

		Date	Review Date
Written by	Debbie Goode	01/09/2025	01/09/2026
Reviewed by	Ryan Goodwin	01/09/2025	01/09/2026

Legal Status

This policy is based on advice from the Department for Education (DfE) on first aid in schools, health and safety guidance, and Health and Safety Executive (HSE) requirements on incident reporting in schools. It draws on the following legislation and guidance:

- The Health and Safety (First-Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1992 and 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Social Security (Claims and Payments) Regulations 1979
- The Education (Independent School Standards) Regulations 2014
- DfE statutory guidance: Supporting Pupils at School with Medical Conditions (2014)
- Keeping Children Safe in Education (KCSIE) 2025
- HSE guidance on First Aid at Work, including mental health considerations (2023)
- DfE guidance on defibrillators in schools (2023)

Policy Applies to: -

- All staff (teaching and non-teaching) and volunteers working within TILT Education, parents/ carers and pupils

Related Documents: -

- Health and Safety policy
- Risk Assessment Policy

Availability

This Policy is made available to staff, parents and pupils, a paper copy may be obtained from TILT Education Office.

Monitoring and Review

This policy is subject to continuous monitoring, refinement, and audit by the Proprietors who are both the Head of Centre and Headteacher.

Policy Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes
- Ensure first aid provision is consistent with safeguarding responsibilities (KCSIE 2024).
- Ensure provision reflects mental health and wellbeing needs as well as physical first aid.

Roles and responsibilities

Appointed person(s) and first aiders

TILT Education's appointed first aiders are Debbie Goode, Ryan Goodwin, Thomas Cox, Kerry Beale, Thomas Brookes and Heather Robbins

They are 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 (see section 7) 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
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date
- At least one member of staff with a current Paediatric First Aid (PFA) qualification will be present at all times

Our school's appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around TILT Education (in the medical room, Office and Entrance Hall).

The Head of Centre / Headteachers/ proprietors

The Head of Centre / Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed first aiders are present in TILT Education 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 staff 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 pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where an appointed first aider is not called
- Informing the Head of Centre / Headteacher of any specific health conditions or first aid needs
- Being alert to safeguarding concerns when providing first aid.

First aid procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Head of Centre / Headteacher will contact parents/ carers immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures

When taking pupils off TILT Education premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, TILT Education will make sure the vehicle is equipped with a clearly marked first aid box

Risk assessments will be completed by the educational visit lead prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits.

First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room/ onsite injuries
- School Office/ to be taken offsite

Record-keeping and reporting

First aid and accident record book

- An accident form will be completed by the First Aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident book.
- A copy of the accident report form will also be added to the pupil's educational record by Head of Centre / Headteacher.
- Records held in the first aid and accident book will be retained by TILT Education 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

The Health and Safety Co-ordinator – Ryan Goodwin will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).(Appendix 2)

The Health and Safety Co-ordinator – Ryan Goodwin 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.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalding requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- 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 Health and Safety Co-ordinator – Ryan Goodwin 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. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent

- 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

Pupils 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 work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment
- *An accident “arises out of” or is “connected with a work 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 and in Appendix 2:

[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

The Head of Centre / Headteacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

Reporting to Ofsted and child protection agencies

The Health and Safety Co-ordinator – Ryan Goodwin will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in TILT Education’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Health and Safety Co-ordinator – Ryan Goodwin will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in TILT Education’s care.

Training

All school staff are able to undertake first aid training if they would like to. All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. TILT Education will keep a register of all trained first aiders, what training they have received and when this is valid until.

TILT Education will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, TILT Education will arrange for staff to retake the full first aid course before being reinstated as a first aider.

Appendix 1: list of appointed First Aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Debbie Goode	Headteacher	
Ryan Goodwin	Head of Centre	
Heather Robbins	Teacher	
Thomas Cox	Teaching Assistant	
Kerry Beale	Teacher	
Thomas Beale	Teacher	
Callum Fradley	Teaching assistant	

Appendix 2 – RIDDOR Reportable Incidents

TILT Education staff must report the following incidents under **RIDDOR 2013**:

1. Death or Specified Injuries

Employees or pupils/visitors:

- Fractures (except fingers, thumbs, toes)
- Amputations
- Loss of sight (partial or total)
- Crush injuries to head or torso
- Serious burns (covering >10% of body or affecting eyes, respiratory system, or vital organs)
- Scalping requiring hospital treatment
- Loss of consciousness from head injury or asphyxia
- Injuries from enclosed spaces causing hypothermia, heat-induced illness, or requiring resuscitation/hospitalisation >24 hours

2. Work-Related Injuries Leading to Absence

- Any work-related injury keeping an employee away from normal duties for **more than 7 consecutive days** (excluding day of accident).

3. Occupational Diseases

Doctor-diagnosed diseases linked to occupational exposure, including:

- Carpal tunnel syndrome
- Severe cramp of hand/forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma (e.g., from wood dust)
- Tendonitis/tenosynovitis
- Occupational cancers
- Diseases from exposure to biological agents

4. Dangerous Occurrences / Near Misses

Incidents that could have caused serious injury, such as:

- Collapse/failure of load-bearing lifts or equipment
- Accidental release of biological agents
- Accidental release/escape of hazardous substances
- Electrical short circuits or overloads causing fire/explosion

5. Injuries to Pupils or Visitors (Non-Employees)

- Death arising from or in connection with a school activity
- Injuries requiring **immediate hospital treatment** due to:
 - Failure in organisation (e.g., inadequate supervision on trips)
 - Equipment misuse
 - Premises hazards (e.g., slippery floors)

Reporting Process:

- Notify Health and Safety Co-ordinator (Ryan Goodwin) immediately.
- RIDDOR reports must be submitted **as soon as reasonably practicable**, and **within 10 days** for most incidents, or **without delay** for fatal/major injuries.
- Guidance and online reporting: [HSE RIDDOR Portal](#)

Additional Notes:

- Staff must also report incidents internally via TILT Education accident forms.
- First Aiders and staff should follow up to ensure actions are recorded and any further safeguarding or medical requirements are met.