TOWERS SCHOOL
AND SIXTH FORM CENTRE

FIRST AID POLICY

Last Review: July 2026
Next Review: July 2027
Produced by: Danielle Kelly
SLT Responsibility: Rhiannon West
Approved By: Board of Trustees

THE TOWERS SCHOOL & SIXTH FORM CENTRE

FIRST AID POLICY – changes from previous version

Audit Log		
Section of policy	**Update**	**Date**
All	Updated names of First Aid Lead & appointed first aiders Changed references to ‘first aid log’ to ‘Medical Tracker’ (new package put in place during year)	July 2026

THE TOWERS SCHOOL & SIXTH FORM CENTRE

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1. Aims

The aims of this policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and trustees 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 is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person and first aiders

The school's appointed person for first aid is Danielle Kelly. The schools appointed first aiders are Rebecca Hagger and Nikki Chalmers-Stevens. They are responsible for:

- Ensuring that an appropriately qualified person is available 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 (see the template in appendix 2)
- Keeping their contact details up to date

A list of current First Aiders can be found in Appendix 1.

3.2 The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school, 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:

- Ensuring an appointed person and an appropriate number of trained first aid personnel are present in the school 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 managers 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)

3.4 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 a first aider/appointed person is not called
- Informing the Principal or their manager of any specific health conditions or first aid needs

4. First Aid Procedures

4.1 In-school procedures

In the event of an accident resulting in injury or a pupil feeling unwell:

- The closest member of staff present will assess the seriousness of the injury/illness 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 scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- The first aider will judge 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 first aider or Administration staff will contact parents immediately
- The first aider or relevant member of staff will complete an accident report log on the same day or as soon as is reasonably practical after an incident resulting in an injury
- First aiders are able to administer medicines with the appropriate paperwork and instructions provided

4.2 Off-site procedures

When taking pupils off the school 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
- Inhalers, epipens or necessary medications (this includes food for named individuals)

Risk assessments will be completed by the trip organiser with guidance from the first aider or appointed person prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current first aid certificate on school trips and visits, as required under statutory guidance. There will always be at least one first aider on school trips and visits.

5. First aid equipment

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

- PPE equipment including aprons, masks, hand sanitisers
- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- First Aid room (Turing 1st floor opposite The Studio)
- Main Reception (large)
- The Sports Hall office (PE) (large)
- Science Prep Room (bag & lockable cupboard)
- DT workshop (large)
- Kitchen (Carters)
- Sixth Form Office (small)
- AdminOffice (small)
- Main Cleaning Room (small)
- Premises Delivery Room
- Grounds Maintenance Shed
- 3 x Minibuses (large)
- Rashford Centre (small)

First aid pouches for minor treatment are stored in:

- Grounds JD Vehicle
- Dance office
- E15
- R6

AED's (automated electronic defibrillator)

The school has 4 AED's which are located in:

- First Aid room
- Sixth form lounge
- Main Reception
- Ramsey corridor / gym entrance

6. Record-keeping and reporting

6.1 First aid and accident record log

- An accident log via Medical Tracker 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.
- Records held in the first aid and accident log will be retained by the school 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.

6.2 Reporting to the HSE.

The Finance Director 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).

The Finance Director will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- ➢ Death
- ➢ Specified injuries, which are:
    - Fractures, other than to fingers 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)
    - 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
- ➢ Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- ➢ Where an accident leads to someone being taken into hospital

- ➢ Near-miss events that do not result in 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

Information on how to make a RIDDOR report is available here:
How to make a RIDDOR report https://www.hse.gov.uk/riddor/reporting/index.htm

6.3 Notifying parents

The school 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.

6.4 Reporting to Ofsted and child protection agencies

The School will notify Ofsted of any serious accident, illness or injury to, or death of a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The School will also notify Kent Safeguarding Children Multi-Agency Partnership (KSCAMP) and Social Services(if applicable) of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. 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. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 2).

8. Monitoring arrangements

This policy will be reviewed by the First Aid Lead every year.
At every review, the policy will be approved by the Vice Principal and the full Board of Trustees.

9. Links with other policies

The first aid policy is linked to the

- ➢ Health and safety policy
- ➢ Risk assessment policy
- ➢ Medication policy and management procedures
- ➢ Appendix 1 : List of First Aiders

First Aid At Work Qualified (3 Day Course)

	Name	Role	Contact Details
1	Nikki Chalmers-Stevens	Appointed First aider	n.chalmers-stevens@towers.school
2	Sarah Terry	Teacher	s.terry@towers.school
3	Justin Venes	TA	j.venes@towers.school
4	Joshua Tyler	Teacher	j.tyler@towers.school
5	Conrad Stevens	Teacher	c.stevens@towers.school
6	Donald Potter-Edwards	Teacher	d.potteredwards@towers.school
7	Jordan Pettifer	Teacher	j.pettifer@towers.school
8	Valerie Perry	Teacher	v.perry@towers.school
9	Ellie Palmer	Teacher	e.palmer@towers.school
10	India Niles	Science Technician	i.niles@towers.school
11	Lucy MacLean	Teacher	l.maclean@towers.school
12	Michelle Lockyer	DT Technician	m.lockyer@towers.school
13	Jennifer Keen	Teacher	j.keen@towers.school
14	Elaine Holt	Teacher	e.holt@towers.school
15	Emily Holman	Teacher	e.holman@towers.school
16	Robert Gaygan	Vice Principal	r.gaygan@towers.school
17	Emily Field	Assistant Student Manager	e.field@towers.school
18	Jade Chittenden	Assistant Student Manager	j.chittenden@towers.school
19	Alexandra Sperling	Teacher	a.sperling@towers.school
20	Amy Singleton	Teacher	a.singleton@towers.school

21	Rebecca Saward	Teacher	r.saward@towers.school
22	Ian Sanderson	Teacher	i.sanderson@towers.school
23	Deniz Power	Assistant Student Manager	d.power@towers.school
24	Lisa Pegg	Teacher	l.pegg@towers.school
25	Sophie Murray	Teacher	s.murray@towers.school
	Name	**Role**	**Contact Details**
26	Kevin Murray	Teacher	k.murray@towers.school
27	Darren Mitchell	Student Ambassador	d.mitchell@towers.school
28	Jessica Kent	Student Manager	j.kent@towers.school
28	Marie-Ann Horsley	Student Manager	m.horsley@towers.school
30	Adel Hamzaoui	Site Team	a.hamzaoui@towers.school
31	Andrew Halls	Mini bus driver	a.halls@towers.school
32	Deborah Hainsworth	Senco	d.hainsworth@towers.school
33	Rebecca Hagger	Appointed First aider	r.hagger@towers.school
34	Jeremy Field	Assistant Principal	j.field@towers.school
35	Tracy Edmonds	Site Team	t.edmonds@towers.school
36	Lucy Evans	Student Ambassador	l.evans@towers.school
37	Victoria Collick	Teacher	v.collick@towers.school
38	Emma Clarke	Assistant Student Manager	e.clarke@towers.school
39	Rosemary Clapton	Assistant Student Manager	r.clapton@towers.school
40	Abbey Campbell	Exams Officer	a.campbell@towers.school
41	Fawn Bulteel	Teacher	f.bulteel@towers.school
42	Matthew Ashley	Site Manager	m.ashley@towers.school
43	Gemma Oliver	Student Manager	g.oliver@towers.school

44	Danielle Kelly	Mental Health Lead	d.kelly@towers.school
45	Nicola King	Student Manager	n.king@towers.school
46	Susan Barrett-Austen	Student Manager	s.barrettausten@towers.school

Diabetes Trained

Rebecca Hagger
Darren Mitchell
Conrad Stevens
Amy Singleton
Lisa Pegg
Emily Holman
Nikki Chalmers-Stevens
Lucy Evans

Administering Medication in Schools Trained

Rebecca Hagger
Darren Mitchell
Andy Halls
Danielle Kelly
Nikki Chalmers-Stevens