



First Aid Policy and Risk Assessment

Applies to:	All Staff
Author (s)	SS
Review Frequency:	Annually
Last Reviewed:	October 2025
Next Review by:	October 2026
Approved on	October 2025
Committee Responsible	Health and Safety Committee
References (including legal and others eg ISBA)	
ISI Reg:	
Other related policies and documents	



Contents

Introduction 3

Aims and Objectives 3

Responsibilities 3

First Aid Provision 4

Procedures 4

Training 4

Risk Assessment 5

Factors considered 5

Monitoring and Review 5

References 5



Introduction

Leicester High School for Girls recognises its legal and moral duty to safeguard the health, safety, and welfare of pupils, staff, visitors, and contractors by ensuring adequate and appropriate first aid provision.

Purpose

- Provide a framework to ensure immediate and effective first aid is available when needed.
- Minimise the consequences of injury or illness.
- Promote confidence among pupils, parents, and staff that medical emergencies are handled professionally.
- Comply with the Health and Safety (First Aid) Regulations 1981 and DfE guidance First Aid in Schools.

Aims and Objectives

- Ensure a sufficient number of trained first aiders are available at all times.
- Ensure appropriate equipment and facilities are provided and maintained.
- Ensure staff are aware of first aid procedures.
- Provide clear arrangements for incidents on- and off-site.
- Record, monitor, and evaluate incidents to improve provision.

Responsibilities

Governing Body: Ensure policy, resources, annual review.

Headteacher: Implement and monitor the policy; appoint coordinator; communicate procedures.

Health and Wellbeing Officer: Maintain training records; arrange training; replenish kits; monitor incident trends.

First Aiders: Provide immediate first aid care, record treatment, contact emergency services.

Appointed Persons: Take charge in absence of first aider, call emergency services.

All Staff: Know procedures, support supervision, report incidents accurately.



First Aid Provision

Staffing: 12 Emergency First Aid at Work trained; 12 Paediatric First Aid trained.

Facilities: First Aid Room (bed, basin, supplies); AED at Reception; kits in classrooms, labs, sports hall, art rooms, playgrounds, staff areas.

Communication: Lists of first aiders displayed; pupils and visitors informed via induction and signage.

Procedures

Minor Injuries: Treated on-site; logged.

Serious Incidents: First aider attends; ambulance called; parents notified; staff accompany pupil if required.

Medical Conditions: Care plans in place; medicines stored securely; staff trained for EpiPens, inhalers.

Record Keeping: All incidents recorded; head injuries reported to parents; RIDDOR compliance.

Trips: Risk assessed; first aider present; portable kits carried; at least 2 trained staff for residential trips.

Training

Training for all first aiders is provided via accredited providers; refresher courses booked before expiry.



Risk Assessment

Factors considered	School size: 262 pupils, 75 – 100 staff, Layout: Main building, labs, sports hall, art rooms, Activities: Sports, science, drama, trips, Medical needs: Severe allergies with EpiPens.
Monitoring and Review	Annual Review: Policy and assessment reviewed each September. Termly Checks: Kits, AED, and first aid room checked, Incident Monitoring: Analysed for trends. Feedback: Parents and staff may provide input.
References	Health and Safety (First Aid) Regulations 1981, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), DfE First Aid in Schools (2014), HSE Guidance on First Aid Needs Assessment

Risk Assessment Table

Area	Hazards	Controls in Place	Further Action
Classrooms	Slips, asthma, allergies	Kits nearby, staff aware, contacts updated	Update allergy lists termly
Science Labs	Chemical burns, eye injuries	PPE, eyewash, trained staff	Annual safety audit
Sports Hall	Sprains, fractures, head injuries	First aider, AED, kits in hall	Sports staff extra training
Playgrounds	Trips, falls, heat exhaustion	Supervision, shaded areas, kits	Monitor surfaces, sun safety reminders
Performing Arts	Trips over wires, burns	Equipment checks, supervision	Pre-event safety checklist
Day Trips	Transport accidents, emergencies, falls	Risk assessments, first aider, kits, phones	Carry medical info securely
Residential Trips	Illness, delayed emergency care, falls	Two first aiders, hospital identified	Confirm hospital access in advance
After School	Injuries outside hours	Duty first aider scheduled, kits	Clear out-of-hours cover communication