

First Aid Procedure 2026-2027

Schools must provide first aid personnel and equipment for their staff in case they are injured or become ill at work and consider the needs of non-employees such as pupils and visitors in their first aid provision.

This document provides the necessary information regarding our first aid procedure at EKC Sheppey Secondary. In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of this procedure is to:

- Provide effective, safe first aid cover for students, staff and visitors.
- Ensure that all staff and students are aware of the system in place.
- Provide awareness of health and safety issues within school to prevent, where possible, potential dangers or accidents.

NB: The term 'first aider' refers to those members of the school community who are in possession of a valid First Aid at Work Certificate or equivalent.

Definition

The term first aid means treating someone who is injured or unwell to keep them alive or stop their condition worsening until medical help arrives, and; treating minor injuries which do not require medical help. First aid does not normally include giving medicines.

A list of qualified first aiders and their contact details is posted in the following areas:

- Main reception
- Staff room
- Inclusion Team Offices

The School Business Manager will:

- Ensure that First Aid training is up to date amongst our first aid trained staff.
- Provide adequate First Aid cover, where needed
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.
- Monitor and track the use of first aid calls and share this data with the DDSL.

First aiders will:

- Ensure that their qualification is always up to date and remind the Headteacher when a renewal date is approaching
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other first aiders or emergency services.
- Help fellow first aiders at an incident and provide support during the incident.
- Act as a person who can be relied upon to help when the need arises.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.

- Keep a record of each student attended to, the nature of the injury and any treatment given using Bromcom.
- Ensure that a child who is sent to hospital by ambulance is: -
 - Accompanied in the ambulance at the request of paramedics
 - Followed to a hospital by a member of staff to act in loco-parentis if a relative cannot be contacted or await arrival of parents
 - The first aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.

The DDSL will:

- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school visits/outings.
- Be responsible for the day-to-day management of first aid issues.

All staff will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current first aiders are.
- Be aware of specific medical details of individual students when publicised by the SENDCO or DDSL.
- Ensure that their students are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified first aider unless the casualty is in immediate danger.
- Send for help to main reception as soon as possible either by person, telephone or by logging a welfare call on Bromcom, ensuring that the messenger knows the precise location of the casualty.
- Reassure, but never treat, a casualty unless staff are in possession of a valid First Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a first aider arrives at the scene or instigate simple airway measures if clearly needed.
- Ensure that they have a current medical consent form for every student that they take out on a school visit which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

Office and Admin staff will:

- Call for a qualified first aider, unless they are one themselves, to treat any injured student.
- Support the first aiders in calling for an ambulance or contacting relatives in an emergency.
- Not administer medications without parental permission.
- Ensure that the first aid boxes are clearly marked, located in all buildings and floors of our school and in our school mini-buses and include the appropriate kit. See Appendix 1.

First Aid Room

Each school/setting is required to have suitable accommodation that can be used for medical examination and treatment of pupils and for the short-term care of sick or injured pupils which include a wash basin and is near to a toilet (this requirement is under school premises regulations).

This room does not need to be used exclusively for medical purposes (though it must not be used for teaching), but it should be appropriate for that purpose and readily available for when use is needed. Schools may consider using such a room for first aid.

Recording a First Aid Incident

It is necessary to record any first aid treatment that is given. A record should be made of:

- the date, time and place of the incident;
- the name and job (where relevant) of the injured or ill person/pupil;
- details of the injury or illness and what first-aid was given;
- what happened to the person/pupil immediately afterwards, e.g. went back to work/class, went home, went to hospital;
- name and signature of the first aider or person dealing with the incident.

This should be recorded on Bromcom under the medical section of the student's profile.

Locations of first aid boxes

- Reception
- PE department
- Kitchen
- Site Workshop
- Food Technology
- Design, technology and Engineering
- Pastoral Hubs
- Art

First aiders

Autumn Jones
Becky Spencer
Ben May
Brian Hurkett
Camilla Debruin
Chloe Tolley
Claire Johnson
Daisy Tidman
Dawn Millis
Debbie Slight
Ellie Jones
Emma Lawson
Evie Mulhall
Georgina Garrett
Ginny Weymouth
Harriet Smith
Hayley Bowman
James Teague
Joanne Cox
Joanne Pilkington
Kaci Wynter
Laura Clarke
Lauren Keeling
Layla Trosh
Leah White

Lily Friar
Lisa Major
Lorna Havill
Lou Scott
Lucia Parrott
Martha Jenkins
Martine Fairfield
Melissa Essam
Michelle Therisa
Nicole Orgill
Paige Way
Paula Kelynack
Rachel Cherry
Richenda Garrard
Ricky White
Ruby Hayes
Scott Bagnall
Sharna Smith-Davis
Stephen Fordham
Tammy Brenchley
Tiffany Ryan
Tracey Savage
Vanessa Groves
William Agyemang

Appendix 2 internal Risk Assessment – [ES0036 First Aid - 20.05.26.docx](#)