



RUGBY SCHOOL
GROUP

Rugby School Group First Aid Policy

September 2026

INTRODUCTION

This guidance is applicable to all those involved in the provision of first aid related to school activities. It sets out the Group's minimum standards in terms of first aid provision.

The Group's objectives in relation to first aid are:

- To ensure that there is an adequate provision of appropriate first aid at all times; and
- To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

SCOPE

This Policy applies to Rugby School Group's UK schools and UK entities.

RESPONSIBILITIES

The Governing Body has overall responsibility for ensuring that appropriate first aid arrangements are in place. Responsibility for the implementation of this Policy is delegated as set out below.

In each School, the Director of Operations / Head of Health & Safety at Rugby School and Bilton Grange will be responsible for ensuring first aid cover is adequate and appropriate for the School. The DoO / Head of Health & Safety will draw on expertise of others (including School Nurses) to ensure the effective implementation of the Policy.

FIRST AID NEEDS ASSESSMENT

The Director of Operations / Head of Health & Safety, with the assistance of other colleagues as required, will undertake and maintain a First Aid Needs Assessment to determine the first aid requirements of the School.

The First Aid Needs Assessment will be reviewed and updated annually, or following any significant changes to activities, staffing, premises or risk.

The Assessment will include consideration of the following:

- Size and physical layout of the school.
- Location of the school (the rural location of some schools in the Group increases risk, due to likely time it would take an ambulance to attend an incident).
- Specific hazards or risks on the site.
- Staff or students with special health needs or disabilities.
- Previous record of accidents / incidents at the school.
- Provision for leave / absence of first aiders.
- Off site activities, including trips.
- Practical departments, such as science, technology and PE.
- The need to provide appropriate first aid cover at all times when students are present, including overnight and other boarding provision.
- Contractors on site and agreed arrangements.

FIRST AID PROCEDURES

First Aiders

Sufficient trained first aiders to cover day to day and other school activities will be provided. The number and required training for first aiders will be identified in the School's Needs Assessment.

Appropriate first aid provision will be made for all educational visits and off site activities. The Trip Leader and EVC will determine the appropriate level of provision through the trip risk assessment, taking account of the nature and location of the activity, the students attending and access to emergency medical assistance.

Appropriate first aid provision will be available for sporting activities, with the level of provision determined by the activity risk assessment and the School's First Aid Needs Assessment.

First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called.

The School may also appoint one or more Appointed Persons to take charge of first aid arrangements where appropriate. An Appointed Person does not need to be a qualified first aider. Their responsibilities may include maintaining first aid equipment and facilities and ensuring that an ambulance or other professional medical assistance is called when required.

First aid qualifications will be renewed within the period specified for the relevant qualification.

First Aid Kit

First aid kits will be provided in areas of the school where accidents are considered most likely; and as a minimum there will be a first aid kit in every building.

A first aid kit will be taken when students leave the school on organised trips. A first aid kit will be available in every school vehicle.

First aid kits will be replenished as necessary and checked termly. Staff with responsibility for replenishing first aid kits will be made aware of this responsibility.

The contents of first aid kits will be in accordance with the guidance given in HSE document "Basic advice on first aid at work".

First Aid Information

Each School will ensure that staff, students and parents / carers are made aware of its first aid arrangements. Staff and students will be informed how to access first aid assistance and the location of first aid facilities and equipment. Appropriate information will also be made available to visitors and contractors. Schools will use noticeboards and other appropriate methods to communicate this information.

Records

Each School will maintain appropriate records of accidents, injuries and first aid treatment. Accidents and incidents will be reported internally and, where applicable, externally in accordance with the

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Records will be periodically reviewed to identify trends and inform the First Aid Needs Assessment.

Any incident which is, or may be, reportable under RIDDOR must be referred promptly to the Head of Health & Safety, who will determine whether a report is required and, where applicable, submit the report to the Health and Safety Executive.

Student Illness

Each School will have access to a School Nurse(s) and will maintain an appropriately equipped medical room for the assessment and care of students who are unwell or injured. Where a student becomes unwell during the school day, they will be referred to the School Nurse or another appropriately qualified member of staff.

The School Nurse(s) is responsible for providing appropriate medical support in accordance with the School's Medical Care Policy.

First Aid for Boarders

Each boarding School will ensure that appropriate first aid provision is available to boarders at all times, including overnight and at other times when the School Nurse is not available. The School's First Aid Needs Assessment will determine the appropriate level of trained first aid cover, taking account of its boarding arrangements and access to emergency medical assistance.

Boarding staff will be informed of the arrangements for obtaining medical advice and assistance when the School Nurse is not available. This will normally include calling 999 in an emergency or NHS 111 where urgent medical advice or assessment is required but the situation is not an emergency. When there is any doubt staff should use 999 in preference to NHS 111.

Calling an Ambulance

In the case of a medical emergency involving a student, member of staff, or visitor a member of staff should phone 999 and request an ambulance. The School Nurse(s) should be informed when an ambulance has been called.

A member of staff will escort a student to hospital and will stay with the student in hospital until their parents have been contacted and a suitable adult has arrived at the hospital.

Where a member of staff needs to be transported to hospital, another member of staff will typically escort them and wait until their next of kin has been contacted and arrived at the hospital.

Emergency Medical Treatment

In accepting a place at the School, parents are required to provide consent for the Head Master / Headmaster or other nominated representative, acting on the advice of an appropriately qualified medical practitioner, to consent to emergency medical treatment, including general anaesthetic or surgical treatment under the NHS, where the School is unable to contact a parent

AEDs

Each School shall have Automated External Defibrillators (“AED”) on site. The number and location of AEDs will be determined by the School undertaking an appropriate needs assessment. Schools will ensure that AEDs are appropriately maintained, readily accessible when required and their locations are clearly communicated.

Medical care

This Policy is limited to the provision of first aid, but the school has arrangements in place for:

- dealing with students who have special educational needs or specialist medical needs;
- provision of medical examinations and immunisations;
- holding medical records; and
- dealing with medicines and treatments brought to school for students.

FIRST AID IN EYFS SETTING

In addition to the requirements set out elsewhere in this Policy, each School providing Early Years Foundation Stage provision must comply with the paediatric first aid requirements of the current EYFS Statutory Framework.

At least one person who holds a current full Paediatric First Aid certificate must be on the premises and available at all times when EYFS children are present and must accompany EYFS children on outings. Staffing and first aid arrangements must take account of the number and ages of children, staff and the layout of the premises to ensure that a paediatric first aider can respond quickly in an emergency.

While EYFS children are eating, a member of staff with a current full Paediatric First Aid certificate must be present in the room.

Staff required to hold a Paediatric First Aid qualification in order to be included in the relevant staff to child ratios must obtain the required qualification within the timescale specified by the EYFS Statutory Framework.

Paediatric First Aid training must meet the requirements of the EYFS Statutory Framework and certificates must be renewed at least every three years.

An appropriate first aid box must be readily accessible. A written record must be kept of accidents, injuries and first aid treatment and parents or carers must be informed of any accident or injury sustained by their child, and any first aid treatment given, on the same day or as soon as reasonably practicable.

Serious accidents, illnesses, injuries or deaths must be reported to Ofsted or the relevant registration body, and to other agencies where required, within the applicable statutory timescales.

LEGAL AND REGULATORY FRAMEWORK

This policy has regard to relevant legislation and guidance, including:

- Health and Safety at Work etc. Act 1974;
- Health and Safety (First-Aid) Regulations 1981;

- Management of Health and Safety at Work Regulations 1999;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- The Education (Independent School Standards) Regulations 2014;
- National Minimum Standards for Boarding Schools;
- Statutory Framework for the Early Years Foundation Stage, where applicable;
- Department for Education guidance, *First aid in schools, early years and further education*; and
- relevant guidance issued by the Health and Safety Executive.

POLICY OWNER

Policy Owner: Chief Operating Officer.

RELATED POLICIES

- Safeguarding and Child Protection Policy
- Health & Safety Policy
- Administration of Medicines Policy
- Medical Care Policy

FURTHER INFORMATION

Further information about this policy can be obtained from the Head of Health & Safety or the COO.