



GREAT BALLARD

First Aid Policy

Policy Information	
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Review Cycle	Annual
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1.0. Statement of Intent

Great Ballard School has an appointed person (Business Manager) for the Health and Safety of the School's students, employees and anyone else on the premises. This includes all teaching and non-teaching staff, volunteers, children and visitors (including contractors). The Business Manager must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. This policy applies to the whole school including EYFS.

2.0. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all students, staff and visitors.
- Ensure that staff and the Board of Governance 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.

3.0. Roles and Responsibilities

The management of first aid at Great Ballard is undertaken by the Business Manager. On a day-to-day basis, the school has employed a School Nurse as the first point of contact for all first aid and medical issues or emergencies. In addition, there are a number of staff across the school who have had first aid training and will be called upon as first responders if required ([see Appendix 1](#)).

3.1. School Nurse & Designated First Aider

The School Nurse and Designated First Aider is Harriet Amis. The School Nurse is responsible for:

- Taking charge when someone is injured or becomes ill including assigning roles for supporting first aid responders.
- 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.
- Assessing the symptoms of all pupils who present as unwell or with a medical condition, making the decision on appropriate treatments, and sending students home to recover, where necessary.
- Ensuring that parents/guardians have been communicated with as appropriate.
- Conducting annual staff training as and when required.

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, conduct a DRABC (Danger Response Airway Breathing Circulation) primary survey, where necessary, and provide immediate and appropriate treatment.

- Completing an accident report in the Medical Centre module in iSAMS on the same day or as soon as is reasonably practicable.
- Ensure that the school nurse is informed.

A list of first aiders is included in [Appendix 1](#) of this policy and is also displayed in both staffrooms.

3.2. The Proprietor

The Proprietor has ultimate responsibility for health and safety matters but delegates operational matters and day-to-day tasks to the Headteacher and Business Manager.

3.3. The Health & Safety Manager

The Health & Safety Manager is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of first aid personnel are present in 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 students.
- Completing RIDDOR reports where necessary.

3.4. Staff

Great Ballard Staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in the school are.
- Ensuring they know which children have known medical conditions/allergies.
- Completing accident reports for all incidents they attend ([see Appendix 2](#)).
- Informing the Headmaster, Business Manager, or School Nurse of any specific health conditions or first aid needs.

4.0. First Aid Procedures

4.1. 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 first aider or the School Nurse, as deemed appropriate.
- The School Nurse, if called, will assess the injury, conduct a DRABC primary survey if required and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- If the School Nurse judges that a student is too unwell to remain at School, parents/guardians will be contacted to ask to collect their child. Upon their arrival, the School Nurse will provide a first aid update.

- If emergency services are called, the School Nurse will contact parents/guardians immediately.
- The School Nurse will complete an accident report in the Medical Centre module in iSAMS as soon as is reasonably practical after an incident resulting from an injury.
- An incident report will be documented and logged in Teams.
- The Business Manager will complete a RIDOOR report if necessary.
- The School Nurse will be contactable via the walkie talkie and internal school phones during working hours.

4.2. Off-site procedures

When taking students off site, staff will ensure they always have the following:

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

Risk assessments will be completed by the staff member with responsibility for organising the trip prior to any educational visit that necessitates taking students off site. A qualified first aider will be present for all trips.

5.0. 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
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted size
- Scissors
- Yellow paper bracelets for head injuries (in sports kits)
- Ice packs

NB: No medication is kept in first aid kits.

First aid kits are stored in:

- Medical Room
- Reception (including kits to be taken for off-site trips)
- All five minibuses
- Science labs
- Cookery room
- Pre-prep in Year 1 and Year 2 classrooms

- In Nursery for shared access between Nursery and Reception
- Swimming Pool
- Pavilion
- Forest School
- Prep office – Shared between Year 4 and 5.
- School kitchen
- Staff room
- Main house, second floor corridor
- Maintenance workshop

First Aid kits for trips and away sports fixtures are kept in the cupboard next to the main reception.

6.0. Record-keeping and reporting

6.1 Communication across the school site

Walkie talkies are stored in the Support Office and must be taken to the top field for games, to Forest School and to the swimming pool. Mobile phones are used for school trips etc for use in an emergency.

The school nurse, facilities team and receptionist all have dedicated walkie talkies and are always contactable.

6.2 First aid and accident reporting

- An electronic accident form will be completed in the Medical Centre module in iSAMS by the School Nurse 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 should be supplied when reporting an accident, including all the information included on the accident form.

6.3. RIDDOR reporting

The Health & Safety Manager 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).

Reportable injuries, diseases or dangerous occurrences 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).
 - Any scalping 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 head-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 to hospital.
- 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.

Information on how to make a RIDDOR report is available here

<https://www.hse.gov.uk/riddor/report.htm>

6.4. Notifying Parents/Guardians

The first responding first aider or School Nurse will inform parents/guardians of any accident or injury sustained by a student and any first aid treatment given, on the same day, or as soon as reasonably practicable.

7.0. Administering & Storing Medication

All medication and treatments are stored in a locked First Aid cupboard or a locked medical fridge in the medical room. Any medication or treatment administered must be recorded on iSAMS with the reason for giving it, dose given, date and time (see Appendix 2).

Non-prescription medication, such as paracetamol, will only be given if there is consent logged for a particular child on iSAMS. Please refer to the Administering Medicines Policy for further details on how to administer.

Any medicines brought in by parents must be in the original packaging including the pharmacy label, clearly showing the child's name, the dose required, instructions on how to administer and contain the information leaflet about the medicine. Parents must complete a consent form when dropping the medicines to school. This will be stored in the secure medicine cupboard or in the refrigerator, if appropriate, in the medical room.

8.0. Head Injuries

If a child has sustained a head injury at school, however minor, they are given a yellow wrist band to wear so that other staff are alerted if the child is presenting with symptoms of concussion (see appendix 3). These are kept in first aid kits with spares in the nurse's office. Parents/guardians are notified if their child has sustained a head injury for monitoring purposes.

Please refer to the school's Head Injury and Concussion Prevention & Management Policy.

9.0. Defibrillator

A Defibrillator with both child and adult pads is stored in an external cabinet fixed to the external wall of the changing rooms in the courtyard with all necessary equipment. The equipment is checked daily by the school nurse.

10.0. Awareness of student medical conditions

A list of all children with any medical requirements or allergies is posted on both staff room noticeboards. Each form tutor is given a list of all children in their class with any medical requirements or allergies. All teaching staff should make themselves familiar with both their class list of medical conditions but also the whole school list in the staffrooms. These are updated regularly, added to if a new pupil joins the school, or when any child's medical requirements change.

The Catering Manager and school nurse have a list of all children who have any allergies or dietary requirements.

11.0. Training

Great Ballard aims to train as many first aiders as possible. All first aiders must have completed a training course and must hold a valid certificate of competence or show this. The school keeps a register of all trained first aiders, what training they have received and when this is valid until.

Training is arranged for staff when they need to renew their first aid training. Training is either conducted by the school nurse or by an appropriate body.

12.0. Monitoring arrangements

This policy will be reviewed by the Business Manager annually but updated beforehand as and when required.

13.0. Linked Policies

- Health & Safety Policy
- Head Injury and Concussion Prevention & Management Policy
- Asthma Policy
- Administering Medicines Policy
- Allergy & Anaphylaxis Policy

APPENDIX 1 – FIRST AIDERS

Paediatric First Aiders:

Staff Name	Role	Training valid to
Jenna Morris	Nursery Room Leader	September 2028
Rachael Stenning	Class Teacher	September 2028
Claire du Plessis	HLTA	September 2028
Steffi Wright	Teacher	April 2029
Yvonne Barr	Head of EYFS	April 2029
Katie Morgan	Head of Pre-Prep	April 2029

First Aiders:

Staff Name	Role	Training valid to
Sally Brooks	SENDCo	September 2026
Jamie Duffield	Maths Teacher	September 2026
Daniel Joseph	Deputy Head Pastoral	September 2026
Lisa Lyons	Head of Music	September 2026
Katie Morgan	Class Teacher	September 2026
Chris New	Minibus Driver	September 2026
Jess Stanley	Class Teacher	September 2026
Alexandra Giannakopoulou	Class Teacher	September 2028
Emily Wentzell	Receptionist	September 2028
Joe Follows	Geography Teacher	September 2028
Chloe Johnson	Class Teacher	September 2028
Spencer Leclercq	Games Teacher	September 2028
Joel Lodge	Science Teacher	September 2028
Niamh Andersson	Games Teacher	September 2028
Claire du Plessis	HLTA	September 2028
Jenna Morris	Nursery Room Leader	September 2028
Rachael Stenning	Nursery Teacher	September 2028
Sam Schermuly	HLTA	September 2028
Hannah Ashdown	Teaching Assistant	January 2029
Ben Purgavie	Head of Sport	April 2029
Jevan Fletcher	Head of Science	April 2029
Tom Anderson	Head of Adventure and Prep Pastoral Lead	April 2029
Greg Gladman	Minibus Driver	April 2029
David Pugh	Minibus Driver	April 2029
Steve Coppen	Minibus Driver	April 2029
John Buckner	Minibus Driver	April 2029
Tim Bradshaw	Minibus Driver	April 2029
Megan-Ami Silversson-Moss	Technician	April 2029

Mental Health First Aiders

Staff Name	Role	Training valid to
Emily King	Marketing Manager	April 2029
Matt King	Headmaster	April 2029
Dan Jospheh	Deputy Head	April 2029
Madeline Willis	Mental Health Lead	April 2029
Sam Schermuly	HLTA	April 2029
Catt Vullo	Teacher	April 2029
Sarah Alexander	Teaching Assistant	April 2029
Charlotte Daborn	Teaching Assistant	April 2029
Rachel Stenning	Nursery Teacher	April 2029

APPENDIX 2 – ACCIDENT REPORTING PROCEDURE

1. Log into iSAMS.
2. Using the waffle, go to Medical Centre.
3. Under Module Overview, click on 'Add Appointment'.
4. Choose the 'visit type' from the dropdown menu and select 'accident'.
5. Add as much information as you can about the incident in the 'Reason' box.
6. Select the location, enter dates and times.
7. Choose where the incident happened from the dropdown menu under 'Arrived From'.
8. Choose where the child departed to from the drop down menu under 'Departed To'.
9. Whether the child went back to school or left site, select the transport type from dropdown menu under 'Departed by Transport'.
10. If no medication was administered click 'save and close'.
11. If medication was administered, click 'save and dispense' and enter the details the for requests. Add as much information as you can in the notes section.

APPENDIX 3 – YELLOW WRIST BRACELETS

If a child has sustained a head injury, once they have been checked over by a first aider, the child will be given a yellow wrist band if they are well enough to go back to class.

The yellow wristband will have written on it the time and location of the incident and the first aider who responded.

The child is then to be sent to the School Nurse to be checked over if the School Nurse was not the first responder.

Staff and parents are made aware that a yellow wristband signifies a head injury and to carefully monitor the child in their care.

Parents receive information on the signs and symptoms of concussions which will be sent by the nurse.