act 1998

The information you have provided will be held by the council on computerised and manual files within your service area. The information will be used for record purposes. The form will also be passed to the Health and Safety function in order that they can ensure the matter has been properly investigated and reported to enforcement agencies (if required). The data may be disclosed to other organisations, **but only in order to ensure compliance with relevant legislation or to prevent fraud or a crime.**

Section 5 Investigation

a) Causes

Was the scene of the incident visited? Yes ☐ No ☐ Have photographs been taken? Yes ☐ No ☐ (if Yes please attach)

Has any physical evidence been retained? Yes ☐ No ☐ Has the direct/indirect cause of the incident been identified? Yes ☐ No ☐

(Please detail below the causes of the accident, incident or work-related ill-health and any previous relevant incidents)

Continue on a separate sheet as required

b) Names & Status of Witnesses (if any):

(See guidance form for key process to be followed during the investigation. Please attach any statements, addresses and other relevant information.)

- 1) _____ DCC Employee ☐ DCC Trainee ☐ Contractor ☐ Member of public ☐ Client ☐ Pupil ☐
- 2) _____ DCC Employee ☐ DCC Trainee ☐ Contractor ☐ Member of public ☐ Client ☐ Pupil ☐
- 3) _____ DCC Employee ☐ DCC Trainee ☐ Contractor ☐ Member of public ☐ Client ☐ Pupil ☐

c) Action taken to prevent recurrence/reduce risk

Action (Detail practical and managerial actions planned or taken)	Person Responsible	Target Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Continue on a separate sheet as required

Section 6 Signatures

Print Name: _____ Signature: _____ Date: _____

Person Investigating Incident _____

Reviewed by _____
(Review actions)

It is the responsibility of the line manager to ensure the incident is fully investigated and details recorded on this form before it is submitted to the relevant H&S function.

THIS FORM ON COMPLETION SHOULD BE RETURNED TO THE RELEVANT HEALTH & SAFETY FUNCTION AS SOON AS POSSIBLE

SMP/ACC/001 Version 06 2 / 2

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