



# The Fountain School

## Policy Documentation

### Policy: First Aid

Responsibility for Review: Head Teacher/Deputy head teacher  
Date of Last Review: May 2026

## First Aid Policy

This policy is written in accordance with:

- The **Health and Safety (First-Aid) Regulations 1981**
- The **Independent School Standards Regulations (ISSR) 2014 (as amended), Part 3**
- The **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**
- DfE guidance: *Supporting pupils at school with medical conditions*
- *Keeping Children Safe in Education*

The school acknowledges its responsibility for implementing the requirements of the First Aid Regulations and has identified the Head to ensure that the establishment has first aid cover at all time.

Details of the schools designated First Aiders are displayed outside the main office and staffroom. First Aid assistance can be summoned via reception.

The school's first aid boxes are located in the main office, Science lab and First Aid room.

The responsibility for maintaining those boxes lie with the appointed First Aiders, Rehana Begum, Maria Ashraf and Zahrah Ashraf who have completed a training course approved by the Health and Safety Executive. The training is refreshed periodically as required. The appointment of three First Aiders at the school which is assessed into a lower risk category will ensure that there is adequate provision all the time, including break, lunchtime, absences and off-site activities.

### Emergency Procedures

#### a. **Illness**

The appointed first aid person will assess the situation and take appropriate steps.

All prescribed medication for all students will be kept in the main office and/or the first aid room; however, the onus is on the student to take the medicine at the time directed by the doctor.

For all students, parents will be asked to provide an emergency contact number and inform the school of any known medical conditions, such as diabetes or asthma. This information will be recorded and kept securely at reception.

In the event of serious illness an ambulance may be called for and/or advice taken from the emergency services.

If a student needs to be taken to hospital, at least one member of staff will stay with them – including travelling with them to the hospital in an ambulance – until a parent / carer arrives.

#### b. **Accidents**

All students resulting in any injury must be reported in the accident report book (available from reception).

The Proprietor acknowledges his legal duty to notify the Health and Safety Executive of major accidents and occurrences as identified in the RIDDOR regulations.

It must be appreciated that these reports are intended to complete a factual record of incidents and accidents, some of which may be subject of legal processes giving rise to claims against the schools insurers and independent validation of accident details is therefore essential.

#### **c. Procedures**

- Accidents involving spillages of blood should be dealt with using normal first aid procedures (including wearing disposable gloves).
- Normal cleaning methods using detergent and hot water are sufficient for most spillages.

#### **Infection Control**

- Disposable gloves and PPE must be used when dealing with bodily fluids
- Spillages are cleaned using appropriate methods
- Clinical waste is disposed of safely
- Staff follow hygiene and infection control procedures

#### **Advice and guidance**

If an accident occurs in an establishment where body fluids have been exchanged (for example during playground or sports field injuries or biting incidents) the head teacher needs to be told or a nominated colleague who can assess the need for expert medical advice.

It is the responsibility of the head teacher to ensure that good hygiene and infection control procedures are followed in accordance with existing health and safety infection control policies and procedures.

| <b>FOR EMPLOYEES</b>                                                                                                                                                                                     | <b>RESPONSIBILITY</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Any incident where the employee dies or suffers a major injury and is taken from the site to hospital as a result of an accident arising out of or in connection with work or any dangerous occurrences. | Proprietor            |
| Any accident at work which causes an employee to be incapacitated from his or her normal work for more than three days.                                                                                  | Proprietor            |
| An act of non-consensual physical violence done to a person at work i.e.                                                                                                                                 | Proprietor            |

|                                                                                                                    |              |
|--------------------------------------------------------------------------------------------------------------------|--------------|
| assault to an employee, which results in death, major injury or absence from work for more than three days.        |              |
|                                                                                                                    |              |
| <b>FOR STUDENTS OR VISITOR</b>                                                                                     |              |
| When someone suffers an injury as a result of an accident and is taken from the scene to a hospital for treatment. | Head teacher |
| Where someone dies or suffers a major injury.                                                                      | Proprietor   |

Staff should complete the accident report book to enable immediate investigation by HM inspectorate if this is felt to be necessary it is important that no change is made to the scene or any notifiable accident or dangerous occurrence other than that which is absolutely necessary to prevent further injury or danger.

Many accidents to children at school are trivial and include bruises, scratches, minor sprains and bumps and in these cases older children can be instructed to inform their parents on arriving. Establishments should bear in mind the age and capabilities of students when considering this issue and should insure that parents are notified by telephone or letter where appropriate.

Serious accidents require immediate medical attention, and an ambulance must be called, especially if the person experiences shock or loses consciousness, even for a short period of time.

Staff should complete the standard Accident Report Book.

To enable immediate investigation by HM Inspectorate if it is felt to be necessary it is important that no change is made to the scene or any notifiable accident or dangerous occurrence other than that which is absolute necessary to prevent further injury or danger.

Parents should always be notified by telephone or in writing if a child has suffered a bump on the head, however minor this may appear initially.

If pupils sustain injury where there is any risk of tetanus infections, parents should also be advised in writing so that they may seek the advice of their GP.

Any correspondence from parents, employers or solicitors intimating that a claim against the school insurers is likely, should be referred by the head teacher.

In addition to the above, staff are responsible for reporting dangerous or hazardous incidents not necessarily leading to accidents, to the Health and Safety Co-ordinator.

The head teacher is responsible for instigating investigation into accidents and dangerous occurrences and, where appropriate, authorising remedial work or action after reporting to the Proprietor.

