

FIRST AID POLICY

2025/26

Introduction

First Aid is basic medical treatment given to somebody as soon as possible after they have been hurt in an accident or suddenly become ill. The first aid procedure at Rochester Independent College is in place to ensure that every student (day and boarding), member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major. It is emphasised that the team comprises qualified First Aiders and a qualified nurse, *not* trained doctors.

In the event of an accident all members of staff should be aware of the procedures and support available to activate this.

Purpose

- To ensure the health and safety of all staff, students and visitors
- To ensure that all staff and governors are aware of their responsibilities with regards to health and safety
- To ensure that all staff and governors are aware of systems in place
- To provide a framework for responding to an incident and recording and reporting the outcomes
- To provide awareness of health & safety issues within college and on organised trips to prevent, where possible, potential dangers or accidents

The term FIRST AIDER refers to members of staff who are in possession of a valid *First Aid at Work* certificate or have received *First Responder* training.

The responsibility for health and safety includes first aid. The Principal is responsible for health and safety and the implementation of this policy.

In the event of an accident all members of staff should be aware of the support and the procedures available. Generally, the consequences of taking *no* action when an accident happens are likely to be more serious than trying to assist in an emergency. Staff should do their best to secure the welfare of the injured person. The provision of first aid must be available at all times. This includes school trips, physical education and at other times when the school premises are being used for events.

A risk assessment is necessary to identify first aid needs and ensure adequate provision is made. It should take into account:

- Students with specific conditions, such as asthma or allergies
- Specific hazards at the site eg. around the college, event host, field trip
- If there has been a change in physical health that may make daily activities more difficult
- When to seek help
- The documentation of treatment administered

All staff should be aware of who the first aiders are and the location of the first aid boxes. These details can be found in the staff handbook, a copy of which is in the staff room. See also the appendixes at the very end of the policy for a full list of first aiders and locations of first aid boxes.



Legislation and guidance

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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students

Training

All first aiders will have either attended a recognised first aid course approved by the Health and Safety Executive. Certificates are valid for one or three years with refresher training taking place before the certificate expires. Once the certificate is no longer valid, a full course of training has to be undertaken. It is important that first aiders are reliable, have the ability to cope with stress and possess good communication skills. First aiders should only give the first aid treatment for which they have been trained.

Information on students

Parents are asked to provide consent for first aid, medical treatment and medication to be administered. The medical team is responsible for maintaining confidential records and providing medical information about allergies, accidents or illnesses to relevant members of staff on a 'need to know' basis. Medical information should be kept confidential but may need to be disclosed to the relevant professionals or agencies to safeguard or promote the welfare of a student. For those students whose first language is not English it is important that they understand any medical situation and they receive the necessary support.

Roles and responsibilities

Appointed person(s) and first aiders

The school's appointed person to take charge of first aid arrangements is responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:



- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment to the best of their ability in the safest way possible.
- Help fellow first aiders at an incident and provide support if necessary
- Sending students home to recover where necessary, facilitating arrangements for them to be collected by a parent/carer
- Insisting that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly or asking a parent/carer/family member/colleague to collect the casualty and take them themselves
- Ensuring parent/carer is contacted if casualty has to go to hospital
- Ensuring the area where first-aid administered is left clear and cleaned as appropriate ie bloodstains must be washed away and no contaminated or used items should be left lying around
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident

The first aid boxes are regularly checked and maintained by the nursing team. Staff have a duty to inform them if the items are running low or have run out.

The College's first aiders are listed at the end of this policy. Their names are also displayed prominently around the College.

The Principal

The Principal is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aiders are present in the college at all times
- 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
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of the students
- Ensuring the reporting of specified incidents to the HSE when necessary

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Principal or Director of HR & Compliance of any specific health conditions or first aid needs

Location of medical room



The medical room is located in the basement of no.23 Star Hill. It is used for the provision of medical treatment, including first aid, when required. The medical room has essential first aid facilities and equipment.

First aid procedures in school

Casualties who suffer an accident but are well enough to walk should be sent to the nearest office, where the first aider will attend to them. The casualty may be accompanied by another person.

Casualties who are not well enough to walk should be kept in situ and a message sent to the nearest available first aider who will then attend and take the necessary action. If the college nurse is on site then they should be called as well. If the first aider feels that they cannot adequately deal with the situation then they should call the emergency services, and parents will be contacted immediately.

In case of an emergency, dial 999 for emergency services. Ask for an ambulance and be ready with the following information:

- College telephone number - 01634 828115
- College address - Star Hill ME1 1XF / New Road ME1 1BD / High Street ME1 1HY
- Exact location of accident and easiest access to site
- Your name
- Details of the accident and injury

It is the responsibility of the first aider to ensure contact with a parent/carer is made and they are requested to either come to the college to accompany the student to the hospital or meet the student at the hospital itself. If a parent/carer is not available, the first aider is responsible for arranging a member of staff to accompany the student. The first aider will complete the accident book, kept in the HR office in 33 Star Hill, on the same day or as soon as is reasonably practical after the incident resulting in an injury.

First aid procedures off site

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

- A school mobile phone
- A portable first aid kit (this can be found in Star Hill Student Services)
- Information about the specific medical needs of students

If parent contact details are needed the staff member will call the college to speak to an office administrator or boarding staff member.

When transporting students using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box. Risk assessments will be completed by the trip organiser prior to any educational visit that necessitates taking students off school premises.

There will always be at least one first aider on school trips and visits.

First aid equipment

First aid kits are based on the HSE's recommendations. A list of places where first aid kits are kept can be found at the end of this policy.

The college's Automated External Defibrillator (AED) is located in the main office of 37 Star Hill. The AED machine conducts self checks weekly. It is kept unlocked and accessible for all emergencies. The AED should only be used where a person is unconscious and not breathing normally. It should not be used where a person is conscious, breathing and/or his or her heart



is still beating. If a person is suffering from a cardiac arrest, the first person on the scene should immediately call the emergency services and commence CPR, call for help to get an AED to the casualty. In any event, AEDs are designed to be used by any person by following the step by step instructions on the AED. All qualified first aiders have also been trained to use the AED. The person administering the AED should make sure that the area around the casualty is clear before they commence using the defibrillator. They should stay with the casualty until an ambulance arrives.

Administration of medicines

First aiders do not routinely give out medication, unless they have received the specific medicine handling training given by the college's medical team.

Over the counter medicines are stocked in the medical room, Gordon House, student services, Northbank and Dickens. Medications are only to be issued by staff who have undergone Medicine Administration training who must complete details on the google drive document "Medicine Administration Record" as well as on Orah for any boarding students. This will then be added to students medical profile on iSAMS by the medical team.

Boarders

Policies are in place for the care of unwell boarders, which includes first aid. Separate accommodation is in place for boarders who require isolation due to illness. Boarders have access to local medical, dental and other health services. Any student taking their own medication, needs to undergo a risk assessment with the medical team, and any prescription medication needs to have a prescription to accompany this. Boarders are able to self-medicate if assessed as competent to do so. Procedures are in place to ensure confidentiality and the rights of boarders as patients are respected. This includes the right of those who are 'Gillick competent' to give or deny consent to treatment. For more information, see the Medical Management Policy.

Record-keeping and reporting

In the case of an accident on college premises, the Accident Book must be completed and co-ordinated through a first aider on the same day or as soon as possible after an incident resulting in injury. The Accident Book is located in the HR Office 33 Star Hill. Details of first aid given should also be recorded on iSAMS and Orah. Details should include:

- name of the first aider or person dealing with the incident
- the date, time and place of incident
- the name of the injured or ill person
- details of the injury/ illness and what first aid was given
- what happened to the person immediately afterwards (eg: went home, returned to class, went to hospital)

Records held in the accident book will be 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 securely disposed of.

Reporting to the HSE

We make every effort to minimise the risk of accidents taking place but they may still occur. David Morris (Facilities Manager), is responsible for reporting to the HSE accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and filling in a RIDDOR report. He 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. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.



These include:

- Death
- Specified injuries, for example fractures, amputations, injury likely to lead to permanent loss of sight, serious burns, loss of consciousness from head injury or asphyxia
- 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). In this case, the facilities manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure, for example carpal tunnel syndrome, occupational cancer
- 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

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

These include:

- Death of a person that arose from, or was in connection with, a college activity
- An injury that arose from, or was in connection with, a college activity and the person is taken directly from the scene of the accident to hospital for treatment
- A specific dangerous occurrence, where something happened that did not result in injury, but could have done

An accident “arises out of” or is “connected with a college 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)

Information on how to make a RIDDOR report is available here:

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

<http://www.hse.gov.uk/riddor/report.htm>

Notifying parents

We will inform parents of any serious/significant accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Instances include:

- Epileptic seizure
- Sprains or fractures
- Bleeding injury
- Anaphylaxis and use of Epi-pen
- Severe hypoglycaemia for those with diabetes



- Severe asthma attack
- Difficulty breathing
- Unconsciousness
- Dental injury
- Head injury
- Fall from height

Parents will be informed if the emergency services are called - if necessary, the principal will be consulted to decide how and when to communicate this information.

Monitoring of policy

The principal, in conjunction with the medical team, will regularly monitor and review the school's systems and management of medical welfare and any trends in accidents, injuries and illnesses at the school in order to identify whether a review or change in welfare practice is needed.

The locations of the first aid boxes and the list of first aiders is on the next two pages.

Appendix 1: Locations of first aid boxes

Appendix 2: List of trained first aiders

Created/Updated	Author	Approved by	Date
July 2019	AMB	AB	July 2019
October 2020	PN & ES	AB	October 2020
August 2021	AMB	AB	August 2021
December 2021	DM	AB	December 2021
August 2022	BW/ME	KF	August 2022
August 2023	BW	KF	August 2023
August 2024	PM	KF	August 2024
August 2025	PM	KF	August 2025



Appendix 1

Star Hill

17 Entrance
19 Entrance
25 Entrance
27 Entrance
29 Kitchen
33 Entrance
33 lab room 36
35 canteen kitchen
35 lab room 48
37 Grand Central
37 lab room 51
39 lab room 62

Dickens

Dickens Lobby
1st Floor Lobby
Main kitchen
3rd floor
Annex kitchen
Laundry room

Gordon House

Entrance
Office

Northbank

Reception
Common room/kitchen
Kitchen

Gainsborough

Office

Finland

Ground floor kitchen
Attic kitchen

Workshops

Star Hill garden workshop
New Court workshop

Gym

New Road House

Office
Canteen kitchen

New Court

Ground floor office
6th form office

First aid boxes are checked routinely during half term breaks for top ups required and expiry dates. If any staff notice that first aid boxes have been depleted during this time, please contact the medical team and let them know that further supplies are required.



Appendix 2

List of Trained First Aiders On Site

Francesca Baur
Chris Barradell
Julie Brooks
Michael Dax
Alistair Donaldson
Ella Loveridge Foster
Justine McAvoy
Alex Martinez
Jenny Weir
James Medcalf
Dave Morris
Fay McCormick
Carmel Park
Joe Ross
Danielle Taggart
Joseph Warrell-Becci
Warren Willenberg
Claire Carter
Bayley Warther
Sonia Mlynarova
Ian Duxbury
Daniel Boadu
Billy Allen
Michelle Jordan
Nick Hughes
Xavier Grist
Yuxin Laizhang