



FELIXSTOWE
INTERNATIONAL COLLEGE
FRIENDSHIP THROUGH EDUCATION

First Aid Policy

Version Date:	April 2026 (training dates updated August 2026)
Signed:	Principal
Review cycle:	1 year
Date of next review:	April 2027

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1. Aims

The aims of our first aid policy are to:

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

As a day and boarding school, we ensure that first aid is available to pupils at all times while they are in our care, including during evenings, nights and weekends for boarders.

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, the National Minimum Standards for Boarding Schools (2022), 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
- The 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

3. Roles and responsibilities

Employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. The number of trained first aiders needed depends on an assessment of first aid needs, taking into account the nature of employees' work, the number of staff and pupils, and the layout and location of the school. The minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements; the appointed person does not need to be a trained first aider, but it is good practice for them to receive emergency first aid training.

3.1 Appointed persons and first aiders

Felixstowe International College has three appointed persons with differing roles.

The Deputy Principal is responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

- Informing the Registrar (school secretary) when an incident needs to be reported to the HSE

The main House Mother is responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits on a regular basis

The Registrar (school secretary) is responsible for:

- Reporting to the HSE when required (see section 6)

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
- Giving immediate and appropriate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensuring that an ambulance or other professional medical help is called
- Sending pupils home to recover, where necessary (for boarders, arranging care within the boarding house – see section 4.1)
- Filling in an accident report on the same day as, or as soon as is reasonably practicable after, an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed persons and trained first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

3.2 The Governing Board

The Governing Board 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:

- Making sure that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times, including in the boarding house during evenings, nights and weekends
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Making sure that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary, via the Registrar (see section 6)

3.4 Staff

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the appointed persons and first aiders in school are

- Completing accident reports (see appendix 2; forms are kept in the main office) for all incidents they attend to where a first aider or 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:

- 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 the scene until help arrives
- If the injured person (or their parents/carers, in the case of pupils) has not provided consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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 day pupil is too unwell to remain in school, the Deputy Principal will contact parents/carers (or the pupil's educational guardian) and ask them to collect the pupil. On their arrival, the first aider will recommend next steps to them
- If the first aider judges that a boarder is too unwell to attend lessons, the pupil will be cared for by boarding house staff in accordance with our boarding arrangements, and parents/carers and the pupil's educational guardian will be informed
- If emergency services are called, the Deputy Principal or Principal will contact parents/carers (and the educational guardian, where relevant) immediately
- The first aider or relevant member of staff will complete an accident report form on the same day, or as soon as is reasonably practicable after an incident resulting in an injury

4.2 Off-site procedures

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

- A school mobile phone
- A portable first aid kit (see below for minimum contents)
- Information about the specific medical needs of pupils
- School contact details, and parents'/carers' (or educational guardians') contact details

A portable first aid kit will include, at minimum: a leaflet giving general advice on first aid; 6 individually wrapped sterile adhesive dressings; 1 large sterile unmedicated dressing; 2 triangular bandages (individually wrapped and preferably sterile); 2 safety pins; individually wrapped moist cleansing wipes; and 2 pairs of disposable gloves.

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum: 10 antiseptic wipes (foil packed); 1 conforming disposable bandage (not less than 7.5cm wide); 2 triangular bandages; 1 packet of 24 assorted adhesive dressings; 3 large sterile unmedicated ambulance dressings (not less than 15cm x

20cm); 2 sterile eye pads, with attachments; 12 assorted safety pins; and 1 pair of rustproof blunt-ended scissors.

Risk assessments will be completed by the member of staff organising the trip prior to any educational visit that necessitates taking pupils off school premises. Outings will only be undertaken if it is safe to do so.

The procedure in section 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers or guardian can collect the pupil will depend on the location and duration of the trip).

There will always be at least 1 first aider on school trips and visits.

5. First aid equipment

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

- A leaflet giving general advice on first aid
- Individually wrapped sterile adhesive dressings (plasters) of assorted sizes (at least 20)
- Regular and large sterile unmedicated wound dressings (at least 6 medium and 2 large)
- Sterile eye pads (at least 2)
- Individually wrapped triangular bandages, preferably sterile (at least 2)
- Adhesive tape
- Safety pins (at least 6)
- Disposable gloves (at least 3 pairs)
- Antiseptic wipes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- House Parents' accommodation
- The science room
- The art room
- The school kitchen
- The staff room

See section 4.2 for first aid equipment off the school site.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider or relevant member of staff on the same day or as soon as possible after an incident resulting in an injury

- The accident book is kept in the main office. As much detail as possible will be supplied when reporting an accident, including all of the information included in the accident form at appendix 2; if more space is needed, the accident form should be used as well as the accident book
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the school secretary
- 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. The school will check whether its insurer requires accident records to be retained for a longer period, particularly records relating to injuries to pupils
- In line with National Minimum Standards for Boarding Schools Appendix B, the school also keeps boarding records of significant illnesses, significant accidents and injuries, and the administration of medication, treatment and first aid to boarders

6.2 Reporting to the HSE

The Deputy Principal will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Registrar (school secretary) will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident, except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries: 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) which cover more than 10% of the whole body's total surface area or cause significant damage to the eyes, respiratory system or other vital organs; 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 heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Registrar will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure, including: carpal tunnel syndrome; severe cramp of the hand or forearm; occupational dermatitis (e.g. from exposure to strong acids or alkalis, including domestic bleach); hand-arm vibration syndrome; occupational asthma (e.g. from wood dust); tendonitis or tenosynovitis of the hand or forearm; any occupational cancer; any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences include:

- Death of a person that arose from, or was in connection with, a work activity
- An injury that arose from, or was in connection with, a work activity, where the person is taken directly from the scene of the accident to hospital for treatment

An accident 'arises out of' or is 'connected with a work activity' if it was caused by: a failure in the way a work activity was organised (e.g. inadequate supervision of a trip); the way equipment or substances were used; and/or the condition of the premises (e.g. poorly maintained or slippery floors).

Information on how to make a RIDDOR report is available from the HSE:

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

6.3 Notifying parents/carers and guardians

The Principal (or, in their absence, the Deputy Principal) will inform parents/carers, and the pupil's educational guardian where relevant, 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. Parents/carers will also be informed if emergency services are called. Recognising that many of our parents/carers live overseas, notification may be made by telephone, email or other agreed communication channels.

6.4 Reporting to the inspectorate and child protection agencies

The Principal will notify our inspectorate, the Independent Schools Inspectorate (ISI), 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 Principal or Designated Safeguarding Lead (DSL) will also notify the local authority designated officer (LADO), via Suffolk's Customer First service, and where appropriate Suffolk Safeguarding Partnership, 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 3).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

Given our boarding provision, the school will ensure that trained first aid cover is available in the boarding house at all times, including overnight and at weekends.

This policy is shared with all staff, and additional training will be put in place if required (for example, EpiPen/anaphylaxis training if a pupil enrolls at the college who needs this as part of their medical plan).

8. Monitoring arrangements

This policy will be reviewed by the Principal and Chair of Governors annually, in line with expectations for independent schools. At every review, the policy will be approved by the Principal and Chair of Governors.

First aid provision (including the assessment of first aid needs, the number of trained first aiders, and equipment) will be reviewed by the Principal, appointed persons and first aiders at least annually.

9. Links with other policies

This first aid policy is linked to the:

- Health and Safety Policy
- Risk Assessment Policy
- Policy on Supporting Pupils with Medical Conditions
- Medication Policy

Appendix 1: List of appointed persons and trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Seung-Jin (Peter) Kim	Proprietor	07926 485881
Chaerin Lee	Deputy Principal	07540 310889
Joyce Jennings	House Mother	07952 599773
Erin Simpson	Teacher	07774 680955

Appendix 2: Accident report form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details <i>Describe in detail what happened, how it happened and what injuries the person incurred.</i>			
Action taken <i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required <i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.</i>			
Name of person attending the incident			
Signature		Date	

Appendix 3: First aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED
Safe Haven – Emergency first aid at work	Joyce Jennings	9 May 2025	Before 8 May 2028
Safe Haven – Emergency first aid at work	Chaerin Lee	9 May 2025	Before 8 May 2028
Safe Haven – Emergency first aid at work	Seung-Jin (Peter) Kim	16 December 2025	Before 15 December 2028
Safe Haven – Emergency first aid at work	Su Kim	16 December 2025	Before 15 December 2028
Pro Trainings.uk – Part one of Paediatric First Aid Level 3 (VTQ)	Erin Simpson	28 August 2023	Before 27 August 2026