



CANSFIELD
ACHIEVING EXCELLENCE TOGETHER

First Aid Policy

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| <u>Approval Date</u> | 20 th November 2025 |
| <u>Policy Review Date</u> | November 2026 |
| <u>Chair of Governors</u> | <i>Lachar</i> |
| <u>Headteacher</u> | <i>N Daniels</i> |

1. Introduction

Cansfield High School is committed to providing emergency First Aid provision to deal with accidents, incidents and illness affecting employees, children and visitors to school. The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure that their employees receive immediate attention if they are injured or taken ill at work. The Regulations do not place a legal duty on employers to make provision for non-employees such as the public or students, however, HSE strongly recommends that non-employees and students are included in assessment of First Aid needs and that provision is made for them.

2. Policy Aims and How School Achieves Them

To ensure that the school has adequate, appropriate, safe and effective First Aid provision for every student, member of staff and visitor to school, both in school and away from school on trips /visits, in the event of any accident, incident or illness, no matter how major or minor.

2.1 To Provide Adequate and Appropriate First Aid Equipment, both in School and Away from School

- All First Aid equipment boxes comply with British Standard Institute BS-8599.
- All First Aid equipment boxes in school contents are checked twice yearly and this is recorded. If boxes are used or need replenishing at any other time the member of staff responsible for this box must advise the Office Manager or Head of Inclusion.
- First Aid boxes are situated in 19 locations around the school. The PE Faculty have removable First Aid bags for sporting activities outside of school. First Aid kits for trips are kept in student services and are checked prior to and after each trip.

2.2 To Provide Adequate and Appropriate First Aid Facilities in School

As per the Guidance on First Aid for schools (Department for Education and Employment) student services is suitable and sufficient accommodation for First Aid needs, medical treatment and care of students during the school day. It has handwashing facilities, close access to a toilet and is maintained in a clean and tidy manner.

First Aid trained staff attending to a First Aid incident outside of student services must assess the safety and suitability of the situation on arrival prior to commencing any First Aid treatment.

2.3 To Provide Adequate and Appropriate First Aid Trained Personnel, both in School and Away from School

All staff administering First Aid in school are trained to HSE approved First Aid qualification standard. A copy of all certificates are held by the Office Manager and courses to renew qualifications or train new staff as appropriate are arranged by the Office Manager. The number and selection of First Aid trained staff is decided by the Deputy Headteacher and based on school being a low-risk place of work and the number of staff, students and visitors. Provision must be made for adequate cover at breaks and lunchtimes, leave of absences, off site activities and trips and practical departments such as Technology, PE and Science.

2.4 To Ensure that all Staff are Aware of the Procedures and Facilities in the Event of an Accident, Incident or Illness

- All First Aid boxes are clearly signed, including signs to advise of the nearest First Aid box in rooms with no First Aid box.
- The AED Defibrillator is situated in student services. The second AED Defibrillator is situated in the Sports Hall.
- A full list of First Aid trained staff is available to all staff on a shared staff drive, paper copies also held in the main school office and staff room
- First Aid Staff can be contacted by calling student services, main reception or on the 'Walkie'.

2.5 In the Event of a Medical Emergency and an Ambulance is Required

- In the event of an emergency any member of staff can dial 999 for Emergency help. Student services must be informed if an ambulance is called by someone other than a member of the admin team.
- In the event of an injury that requires an ambulance to be called, 999 should be called from the nearest available phone to the casualty as the Emergency Services staff will need to ask questions regarding the patient's condition. If no phone is available near the patient, either a mobile phone should be used or staff to 'Walkie' Reception who can call the ambulance and stay in touch via radio connection to answer questions.
- In the event of an ambulance being called, Reception are to arrange for a member of staff to meet the ambulance at the appropriate school entrance and guide paramedic staff to the patient.
- Senior Staff on duty are to be advised and attend when an Emergency call has been made.

2.6 To Ensure that all Accidents, Incidents, Illnesses and all First Aid Administered is Recorded and Reported Correctly, in School, to Parents and to Wigan Council

- All visits to student services for first aid and /or accidents are recorded via the school's electronic recording system; Medical Tracker.
- All Accidents are also recorded using the Accident form either by the first aider in attendance or by a member of staff involved in the accident.
- All Accidents and Incidents resulting in injury are reported to the Health and Safety Dept at Wigan Council as per the Wigan Council Incident Reporting procedure using the Wigan Council Incident Report Form (reported online).
- RIDDOR reportable incidents are reported immediately (within 48 hours of occurrence) to Wigan Council Health and Safety Department who then reports onwards.
- For all students who report to student services with a genuine illness, parents /carers are contacted either by telephone or by email via Medical Tracker. if this is not possible a note will be given for home.
- All Student Head Bump Injuries are reported to parents /carers via Medical Tracker.
- All other First Aid administered to students, other than extremely minor cases e.g. cup of water given, are reported to parents /carers via Medical Tracker.

3. First Aid Certificates / First Aid Locations

These are listed in Appendix 1 and Appendix 2 and will be reviewed and updated accordingly.

Appendix 1 – First Aid Certificates

| Name | Certificate Type | Certificate Expiry Date |
|-----------------|-----------------------------|--------------------------------|
| Miss Rose | Emergency First Aid at Work | 17/09/2025 |
| Miss Fairclough | Emergency First Aid at Work | 17/09/2025 |
| Miss Northmore | Emergency First Aid at Work | 17/09/2025 |
| Mr Briggs | Emergency First Aid at Work | 17/09/2025 |
| Mrs Smith | Emergency First Aid at Work | 17/09/2025 |
| Mrs Briscoe | First Aid at Work | 18/07/2026 |
| Miss Leigh | First Aid at Work | 18/07/2026 |
| Mrs Ainscough | First Aid at Work | 18/07/2026 |
| Miss Stewart | First Aid at Work | 18/07/2026 |
| Mr McCrombie | First Aid at Work | 18/07/2026 |
| Miss Sapherson | First Aid at Work | 18/07/2026 |
| Mr Forshaw | First Aid at Work | 18/07/2026 |
| Mrs Wheeler | First Aid at Work | 18/07/2026 |

Appendix 2 – First Aid Box Locations

- Student Services
- Site Team office
- Library
- Canteen
- Room 35
- Room 36
- Room 37
- PE department (x 2)
- Humanities department
- English department
- Maths department
- Science workroom
- Science prep room
- Staff room
- Music classroom
- SRB
- SRB Office
- Isolation
- Alternative Provision building

First aid kits for trips and visits are also available.