



King's Worcester

First Aid Policy

Effective 1st September 2026

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1. Rationale

In accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 and 1999, the Foundation Governors and staff take responsibility, through a duty of care, for the health, safety and well-being of pupils, staff and visitors. The King's Foundation (the Foundation) undertakes to ensure that there are adequate and appropriate equipment, facilities and procedures to provide appropriate first aid; and that first aid arrangements are based on a risk assessment of the Foundation.

The Foundation will provide appropriate first aid cover at all times when the School is in operation.

This is a Foundation-wide policy that also applies to the EYFS settings.

2. Objectives

- To provide prompt, appropriate first aid attention:
 - during normal school operation (e.g. sports injuries, accidents in school)
 - from inherent and serious medical conditions (e.g. asthma, allergies etc.)
 - on school visits off-site.
- To provide first aid attention from the School Nurses or staff holding a recognised first aid qualification.
- To ensure an adequate number of first aid trained staff within the School and provide update/refresher training as required.
- To provide sufficient and appropriate first aid resources.
- To keep records of accidents and follow requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

- To safeguard all personnel in school, including visitors, from death or injury in the event of an incident or health problem.

3. Implementation in the Senior School

The Deputy Head Pastoral works with the School Nurse Coordinator and the Director of Operations. The School Nurse Coordinator monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.

The School Nurse Coordinator will monitor the contents of first aid boxes across the School site.

The School will ensure that all staff are aware of the first aid arrangements in school.

First aid notices, including a list of qualifications and the staff who hold these qualifications, to be displayed in the Common Room and key areas in school. A list of the location of first aid boxes is posted in the Common Room and is also kept with the School Office.

Staff are expected to use their best endeavours at all times, particularly in an emergency to secure the welfare of pupils.

Qualification Level

- PE staff: full course
- All staff in charge of a sports' team have at least Sports First Aid qualification
- Nursing staff: RGN, First Aid and Mental Health First Aid
- Staff leading adventurous activities, Duke of Edinburgh Scheme: recognised qualification
- Key support staff, including catering, technicians and maintenance undertake first aid training
- All staff have the opportunity to undertake the basic emergency first aid training and defibrillator training if they wish.

A log of certificates under each category is kept and the School Nurse Coordinator will send out renewal notices to staff.

First aid materials, equipment and facilities

First Aid kits are provided in various locations around the School, including:

- operations and finance department
- Dining Hall and kitchen
- science areas
- Gym and sport areas, including swimming pool and sports fields
- estates department
- music rooms.

Staff taking pupils off-site from school must take a first aid container from the health centre. The PE department have their own kits.

The School follows the HSE recommendations for stocking first aid containers.

Responsibility for checking/restocking first aid containers

The Department Head is responsible for ensuring that their first aid box, where there is one, is accessible and has all its contents as indicated on the list enclosed in the first aid box. (It should contain nothing else).

Any items used must be requested from the Health Centre and re-stocked promptly. The Health Centre will check and restock the first aid boxes each term.

Defibrillators

Defibrillators are checked in accordance with manufacturers recommendations by the School Nurse. They are located in the following areas:

- Boathouse
- Hostel House
- KSA reception
- sports fields.

4. Specific Medical Needs

The School Nurse on duty takes charge in a first aid emergency on site during term time and will take responsibility for the pupil's medical needs. If, for whatever reason, the School Nurse is unavailable, a member of staff with full first aid qualifications will take charge.

Pupils with on-going medical conditions requiring medication (e.g. severe allergies and prescribed with AAls, asthma requiring the use of inhalers) are responsible for ensuring they carry the appropriate medication with them at all times, around the School and on school visits.

Parents/guardians are required to provide medical details directly to the Health Centre and to notify of any changes promptly. A list of relevant medical needs for pupils, and their related Health Care Plans, are on SharePoint and linked on Firefly, accessible only to academic and pastoral staff. A copy of the appropriate year group list can be supplied by the Health Centre for school visits.

5. School Visits

During **ALL** school visits, a first aider accompanies the trip and is responsible for first aid provision. The booking form for trips will identify the staff first aider in attendance.

The first aider is responsible for ensuring pupils have their emergency medication with them (asthma inhaler, AAls etc.) and a first aid container and emergency parental contact/consent forms are taken on the visit.

Pupils with potentially life-threatening conditions e.g. serious allergies or other medical problems will have a suitably trained member of staff (able to administer the individual's emergency medication if required) accompany them on school visits.

When necessary, spare emergency medication may be taken on school visits, under the direction of the School Nurse. Staff must follow the School medication policy and protocols for any medication

administered.

Individual healthcare treatment plans are provided for particular pupils by the Health Centre with the first aid kit on school visits.

6. Reporting to Parents/Guardians

In the event of an emergency, serious or significant incident, procedures are in place for contacting the parent/guardian/named contact as soon as possible.

At school this would be the School Nurse on duty or member of the Senior Leadership Team. On school visits this would be the trip leader or member of the Senior Leadership Team.

7. Outside Term Time/Outside School Hours

In the event that there is no first aider present, a first aid box is kept in the kitchen of Hostel House and in the School Office.

8. Monitoring

All accidents, near misses and significant incidents are reportable via Smartlog. These will be monitored by the Director of Operations and the Health & Safety Advisor, and any action required to prevent further incidents will be implemented. With regards to PE, Games lessons and fixtures, any injury sufficiently debilitating to mean that the pupil must stop playing and/or attend A&E will be reported to the Health Centre as soon as possible. A record will be kept on Smartlog. A RIDDOR form is completed if the criteria set out in the HSE Guidance for schools is met.

The School will keep a record of any reportable injury, disease, or dangerous occurrence. Accidents resulting in death or major injury (including as a result of physical violence) or accidents which prevent the injured person from doing their normal work for more than seven days will be reported to the HSE.

All accident forms are audited by the School's Health and Safety Adviser. Termly statistics and significant incidents are considered by the Health and Safety Working Group and reported to the Health and Safety Governor.

9. Evaluation

The Director of Operations will evaluate the First Aid provision with the Health and Safety Adviser and the School Nurse Coordinator. The School Nurse Coordinator is responsible for first aid boxes.

10. Review

This policy will be reviewed by the Director of Operations annually or at more frequent intervals if there are relevant legislative changes.

Annexe for Prep Schools

This annexe covers procedures specific to King's St. Alban's and King's Hawford, including the EYFS setting, that differ from the Senior School.

Members of staff and First Aid

Sufficient staff are qualified in paediatric first aid to fulfil legal requirements for the Pre-Prep and Kindergarten. If in doubt over any matter, a member of staff will seek a second opinion from another suitably qualified and experienced colleague.

In all Nursery, Kindergarten, Pre-Prep and Prep cases, reference is made to the Health Centre when necessary.

Matron is the designated co-ordinator of first aid and holds a current Paediatric first aid certificate.

First Aid Kits

First aid kits are checked on a regular basis by Matrons and restocked when necessary.

First aid kits used for games lessons and educational visits are assembled by a Matron; inhalers, medicines are included. These kits are checked by a Matron on their return.

First aid kits are located in key areas across the Schools, including:

- Kindergarten/Nursery
- School Office
- Science Laboratory
- CDT/Art room
- Staff Room
- minibuses
- Matron's room
- Music room

Defibrillators

King's St. Alban's defibrillator is located in the KSA Reception and those within the Senior School site. King's Hawford has a defibrillator located opposite the entrance to the swimming pool.

Trips

In the case of trips and outings where the children concerned are from the Early Years section of the School (Kindergarten/Nursery and Reception) there must be a fully trained person with a current Paediatric First Aid certificate accompanying the trip. If the group are travelling in separate transport, there should be a person with this certificate on each bus or other form of transport. The full list of those with this certificate is held with the Prep School Heads and Matron.