



First Aid Policy September 2025

1. Introduction

This first aid policy does not include reference to supporting students at school with medical conditions or dealing with administration of medication. Please refer to the school's separate policies for such arrangements.

The Health and Safety (First Aid) Regulations 1981 state the requirements relating to employees, which in the context of schools includes students. Responsibility for health and safety in schools, including the administration of first aid, lies with the employer and in the case of Langley Grammar School this is the Governing Board.

Teachers are not required to give first aid under their conditions of employment, but any employee can volunteer to be a first aider and the governors are responsible for ensuring that there are sufficient trained persons to meet the statutory requirements and identified needs at all times. All first aiders must have received relevant training by an appropriate provider.

Where a first aider is not required following a needs assessment, the school will appoint at least one Appointed Person to take charge of first aid arrangements, including looking after equipment and calling emergency services if required.

Any employee or any person volunteering to administer first aid will be covered and indemnified under the school's public liability insurance policy.

2. Aims and objectives

The school aims to ensure that:

- All legal requirements for first aid are fulfilled.
- The school has sufficient members of staff trained and available to meet the legal requirements for first aid coverage.
- First aid facilities including first aid boxes and areas set aside for first aid are fit for purpose.
- Pupils, staff and visitors are provided with appropriate first aid support if they become unwell or are injured.

3. Responsibilities

Headteacher

In discharging its duty of care the Governing Board delegates to the Headteacher the operational responsibility for ensuring that first aid procedures are in place to cover in school and out of school incidents and that these comply with legal requirements. This will include:

- Risk assessments including:
 - Consideration of the size of the school, its layout and location, staff numbers, students and visitors;
 - Specific hazards or risks on the site;
 - Specific needs;

- Specific events eg parent meetings, sports day, concerts, drama productions;
 - Accident statistics;
 - Selection of first aiders, and number required;
 - Contacting first aid personnel.
- Ensuring first aid training is up-to-date and sufficient for school needs.
 - Ensuring that first aid provision is available at all times while people are on the school premises, and also, wherever possible, off premises while on school visits.
 - Ensuring staff and visitors are informed of first aid arrangements
 - Ongoing assessment of first aid provision.
 - Providing information as required.
 - Considering insurance cover.

Business Manager

Ensuring that access to the school site for emergency vehicles is maintained at all times

First Aiders

On a day-to-day basis, the first aiders have the responsibility to:

- All first aiders must have received relevant training by an appropriate provider, including refresher training as required; certification must be current.
- Be aware of and apply the School's first aid emergency procedures.
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Take precautions to avoid infection and follow hygiene procedures. Ensure that an adult witness is present if tending an intimate part of the body.
- Report to the Business Manager via the Health & Safety co-ordinator any time that first aid is given under circumstances which may need to be subsequently reported to HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Complete the accident log and report any potential hazards that may have contributed to the accident to the Health & Safety co-ordinator or the Business Manager.

4. Contents of first aid containers

First aid containers are stocked in line with HSE recommendations, checked by student support staff twice a year and stocks replenished.

First aid kits must be taken on all off-site activities; visit leaders should request kits from Student Support.

5. Monitoring and evaluation

Accident statistics will be produced monthly by Student Support staff and forwarded to the Health & Safety co-ordinator to monitor and to identify recurring incidents which may be prevented if appropriate action is taken.

6. Reviewing

The School will review regularly the first aid policy and ensure that the necessary legal requirements are being met and that, where improvements to the policy can be made in the light of monitoring accident reports, such improvements will be made.

7. Links with other policies and procedures

- Supporting students with medical conditions policy
- Control of medicines procedure
- First aid procedure for students and staff
- Health & Safety Policy

6. Ratification and review

Reviewed by	School Business Manager & Headteacher Resources Committee	Date	Sept 2025
Approved by	Governing Board	Date	Oct 2025
Next Review	School Business Manager & Headteacher	Date	Sept 2027