



**Durham Trinity School  
& Sports College**

**Nurture, Believe, Thrive, Succeed**

# **First Aid Policy**

April 2025 – March 2026

Written: April 2025 JP  
To be reviewed: April 2026 JP  
Approved by: Governing Body 4 June 2025

## **1. AIMS**

The Aim of this Policy is to set out guidelines for all Staff in school in the administering of First Aid to children, employees and visitors. Teachers and other staff in charge of children are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the children at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. Furthermore, the Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 2013.

## **2. SHARING OF INFORMATION**

This policy and other policies referenced shall be shared with all employees during their induction. Employees with first aid qualifications will be responsible for administering first aid and their certificates held in the Health & Safety file and Safeguarding file.

## **3. QUALIFIED FIRST AIDERS**

Staff trained in First Aid at Durham Trinity School & Sports College hold the following qualifications which are recognised.

### **FIRST AID QUALIFICATIONS**

<b>NAME</b>	<b>QUALIFICATION</b>	<b>JOB TITLE</b>	<b>COMPLETED DATE</b>	<b>RENEWAL DATE</b>
Jenna Carter	Fane Ltd. QA Level 3 Award in First Aid at Work (RQF)	Teaching Assistant	14.6.2024	14.6.2027
Sara Medland	Fane Ltd. QA Level 3 Award in First Aid at Work (RQF)	Teaching Assistant	27.6.2024	27.6.2027
Michelle Francis	Fane Ltd. QA Level 3 Award in First Aid at Work (RQF)	Teaching Assistant	12.7.2024	12.7.2027
Bethany Humble	Fane Ltd. QA Level 3 Award in First Aid at Work (RQF)	Teaching Assistant	25.11.2022	25.11.2025
Helen Bowes	Fane Ltd. QA Level 3 Award in First Aid at Work (RQF)	HLTA	12.7.2024	12.7.2027
Brooke Fearnley	Fane Ltd. QA Level 3 Award in Paediatric First Aid (RQF)	Teaching Assistant	17.11.2022	17.11.2025
Emily Warren	Fane Ltd. QA Level 3 Award in	Teaching Assistant	12.12.2022	12.12.2025

	Paediatric First Aid (RQF)			
Sarah Settreay	Fane Ltd. QA Level 3 Award in Paediatric First Aid (RQF)	Teacher	20.11.2024	20.11.2027
Isabell Thornton	Fane Ltd. QA Level 3 Award in Paediatric First Aid (RQF)	Teaching Assistant	8.2.2025	8.2.2028
Kaitlin Lishman	Fane Ltd. QA Level 3 Award in Paediatric First Aid (RQF)	Teaching Assistant	8.2.2025	8.2.2028
Hannah Cullen	Fane Ltd. QA Level 3 Award in First Aid at Work (RQF)	Teaching Assistant	21.3.2025	21.3.2028

#### **4. APPLICATION**

A qualified First Aider must be consulted immediately in the event that a child (or member of staff) should sustain a major injury or injury of the following nature:

- Any respiratory difficulties
- Cut to head or serious knock
- Suspected sprain or break
- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In the event of a major injury, a First Aider must be notified first and an ambulance called immediately afterwards. Children with specific needs have an Individual Health and Care Plan (IHCP) to ensure their safety. This should always be consulted and shared with medical professionals as required.

There are additional policies in place for:

- Administering Medication
- Asthma
- Supporting Pupils with medical conditions

Copies of these can be found on the school website or provided on request from the school office.

#### **5. PROCEDURES**

The member of staff responsible for the child should either carry out First Aid, if qualified, or call for a first aider. An informed assessment will be carried out and the appropriate treatment given. If a child needs to be sent home or to a doctor or hospital owing to injury in school this must be authorised by the Headteacher or, in her absence, by a member of the Senior Leadership Team (SLT). In the event of minor injury, once treated, the class teacher must be informed so that they can liaise with Parents/Carers by the end of the school day. Should the child be feeling unwell or have been sick in school, the class teacher must be notified so that an informed decision may be made. Should the decision be that Parents/Carers be notified/the child needs to go home, authorisation is to be sought from a Pathway Lead or Senior Leader and the Parents/Carers contacted.

## **6. INCIDENT REPORTING**

All incidents requiring first aid (whether minor or major) must be recorded on the Accident Report Form pad (green and white), as in Appendix 1, by the attending first aider and returned to the Headteacher.

For incidents where the recommended course of action is to call an ambulance, attend hospital or seek further medical advice, an online Durham County Council Health & Safety Incident Report Form must also be completed. The link to the form can be found here: [https://myforms-durham-dash.achieveservice.com/en/service/Corporate\\_Accident\\_Report\\_Form](https://myforms-durham-dash.achieveservice.com/en/service/Corporate_Accident_Report_Form)

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees:

- An accident that involves an employee being incapacitated from work for more than seven consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and children, an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school, which requires immediate emergency treatment at hospital
- For each instance where the Headteacher considers an accident to a visitor or child is reportable under RIDDOR the advice of the Local Authority will be sought.
- All accidents to non-employees (e.g. visitors) which result in injury will be reported to the authority. All accident/ injury and first aid records will be monitored by the Headteacher to help identify trends as part of the school's risk assessment process.

It is the responsibility of the individual staff member to report accidents, incidents and near misses etc. to the Local Authority (as identified using the link above) using the online Accident Reporting Portal. Following this report, the Headteacher will follow up and complete the investigation section of the online form. Copies of reports will be kept in the Health and Safety file and the Headteacher will report the number of reports to Governors termly.

## **7. ACCIDENTS INVOLVING A CHILD'S HEAD**

The Governing Body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

Where any child has an injury to the head, staff follow the procedures identified in **Appendix 2**.

**Appendix 3** shows the 'Head Injury Notification' Form.

## **8. FIRST AID MATERIALS, EQUIPMENT AND FACILITIES**

All staff must acquaint themselves with the position of the First Aid kits. These are kept in:

- Main school office
- Primary Kitchen
- Secondary Food Technology
- Staff Room
- Wear Class
- Medical Room (additional off-site first aid bags stored here too)
- Barnard Class
- Tweed Class
- Aln Class
- First Aid boxes on each of the three school minibuses

Stock in each box is checked by Mrs Sara Medland (Lead Medical Teaching Assistant) on a half-termly basis and ordered as necessary.

The group leader or nominated First Aider must take First Aid Boxes/bags on all off-site activities.

## APPENDIX 1

<input type="text"/>	Book Number	<input type="text"/>	Page Number	<input type="text"/>	/	/	Date Completed	<input type="text"/>	Person Completed sheet handed to
----------------------	----------------	----------------------	----------------	----------------------	---	---	-------------------	----------------------	-------------------------------------

A SEPARATE SHEET SHOULD BE COMPLETED FOR EACH PERSON INVOLVED IN THE ACCIDENT

Once completed, the sheet should be removed and passed to the person or department on the front of this book for secure safekeeping. The employee who had the accident, may wish to make a copy of this form for their own records before handing it in.

# ACCIDENT REPORT FORM

### Details about the person who had the accident

Name: .....

Address: .....

..... Postcode: .....

Occupation: .....

Department: .....

### Details about you, the person completing this record - Please complete if you are not the person who had the accident

Name: .....

Address: .....

..... Postcode: .....

Occupation: .....

Department: .....

### About the accident - Please use the back of this form if you require more space

Time when the accident occurred: ..... Date of accident:     /     /

Where the accident occurred - Please include department / room / area .....

How the accident took place - Include the cause if known .....

Details of any injury suffered by the person involved .....

Please tick if a risk assessment is required ☐

The person involved in the accident should tick the box and sign and date below if they consent to their details on this form being disclosed and made available to safety representatives and representatives of employee safety when requested. ☐

Signature: ..... Date:     /     /

Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

How was it reported: .....

Date reported:     /     /     Print Name ..... Signature .....

This section should be signed by the data protection officer (DPO) or a relevant contact to acknowledge receipt of the record and that it has/will be stored as per GDPR documentation.

Signed: ..... Dated: .....

## APPENDIX 2



### Head Injury Notification Process

- After **EVERY** head injury, parents/carers should be informed as soon as possible by telephone and all information given about the incident.
- A pink *Head Injury Notification* form should be completed for all head injuries, giving as much detail as possible. These can be found in first aid boxes around school, in the medical room, and in the staffroom document wallets (near the whiteboard).
- Once the *Head Injury Notification* form is completed, this is to be scanned and uploaded to CPOMS using the tag '*Head Injury Notification*' and alerting SLT and Pathway Lead. It is essential this is done at the earliest opportunity, and no later than the end of the school day. (If the pupil is being collected, as per below circumstances, it is essential this is done before they leave.)
- If a child can carry on with their normal school day, the *Head Injury Notification* form is to be sent home with the pupil so that parent has it for reference should the pupil develop symptoms associated with concussion etc.
- If the parent collects the child from school after being advised to seek further medical attention, the *Head Injury Notification* form should be handed to parent so they have information to pass on to medical professionals.
- If an ambulance is required, the *Head Injury Notification* is to be handed over to paramedics.


### **APPENDIX 3 (printed on pink paper in school)**

Front

#### **Durham Trinity School & Sports College - Head Injury Notification**

Pupil Name			
Date:		Time	
Details of the incident ( <i>include how, surface, height - if a fall etc</i> )			
Injury sustained ( <i>e.g. lump, cut, scratch etc including size and position</i> )			
Treatment given ( <i>e.g. cold compress, ice-pack, cleaned wound and applied dressing</i> )			
Presentation since injury ( <i>e.g. complained of pain, headache, no issues and managed fine</i> )			
First Aider		Parent contacted. How and Who?	
Resulting Action			

Rear

As with all head injuries, it is best to keep a closer eye on your child over the next 24 hours as they may have a concussion.	
If you have any concerns or they exhibit any of the symptoms listed below, we would recommend that you seek medical help. <ul style="list-style-type: none"><li>• vomiting more than once after a head injury</li><li>• confusion</li><li>• extreme drowsiness</li><li>• weakness or inability to walk</li><li>• severe headache</li><li>• loss of memory of the event (amnesia)</li><li>• crying more than usual (especially in younger children)</li><li>• change in behaviour, like being more irritable and losing interest in things</li><li>• Loss of use, or weakness of arm/leg/face.</li></ul>	Additional Information can be found on the NHS website. You can access this by scanning the QR code below: 
<b>Please contact school and share with your child's class teacher if any additional medical help was sought.</b>	