



First Aid Policy

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Role	Headteacher
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Aims of Policy

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils, and visitors.
- Ensure that staff and the proprietor 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.

Policy Statement

Ysgol y Rhos recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy, and compliant with all statutory requirements and codes of practice. This includes the provision of Qualified First Aiders in the school to cope with minor injuries the designated first aider at Ysgol Y Rhos is currently Gareth Meredith - Teacher.

Ysgol Y Rhos fully complies with the Health and Safety (First Aid) Regulations 1981. Which note that 'Employers' legal duties' are to - The Health and require employers to provide adequate and appropriate equipment, facilities, and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.

What is 'adequate and appropriate' will depend on the circumstances in the workplace. This includes whether trained first aiders are needed, what should be included in a first aid box and if a first aid room is required. Employers should carry out an assessment of first aid needs to determine what to provide.

The Regulations do not place a legal duty on employers to make first aid provision for non-employees such as the public or children in schools. However, HSE strongly recommends that non-employees are included in an assessment of first aid needs and that provision is made for them.

Further guidance can be found making adequate and appropriate provision for first aid in First aid at work: The Health and Safety (First aid) Regulations 1981 - Guidance on Regulation.

Equality Statement:

Ysgol y Rhos aims to design and implement services, policies, and measures that meet the diverse needs of our school, pupils and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the Equality Act (2010) including the Human Rights Acts 1998 and promotes equal opportunities for all.

This document has been assessed to ensure that no pupil or employee receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.

United Nations Convention of the Rights of the Child (UNCRC)

Our First Aid policy has also been written with due regard for the UNCRC demonstrating our commitment to the promotion and protection of children's rights ensuring that the voice, welfare and dignity of all our pupils is paramount to the work that we do. Our First Aid policy encompasses the UNCRC in the following ways.

Article	Theme	Links
Article 2	Non-discrimination	All pupils at Ysgol Y Rhos will receive first aid equally and without discrimination, regardless of disability, medical needs, gender, race, language, religion, or care status.
Article 3	Best interests of the child	All first aid decisions at Ysgol Y Rhos will prioritise the immediate safety, welfare and best interests of the pupil. Staff will act promptly, appropriately and proportionately in emergencies.
Article 6	Right to life, survival and development	Effective first aid provision supports pupils' right to life and survival. Prompt treatment will reduce the risk of further injury and supports healthy recovery and development.
Article 12	Right to be heard	Pupils at Ysgol Y Rhos will be listened to when reporting injury, pain or illness. Staff will take pupils' accounts seriously, even when injuries are not immediately visible.
Article 13	Freedom of expression	Pupils at Ysgol Y Rhos feel safe to express discomfort, illness or concern without fear of dismissal or ridicule.
Article 16	Right to privacy	First aid at Ysgol Y Rhos will be administered with respect for pupils' dignity and privacy. Medical information will be treated confidentially and shared only on a need-to-know basis.
Article 17	Access to appropriate information	Pupils and parents/carers will be informed about; how first aid is provided, who the trained first aiders are and how injuries and illness are recorded and communicated.
Article 19	Protection from all forms of harm	First aid procedures at Ysgol Y Rhos contribute directly to safeguarding by; responding to injury, identifying patterns of harm, escalating concerns where injuries raise safeguarding questions.
Article 23	Rights of children with disabilities	Pupils with disabilities or medical needs may require; Individual Healthcare Plans, emergency care plans and/or adjusted first aid responses. This policy ensures inclusion and preparedness.
Article 24	Right to the highest attainable standard of health	This first aid policy supports pupils' right to health by ensuring; prompt treatment, appropriate response to

		illness or injury and access to medical help when required.
Article 28	Right to education	Effective first aid helps pupils return safely to learning. Pupils at Ysgol Y Rhos will not be denied education due to lack of appropriate medical support.
Article 29	Aims of education	A safe and caring environment supports pupils' confidence, resilience and readiness to learn. First aid provision at Ysgol Y Rhos contributes to a positive school ethos of care and responsibility.
Article 31	Right to rest, leisure and play	Injuries often occur during play or physical activity. This policy ensures pupils can engage in play and sport safely, knowing help is available if needed.
Article 37	Protection from degrading treatment	First aid must never be administered in a way that is humiliating, dismissive or forceful. Pupils at Ysgol Y Rhos are treated with respect and reassurance at all times.
Article 39	Recovery and reintegration	Pupils recovering from injury or illness will receive; appropriate support, graduated return to activities, consideration of emotional well-being
Article 42	Awareness of rights	Pupils at Ysgol Y Rhos understand; that they have a right to care and help when injured, who to go to if they feel unwell.

Roles and Responsibilities

Appointed Person(s) and First Aiders

The school's appointed person is Hannah Bayley. The appointed person is responsible for taking charge of first-aid arrangements, maintaining first-aid equipment and facilities and ensuring that emergency medical assistance is summoned when required.

The school's qualified first aiders are listed in Appendix 1. A person will only be identified as a first aider where they hold a current first-aid qualification appropriate to the findings of the school's first-aid needs assessment.

Qualified first aiders are responsible for:

- assessing injuries or illness and providing immediate and appropriate first aid within the limits of their training;
- remaining with the casualty until appropriate assistance is available;
- requesting emergency medical assistance where necessary;
- completing an accident record on the same day, or as soon as reasonably practicable; and
- keeping their training and contact information up to date.

The Headteacher will ensure that adequate first-aid cover is available throughout the school day and during school-organised off-site activities, including arrangements to cover foreseeable staff absence.

Health and Safety Officer

The health & safety officer Sion Thomas has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The Headteacher

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

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times.
- Ensuring that first aiders have an appropriate qualifications, 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 are available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary

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 is not called.
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

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 scene until help arrives.
- If an individual is requiring a defibrillator, CPR, fallen from a high, has a suspected back injury or is excessively bleeding especially from a head injury, ears or vomiting blood then

you must ring an ambulance. This is not an exhausted list and an ambulance can be phoned for a wide range of other situations as referenced in the bullet point above.

- 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/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend the next steps to the parents/carers.
- Emergency services will be called
- If emergency services are called, the Headteacher will contact parents immediately.
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury and email to Health & Safety Officer Sion Thomas, homes manager/parent of the pupil and social worker. In the event of injury to staff member the accident report should be sent to Sion Thomas and HR.
- Blood, vomit and other bodily fluids will be treated as potentially infectious. Staff dealing with a spill must use appropriate personal protective equipment and a designated bodily-fluid spill kit or suitable disinfectant in accordance with the product instructions and the school's infection-control procedures. The area and any reusable equipment must be appropriately cleaned and disinfected. Contaminated disposable materials will be securely bagged and disposed of in accordance with the school's waste arrangements. Any exposure involving broken skin, eyes, mouth or a needlestick or bite injury must be reported immediately and appropriate medical advice obtained.

When to call an ambulance

An ambulance will be called immediately in any situation where a pupil, staff member, or visitor is seriously ill or injured and requires urgent medical attention. This includes (but is not limited to) the following circumstances:

- The casualty is unconscious, not breathing, or has difficulty breathing.
- There is severe bleeding that cannot be controlled.
- The casualty is suspected to have a serious head, neck, back, or spinal injury.
- The casualty is experiencing chest pain, suspected heart attack, or stroke symptoms.
- The casualty is suffering from a severe allergic reaction (anaphylaxis), asthma attack, seizure, or diabetic emergency.
- There is a suspected broken bone, serious burn, or major trauma.
- The casualty's condition is deteriorating rapidly or their safety cannot be assured without medical support.

If in doubt, staff should err on the side of caution and call 999. A qualified first aider should remain with the casualty until emergency services arrive, providing reassurance and first aid as appropriate. Parents or carers will be notified as soon as possible.

Off-site procedures

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

- A mobile phone.
- A portable first aid kit.
- Information about the specific medical needs of pupils.
- Parents/Carers contact details.

Risk assessments will be completed, and public liability requested by the Headteacher prior to any educational visit that necessitates taking pupils off school premises.

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

First Aid Equipment

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

- 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 (anti-allergenic)
- Shears
- Cold compresses
- Burns dressings.

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The school reception
- School vehicles

Record-keeping and reporting

First Aid and accident record book

- An accident form will be completed by the first aider/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 should be supplied when reporting an accident, including all of the information included in the accident form.
- A copy of the accident report form will also be added to the pupil's educational record by the Senior School Administrator.

- Records held in the first aid and accident book 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.

Reporting to the HSE

The Health and Safety Officer will determine whether an incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and will ensure that any required report is made by the responsible person within the applicable timescale.

In relation to employees, reportable incidents include:

- a work-related death;
- a specified work-related injury;
- a work-related injury resulting in incapacity for more than seven consecutive days;
- a diagnosed reportable occupational disease; and
- a specified dangerous occurrence.

An injury to a pupil or visitor is reportable only where it arose out of or in connection with a work activity and resulted in death or the person being taken directly from the scene to hospital for treatment. Being taken to hospital for examination, diagnostic testing or purely as a precaution does not by itself make an incident reportable.

Only dangerous occurrences specifically listed within RIDDOR are reportable; not every near miss requires an HSE report. All significant incidents and near misses will nevertheless be recorded and reviewed internally.

Deaths, specified injuries, relevant injuries to non-workers and dangerous occurrences must be notified without delay, with the report received within 10 days. An over-seven-day injury to an employee must be reported within 15 days. Occupational diseases must be reported when the school receives a relevant written diagnosis.

Current reporting information is available at: www.hse.gov.uk/riddor

Training

The level and number of trained first aiders will be determined through the school's first-aid needs assessment. Designated first aiders must hold a current Emergency First Aid at Work, First Aid at Work or other appropriate recognised qualification. The school will ensure that qualifications are renewed before they expire and will maintain a register showing the qualification held and its expiry date. All other staff will receive information about the school's first-aid procedures and how to summon assistance.

Hospital

Local GP	Address	Telephone number
Bryn Darland Surgery	53 Hight Street Coedpoeth Wrexham LL11 3SA	Tel: 01978 720285
Local Hospital	Address	Telephone number
Mold Community Hospital	Ash Grove Mold CH7 1XG	Tel: 0300 085 0006

Nearest defibrillator

Treuddyn Community Council, School Campus, Ffordd Y Llan, Treudyn, CH7 4LN. – 1.3 miles

In a suspected cardiac arrest, staff must call 999 immediately, begin CPR and use an accessible defibrillator as soon as one is available. A casualty must not be left unattended, and obtaining an external defibrillator must not delay CPR or the emergency call. The location and availability of any external defibrillator will be checked periodically.

This policy is reviewed every year as a minimum. However, where there are changes to legislation/guidance or in response to recommendation from any significant incident, review of the policy will take place immediately.

Policy Created By	Sam Thomas	08/01/2026
Policy Approved By	Catrin Jones	08/01/2026
Policy Updated By	Sam Thomas	01/09/2026
Policy Update Approved By	Catrin Jones	01/09/2026

Appendix 1: list of trained first aiders

Staff member's name	Role	Contact details
Gareth Meredith	Science Teacher	Gareth@we-are-unique.care
Fred Smith	Maths Teacher	Fred@we-are-unique.care
Mandy Harper	TA	Mandy@we-are-unique.care
Hannah Bayley	Senior School Co-ordinator	Hannah@we-are-unique.care