

Author | Hubert Dziubaltowski, Mike Ryan

Contributors | Matthew Nolan

Version | 0.3

Pages | 8

Last Review Date | Summer 2026

Next Review Date | Summer 2027



First Aid Policy

This policy will be reviewed annually by the Richard Huish College Governing Body.

The policy was last reviewed and agreed by the Richard Huish College Governing Body.

on: 1st September 2024.

It is due for review in: 29th April 2026

Signature Date

Principal

Signature Date

Chair of Governors

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure all staff are aware of their responsibilities regarding first aid
- Provide a clear framework for responding to incidents
- Ensure effective recording and reporting of incidents (EVOLVE)
- Prompt a proactive approach to risk reduction and incident prevention

2. Legislation and guidance

This policy is based on the advice from the Department for Education on [first aid in schools](#) and [health and safety 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.

- 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.
- [Stronger protections for children with allergies in school - GOV.UK](#)

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The college has a list of staff who are fully trained First Aiders, and this can be accessed through the College First Aid Leads.

All Duty Managers are first aid trained and can be called upon during the college day to support a first aid incident.

All First Aiders are responsible for:

- Assessing incidents when a student is unwell or injured.
- Providing medical assistance/intervention where required.
- Ensuring that an ambulance or other professional medical help is called in an emergency.
- In an emergency the Duty Manager and/or a First Aid Lead must be contacted if an ambulance is required. It will be the responsibility of the Duty Manager and/or First Aid Lead to make the decision if an ambulance needs to be called.
- In the event of a life-threatening situation, the first aider or other member of staff must call an ambulance immediately.

Lead First Aider is responsible for the main college and Oak House:

- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.
- Ensuring that an appropriate number of trained first aiders are always present in the college during college hours.
- 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 and who the first aiders are at college.
- Ensuring that all staff, students, and visitors have seen an up-to-date poster of the First Aid team and a campus map showing all defibrillator and PAcT kit locations.

Operational oversight:

- Conducting regular audits of first aid provision, including equipment, facilities and staffing levels.
- Maintaining a central register of qualified first aiders, including training expiry dates and renewal of qualifications.
- Ensuring adequate first aid for high-risk events.
- Ensuring that a first aid room is available during the college day.
- Gathering transition information on students joining the college and storing this appropriately (Unit E and the Hub)
- Attend Health and Safety meetings and present finding/discuss concerns.
- Producing a termly and annual report that identifies the students with high/emergency medical requirements. To be shared with the college Health and Safety lead each term and on an annual basis.
- Liaising with Senior Management with the names of those students at college who are deemed a high medical risk.

Medical needs & Care plans – these will be reviewed by the Lead First Aiders.

- Ensuring appropriate medical care plans are completed/ made available and reviewed when changes occur.
- Ensuring care plans are communicated effectively to relevant staff while maintaining confidentiality.
- Coordinating training or briefings for staff supporting students with specific medical needs (diabetes, epilepsy, anaphylaxis).
- Monitoring students identified with high medical risk and ensuring appropriate support is in place.

Incident management & reporting

- Overseeing the recording of all first aid incidents to ensure accuracy and completion.
- Reviewing accident and incident data to identify trends, patterns or recurring risks (EVOLVE).
- Escalating concerns to senior leadership and HSE committee were required.
- Reporting specified incidents to the HSE in line with RIDDOR requirements.
- Meeting appropriate members of staff who will have contact with any students who have a medical care plan and sharing information on actions/adjustments required.
- Producing a termly and annual report that identifies the students with high/emergency medical requirements. To be shared with the college Health and Safety lead each term and on an annual basis.

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

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- Acting as first responders to any incidents; assessing the situation and where there is an injured or ill person, provide immediate and appropriate treatment.
- In an emergency, calling an ambulance for a student (if appropriate to do so).
- Consulting with the Duty Manager and/or First Aid lead in any non-emergency cases when an ambulance may be required or they are unsure of further treatment.
- Sending students home to recover where necessary. Contact must be made with parents/carer prior to sending the student home. This call can be made by reception or the first aider administering care.
- Completing an accident report through Evolve Accident book, on the same day, or as soon as is reasonably practicable, after an incident.
- Attending half-term meetings as part of the college First Aid team (not required by the Senior Management Team).
- First Aiders to check teams' site on a weekly basis (not required by Senior Management Teams).
- All college employed minibus drivers are required to be first aid trained.
- All First Aiders must hold an up to date (no more than 3 years old) first aid certificate in the workplace.

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3.2 The RHT Board of Trustees

The Board of Trustees has ultimate responsibility for health and safety matters in the college, but delegates oversight to the Local Governing Body (LGB), with operational matters and day-to-day tasks to the principal and staff members.

3.3 The Principal

The principal is responsible for overseeing the implementation of this policy.

3.4 Staff

College staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know the first aiders and how to contact them.
- Completing accident reports through Evolve Accident book, for all incidents they attend.
- Informing the First Aid Lead or their line manager of any specific health conditions or first aid needs should they change during the year.

4. First aid procedures

4.1 Transition procedures

Prior to students starting college, the following process will take place to identify those students with a high level of medical need:

- Information gathered during the application process.
- Students who have a high level of need will be contacted and a discussion will take place around support during their time at college as well as sharing of any care plans or other relevant documentation.
- A screening tool to be completed and a database of students needs developed as a first aid college register.

- A note will be added to the hub to inform staff of a student's medical needs. If the student has a high level of need, a meeting will be arranged with the student circle following enrolment to discuss the students' needs and any reasonable adjustments that are required.
- The first aid team's site will be updated at the start of the academic year with all students' medical information, and this will form part of the first team meeting to share this information and make sure all first aiders are aware of the college most vulnerable students.

4.2 In college 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. If they deem the emergency services are required, they must discuss with the First Aid Lead and Duty Manager. 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 student is too unwell to remain in college, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carer.
- If emergency services are called, the first aider, college office staff or SMT member will contact parents/carer immediately and ask them to meet the student at the hospital. If this is not possible and the student is under 18 then a college member of staff will wait with them until a family member arrives.

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The first aider will complete an accident report through Evolve Accident book on the same day or as soon as is reasonably practical after an incident resulting in an injury.

4.3 Off-site procedures

When taking students off the college premises, staff will ensure they always have the following:

- Complete an online trip application through Evolve and have a named First Aider.
- A mobile phone.
- A portable first aid kit.
- Information about the specific medical needs of students (stored securely) and where possible not printed.
- Parent/carer contact details.
- Trip leader to ensure that all students who carry any medication have this with them before leaving college site and all staff on the trip are aware of these students.

Inhalers/ EpiPens and medication on trips

- Students are expected to carry and manage their own prescribed medication where appropriate
- College staff do not routinely administer medication unless trained/authorised and permitted by policy
- Arrangements for students who may need support with medication are set out in care plans found on the hub

Risk assessments will be completed prior to any educational visit that necessitates taking students off college premises.

There will always be at least one first aider with a current first aid at work certificate on college trips, as required by the statutory framework for the Education and Training (Welfare of Children) Act 2021.

5. First aid equipment

First Aid Room

The college provides a dedicated first aid room which includes

- A medical bed
- Handwashing facilities
- Privacy screen for treatment
- Appropriate medical supplies
- Toilet facilities

A typical first aid kit 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
- Emergency adrenalin auto-injectors (EpiPen) and inhalers are located at reception and Oak House
- Defibrillators (On site only, a portable defib can be requested if required)
 - No medication is kept in first aid kits.
 - Familiarisation defibrillators sessions are offered to all staff on a termly basis.

First aid kits are stored in:	Reception, Sports hall, Learning Centre, All vehicles, Huish Kitchen, First aid rooms
Defibrillators are located at:	Elmfield House, Reception, Sycamore, Hawthorn Ramp. Willow Café, Oak house, portable defibrillator stored outside the AGP office in Hawthorn.

Oak House (Boarding House) Medical Provisions

Oak House is the college's residential boarding house with maximum capacity of 57 students. Due to its residential nature and the extended hours of occupancy, Oak House maintains additional first aid protocols to ensure the wellbeing and safety of boarders outside of college operating hours.

(Key Provisions)

- A fully stocked First Aid kit is maintained on site and checked regularly by the Lead First Aider in coordination with Oak House staff.
- A defibrillator is located within Oak House and is always accessible.
- At least one member of Oak House staff on duty at any given time will hold an up to date First Aid qualification.
- Medical care plans for boarding students are shared with Oak House staff and appropriate training, or briefings are provided as needed.

A clear escalation pathway is in place for medical incidents that occur during out of hours, including contact details for the Duty Manager, Oak House Manager, First Aid Lead and emergency service protocol.

Regular Boarding panel meetings for students identified as high risk shared between Duty Manager's, Boarding staff, First Aid Lead(s) and Health & Safety

5a. Defibrillators

The college has 6 defibrillators on the main campus and one at Oak House.

The college has a portable Defibrillator that is used for Ash Meadows as well as trips such as Duke of Edinburgh or sports fixtures.

Staff are invited to Defibrillator familiarization training on an annual basis.

6. Record-keeping and reporting

6.1 First aid treatment and accident records

- An accident form (Evolve Accident book) will be completed 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
- Accident and first aid treatment records are held electronically and included in reports for the College's Health and Safety Committee.

6.2 Reporting to the HSE

The Health and Safety Officer 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 Health and Safety officer 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.

Full details can be found at <http://www.hse.gov.uk/pubns/edis1.pdf>.

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.

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- 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.
- 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.
 - Near miss events are recorded and reviewed by the College's Health and Safety Committee.

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents/carers

A member of SMT, first aider or Reception staff will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

The principal will notify Ofsted of any serious accident, illness or injury to, or death of, a student/pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The principal will also notify the Somerset Safeguarding Board of any serious accident or injury to, or the death of, a student/pupil while in the college care.

7. Training

All college staff are offered the opportunity to undertake first aid training.

All first aiders must have completed a training course and hold a valid certificate. The college will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff should renew their first aid training every three years and will be sent a reminder through Smartlog.

All first aiders will be trained in how to administer an adrenaline auto-injector (EpiPen).

7a. Severe Allergies

All college first aid staff will be given allergy awareness training.

All college first aiders will be trained in how to recognise, respond and administer medication when a student is having a severe allergic reaction.

The college has two spare adrenaline auto-injectors for emergency use which can be found at the college main reception.

Oak House has spare adrenaline auto-injectors for emergencies out of main college hours for students who are boarders.

Any student with a severe allergy will be reviewed by the first aid leads and a first aid safety plan created on their college profile so staff are aware of their needs.

This policy will take into account the Stronger protections for children with allergies in school guidance released by the Department for Education.

8. Monitoring arrangements

This policy will be reviewed by the Trust H&S Officer and approved by the Principal and Governors annually.

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The First Aid team meet half-termly to review incidents, assess procedures, and maintain a proactive approach to students and staff safety. A dedicated Microsoft Teams group supports ongoing communication, training updates and any changes.

The First Aid Leads meet on a weekly basis to share information and discuss any concerns, worries or challenges that may present during the college year.

9. Links with other policies

This first aid policy is linked to the:

- Health and Safety policy.
- Risk Assessment policy.
- Trips Policy.
- RHC Safeguarding policy.

10. Appendix

Location of Defibrillators and Public Access Trauma Kits

DEFIBRILLATORS
P&T KITS
(Public Access Trauma)

