

Area:	Thornbeck College		
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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, learners and visitors
- Ensure that staff and governors 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

2. Legislation and guidance

This policy has due regard to all relevant legislation and guidance applicable to an independent specialist college providing education and support to learners aged 16–25, including:

- [Health and Safety at Work etc. Act 1974](#), which places duties on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and others who may be affected by the organisation's activities.
- [Health and Safety \(First-Aid\) Regulations 1981](#), which require employers to provide adequate and appropriate first-aid equipment, facilities and personnel to ensure that employees receive immediate attention if they are injured or taken ill at work. The college will also consider the first-aid needs of learners, visitors, contractors and other non-employees who may be affected by its activities.
- [Management of Health and Safety at Work Regulations 1999](#), which require employers to undertake suitable and sufficient risk assessments and make appropriate arrangements for managing health and safety, including providing employees with appropriate information, instruction and training.
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which require certain work-related injuries, diseases and dangerous occurrences to be reported to the Health and Safety Executive (HSE) within specified timescales.
- [Social Security \(Claims and Payments\) Regulations 1979](#), where applicable, in relation to the recording and retention of accident records.
- [Equality Act 2010](#), which requires education and service providers to avoid unlawful discrimination against disabled people and to make reasonable adjustments where required. The college will ensure that first-aid arrangements take account of learners' disabilities and individual needs.
- [Children and Families Act 2014](#), where applicable to learners aged 16–18 with special educational needs and/or disabilities and those with an Education, Health and Care (EHC) plan.
- [Special Educational Needs and Disability Regulations 2014](#), where applicable to the college's provision for learners with special educational needs and/or disabilities.
- [Health and Safety Executive \(HSE\) – First Aid at Work: The Health and Safety \(First-Aid\) Regulations 1981 – Guidance on Regulations \(L74\)](#), which provides guidance on assessing first-aid needs, first-aid equipment and facilities, first-aid personnel and appropriate training. The current guidance was updated in 2024.
- [HSE guidance for schools and colleges](#), particularly in relation to risk assessment, learner safety and arrangements for learners undertaking work experience or placements.

3. Roles and responsibilities

3.1 First aiders

The college has several qualified first aiders. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Making sure 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 learners home to recover, where necessary
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident

Our college three day first aiders are listed in appendix 1. Their names will also be displayed prominently around the college site.

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the college, but delegates operational matters and day-to-day tasks to the Principal and staff members.

3.3 The Principal

- The Principal is responsible for the implementation of this policy, including:
 - Making sure that an appropriate number of appropriately trained first aid personnel are always present in the college
 - Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
 - Making sure all staff are aware of first aid procedures
 - Making sure appropriate risk assessments are completed and appropriate measures are put in place
 - Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
 - Making sure that adequate space is available for catering to the medical needs of learners
 - Reporting specified incidents to the HSE when necessary (see section 6)
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3.4 Staff

College staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the appropriately trained first aid personnel in college are
- Completing accident reports for all incidents they attend to
- Informing the Principal or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-college 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
- If the injured person (or their parents/carers, in the case of learners) has not provided their consent to the college to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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 learner is too unwell to remain in college, the first aider will inform the College Leadership Team, contact will then be made with parents/carers and ask them to collect their son/daughter. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, parents/carers will be contacted immediately
- The first aider or allocated member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

4.2 Off-site procedures

When taking learners off the college premises, staff will make sure that they always have the following:

- A college mobile phone
 - Information about the specific medical needs of learners, this can be found in each learner's individual grab sheet
 - Parents/carers' contact details
 - A portable first aid kit during all outings, including a minimum of:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
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- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

When transporting learners using a society vehicle, the college will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed prior to any educational visit that necessitates taking learners off college premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their son/daughter will depend on the location and duration of the trip).

4.3 First aid for learners

The college is committed to the safeguarding, health, safety and welfare of all learners. Appropriate first aid provision will be available at all times to ensure that learners who are injured, become unwell or require medical assistance receive prompt and effective care.

- Learners who become ill or injured while attending the setting will receive appropriate first aid treatment from a suitably trained member of staff.
 - A qualified First Aider) will be available whenever learners are present.
 - First aid equipment will be maintained, regularly checked, and readily accessible to staff.
 - All staff will be aware of the procedures for obtaining first aid assistance in an emergency.
 - Learners requiring first aid treatment will be treated with dignity taking account of their age, understanding, and individual needs.
 - A designated medical room will be available for assessment and treatment of learners who are injured or become unwell.
 - Learners who are unwell, infectious, or awaiting collection by a parent/carer will be supervised appropriately and cared for in the medical room or another appropriate area, where necessary.
 - Parents/carers will be informed of any significant accident, injury, head injury, illness, or first aid treatment provided.
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- All accidents, injuries, illnesses, and first aid treatment will be recorded accurately and retained in accordance with the college's recording and reporting procedures.
- Where a learner has a medical condition, allergy, disability, or specific healthcare need, staff will follow the learner's Individual Healthcare Plan, STEP plan and associated risk assessments.
- In the event of a serious accident, illness, injury, or medical emergency, emergency services will be contacted immediately and parents/carers notified without delay.
- Appropriate infection prevention and control measures will be followed when administering first aid, including the use of personal protective equipment (PPE) where necessary.
- Suitable first aid arrangements will be made for educational visits, outdoor learning activities, and off-site events.
- Each learner has an emergency grab sheet containing essential learner information and emergency contact details. These will be handled in accordance with GDPR and reviewed regularly to ensure it remains updated.
- First aid arrangements will be reviewed regularly to ensure they remain effective and compliant with relevant legislation, statutory guidance, and best practice.

5. First aid equipment

A typical first aid kit in college 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:

- Reception
 - Kitchen
 - Staff Room
 - All Classrooms
 - Common Rooms
 - College vehicles
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- Sports Hall
- Swimming Pool
- Gym

See section 4.2 for first aid equipment off the college site.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider or relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible will be supplied when reporting and recording an accident
- For accidents involving learners the first aider or relevant member of staff will complete the learner accident report form. Details of the accident will be communicated with parents / carers.
- Records held in the first aid and accident book will be retained by the college for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979.

6.2 Reporting to the HSE

The Principal will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). This information will be passed over to HR who will report 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.

College 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 scalping requiring hospital treatment
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- 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 College Leadership Team will pass the information to HR who will then report 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

Learners 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 where 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)
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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>

6.3 Notifying parents/carers

The Key Tutor, Senior Learning Support Assistant or member of the College Leadership Team will inform parents/carers of any accident or injury sustained by a learner, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents/carers will also be informed if emergency services are called.

7. Training

All college staff undertake emergency first aid training during their induction period.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The college will keep a register of all trained first aiders, what training they have received and when this is valid until.

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

8. Monitoring arrangements

This policy will be monitored by the Principal and reviewed by the Director of Education annually. At every review, the policy will be approved by the Principal, Director of Education and Trustees. The first aid provision will be reviewed by the Principal and first aiders at least annually.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
 - Risk assessment policy
 - Policy on supporting learners with medical conditions
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Appendix 1: list of trained first aiders

All staff are required to complete Emergency First Aid training as part of their induction programme to ensure they can respond appropriately to medical incidents and emergencies. The names and number of staff holding, First Aid at Work (three-day) qualifications may change throughout the academic year due to staffing changes, recruitment, or training updates.

The college will ensure that an appropriate number of suitably qualified first aiders are maintained at all times to meet the needs of learners, staff, visitors, and statutory requirements. A current list of qualified staff will be held by the college and made available to staff as required.

Three Day First Aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Donata Budinska	Learning Support Assistant	
Gina Morgan	Learning Support Assistant	
Rose Gannon	Learning Support Assistant	
Georgina Turner	Learning Support Assistant	
Savanna Goyn	Learning Support Assistant	
Dean Tinkler	Learning Support Assistant	
Madeline Finch	Learning Support Assistant	
David Crawford	Learning Support Assistant	
Adam Hall	Learning Support Assistant	
Sophie Banner	Learning Support Assistant	
Katie-Louise Turnbull	Learning Support Assistant	
Michael Simmons	Learning Support Assistant	
Ian Halford	Learning Support Assistant	
Ashley Kell	Learning Support Assistant	
Jen Palmer	Learning Support Assistant	