



BRIGHTON COLLEGE PREP KENSINGTON

First Aid Policy

Brighton College Prep Kensington

2026

UK

Registered in England & Wales - Cognita Schools Limited No. 02313425
Registered Office: Seebeck House, One Seebeck Place Knowlhill, Milton Keynes, Buckinghamshire, MK5 8FR

COGNITA

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1. General Statement

1.1. The definition of First Aid is as follows:

- In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until help is obtained; and,
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

1.2. This policy provides an overview of the statutory requirements and how these are met in school. All safeguarding and child protection policy guidelines must be adhered to both on and off the school site, when first aid is administered.

1.3. The policy applies to all students including those covered by the Statutory Frameworks for the Early Years Foundation Stage (EYFS) 2025.

1.4. The responsibility for drawing up and implementing the First aid policy is delegated to the Head, including informing staff and parents. However, implementation remains the responsibility of all staff in our school in order to keep children healthy, safeguarded and protected whenever they are in our care.

2. Current Procedure

2.1. Our appointed person (First Aid Co-ordinator) undertakes and records an annual review. A first aid needs assessment (see Page 10) is carried out at least annually to ensure that adequate provision is available given the size of our school, the staff numbers, our specific location and the needs of individuals.

2.2. Our first aid needs assessment includes consideration of students and staff with specific conditions and major illnesses, such as life-threatening allergy, asthma, diabetes and epilepsy, takes account of an analysis of the history of accidents in our school, as well as the identification of specific hazards. It also includes consideration of mental health and careful planning for any trips and visits, including residential and higher risk trips which always include a suitably trained first aider and a member of staff trained in the administration of medicine, in keeping with our Educational Visits policy.

- 2.3. Our procedure outlines when to call for help when necessary, such as an ambulance or emergency medical advice from professionals, and outlines the requirements for documenting necessary treatment once applied. The main duties of a First Aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- 2.4. We ensure that first aid provision is available at all times, including out of school trips, during PE, boarding and at all other times when the school facilities are used.
- 2.5. We keep an electronic record of all accidents or injuries and first aid treatment on Medical Tracker (Accident reporting software tool) or a written record where Medical Tracker is not available. We must inform parent(s)/carer(s) of any accident or injury on the same day, or as soon as reasonably practicable, of any first aid treatment. Records are stored confidentially in Medical Tracker. The recording of an accident is carried out in confidence at all times by the person administering first aid.
- 2.6. School/site procedures – All medication is kept in the first aid room, on the ground floor of Building 10. Children can only enter the room with an adult. Trip Kits are kept in the First Aid Room and need to be signed out and signed back in again on return.

3. First Aid Training

- 3.1. We carefully consider, and review annually, the training needs of our staff to ensure that suitable staff are trained and experienced to carry out first aid duties in our school. In particular, we consider the following skills and experiences:
 - Reliability, communication and disposition,
 - Aptitude and ability to absorb new knowledge and learn new skills,
 - Ability to cope with stressful and physically demanding emergency procedures,
 - Normal duties are such that they may be left to go immediately and rapidly to an emergency
 - • The need to maintain normal operations with minimum disruption to teaching and learning.
- 3.2. First aiders in our school have all undertaken appropriate training. They have a qualification in either:

First Aid at work (FAW, 3 days or 18 hours) or
Emergency First Aid at work (EFAW, 1 day or 4-6 hours) or
Paediatric First Aid (PFA, 2 day face to face or blended) or
Emergency Paediatric First Aid (EPFA, 1 day or 4-6 hours).

EYFS paediatric first aiders hold a clearly recognised certificate or a renewal (minimum of 12 hours tuition). Before the certificates expire, first aiders need to undertake a requalification course as appropriate, to obtain another three-year certificate.

In relation to the FAW/EFAW/EPFA training courses, providers will follow the current guidelines issued by Resuscitation Council (UK) 2025.

3.3. Training will be updated every three years and will not be allowed to expire before retraining has been achieved.

3.4. The need for ongoing refresher training for any staff will be carefully reviewed each year to ensure staff basic skills are up-to-date, although we are aware that this is not mandatory. Annual three hour basic skills updates in between formal training are recommended to keep staff up to date. Online annual refresher training is available on My Cognita.

4. Key Personnel

First aid co-ordinator (appointed person) - responsible for looking after first aid equipment and facilities, as well as calling the emergency services as required	Yvonne Norman
Responsible for maintaining First Aid Training Matrix/Log	Bennett Radomsky
The following staff have completed a recognised training course in FAW	Appendix 1
The following staff have completed a recognised training course in EFAW	Appendix 1
The following staff have completed a recognised training course in EPFA	Appendix 1
The following staff have completed a 2 day Paediatric course in first aid	insert

5. Contents of our First Aid Box

5.1. Our minimum provision, as recommended by HSE is to hold a suitably stocked first aid box, to nominate an appointed person (see 3.1 above), as well as the provision for staff of relevant information on first aid arrangements.

5.2. In our suitably stocked First Aid box we provide the following, or suitable alternatives:-

- a leaflet giving general guidance on First Aid e.g. HSE leaflet 'Basic advice on First Aid at work' (INDG347).
- Disposable gloves x3 pairs

- Cleansing wipes x10
- Normal saline for irrigation x3
- Antibacterial wipes x small packet
- Tissues x small packet
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- Sterile eye pads x2
- Finger bandage x2
- two - four individually wrapped triangular bandages (preferably sterile);
- safety pins x6
- Small (approximately 4cm x 4cm) individually wrapped sterile unmedicated wound dressings x2
- Medium (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings x2
- Large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings x2
- Scissors x1 pair
- Microporous tape x1
- Ice pack x1
- Sick bag x1
- Medical tracker incident reporting forms

5.3. The First Aid coordinator is responsible for examining the contents of the first aid boxes. These are checked at least termly and restocked as soon as possible after use. Details of these checks are recorded. Extra stock is held within the school and items discarded safely after the expiry date has passed. We do not keep tablets, creams or medicines in the first aid box.

5.4. Our first aid boxes are kept in the following places:

<i>Location</i>	<i>Last Checked</i>
PE – Kit 1	Sept 2026
PE – kit 2	Sept 2026
PE – kit 3	Sept 2026
PE – kit 4	Sept 2026
Facilities office 11B3	Sept 2026
Kitchen 12B0	Sept 2026
Servery 12B6	Sept 2026
Large dining room 13B5	Sept 2026

Main Reception 10G7	Sept 2026
Pre- Nursery 10G3	Sept 2026
Wooden hall 11G8	Sept 2026
Nursery 12G9	Sept 2026
First aid room 13G2	Sept 2026
13G4B	Sept 2026
Trip Kit 1	
Trip Kit 2	Sept 2026
Trip Kit 4	Sept 2026
1312	Sept 2026
1115	Sept 2026
1326	Sept 2026
1018	Sept 2026
Art Room 1211	Sept 2026
Cookery Room 1319	
1124- INCLUSION ROOM	Sept 2026
1031	Sept 2026
Science (LOWER SCHOOL) 1123	Sept 2026
Science (Years 5 – 8)	Sept 2026
Staff room 1134	Sept 2026
Music Room	Sept 2026
1232	Sept 2026
1222	Sept 2026
1044	Sept 2026
1149 (Office)	Sept 2026
1033	Sept 2026

- 5.5. We take great care to prevent the spread of infection in school, particularly in the event of spillages of bodily fluids which we manage effectively by washing off skin with soap and running water, out of eyes with tap water and/or an eye wash bottle, wash splashes out of nose with tap water, record details of any contamination, and seek medical advice where appropriate. For further information please see our Prevention and Control of Communicable and Infectious Diseases Procedures.
- 5.6. First aiders take careful precautions to avoid the risk of infection by covering cuts and grazes with a waterproof dressing, wearing suitable powder free vinyl or nitrile gloves, using suitable eye protection and aprons where splashing may occur, use devices such as face shields when giving mouth to mouth resuscitation and wash hands before and after every procedure. They also ensure that any waste products are disposed of in a yellow clinical waste bag or box in line with procedures in 5.5.
- 5.7. We ensure that any third party lettings or providers, including transport, have adequate first aid provision which complies with our standards. For example, visiting sports clubs or schools.
- 5.8. We ensure that any third party contractors, including catering and cleaning, working with us are aware of our policy and procedures.

6. Early Years

- 6.1. The Statutory Framework for the Early Years Foundation Stage (2025) is mandatory. In accordance with this, we ensure that at least one person with a current Full Paediatric First Aid certificate is on our premises at all times, when students are present. All new nursery and pre-school staff within our Early Years will undertake paediatric first aid training. This means that newly qualified staff with a childcare level two and three qualification will have a paediatric first aid certificate before they can be included in the statutory staff:child ratios in the early year's settings. All paediatric first aid certificates will be displayed in the Early Years areas.
- 6.2. No outing from school is undertaken without the presence of at least one person with a paediatric first aid qualification, present on and off site.
- 6.3. We keep an electronic record of all accidents or injuries and first aid treatment on Medical Tracker or a written record where Medical Tracker is not available. We must inform parent(s) and/or carer(s) of any accident or injury on the same day, or as soon as reasonably practicable, as well as any first aid treatment. Records are stored confidentially in Medical Tracker. The recording of an accident is carried out in confidence at all times by the person administering first aid.

- 6.4. We must notify our local child protection agency [Westminster Local Authority] of any serious accident or injury to, or the death of, any child in our care. We always act on their advice, if given to us.
- 6.5. Prescription medicines must not be administered unless they have been prescribed by a doctor, dentist, nurse or pharmacist and we have a clear procedure for managing this. Please refer to the schools Medicines Policy.

7. Recording Accidents and First Aid Treatment

- 7.1. Students will inform their teacher or nearest staff member, or fellow students, when they are not feeling well or have been injured. They will let a member of staff know if another student has been hurt or is feeling unwell.
- 7.2. All accidents are recorded immediately after the accident, including the presence of any witnesses and details of any injury or damage. Records are stored confidentially in Medical Tracker. The recording of an accident is carried out in confidence at all times by the person administering first aid. An accident investigation may be required so that lessons are learnt and actions taken to prevent reoccurrence. A Serious Incident Reporting Form may require completion for any serious accident, incident or occurrence – following completion of an accident investigation.
- 7.3. Any first aid treatment is recorded by the person who administered first aid. We will record the date, time and the environment in which the accident or injury occurred. Details of the injury and what first aid was administered, along with what happened afterwards is always recorded.
- 7.4. The First Aid Co-ordinator is responsible for the maintenance of accurate and appropriate accident records, including the evaluation of accidents, and regular reporting to the H&S committee for monitoring purposes.
- 7.5. We adopt the definition of Ofsted UK with regard to serious injuries (2022) as follows:-
- Anything that requires resuscitation
 - Admittance to hospital for more than 24hours
 - A broken bone or fracture
 - Dislocation of any major joint, such as the shoulder, knee, hip or elbow
 - Any loss of consciousness
 - Severe breathing difficulties, including asphyxia
 - Anything leading to hypothermia or heat-induced illness

- Any loss of sight, whether temporary or permanent; any penetrating injury to an eye and a chemical or hot metal burn to the eye
- Injury due to absorption of any substance by inhalation, ingestion or through the skin
- Injury due to an electrical shock or electrical burn
- Injury where there is reason to believe it resulted from exposure to a harmful substance, a biological agent, a toxin or an infected material

7.6. We adopt the definition from Ofsted UK for minor injuries (2022), of which we always keep a record, as follows:

- Animal and insect bites, such as a bee sting that does not cause an allergic reaction
- Sprains, strains and bruising, for example if a child sprains their wrist tripping over their shoe laces
- Cuts and grazes
- Minor burns and scalds
- Dislocation of minor joints, such as a finger or toe
- Wound infections

7.7. We follow the guidelines on the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR, 2013) for the reporting of serious and dangerous accidents and incidents in school. These include work-related and reportable injuries to visitors as well as certain accidents, diseases and dangerous occurrence arising out of or in connection with work.

8. Recording Incidents and Near Misses

8.1. We record **(using medical tracker)** any near misses which are occurrences where no-one has actually been harmed and no first aid was administered, but have the potential to cause injury or ill health. We record any incidents that occur on the premises and these may include a break in, burglary, theft of personal or school's property; intruder having unauthorised access to the premises, fire, flood, gas leak, electrical issues.

9. Hospital Treatment

9.1. If a student has an accident or becomes ill and requires immediate hospital treatment, the school is responsible for either:

- calling an ambulance in order for the student to receive treatment; or
- taking the student to an Accident and Emergency department
- and in either event immediately notifying the student's parent/carer

- 9.2. When an ambulance has been called, a first aider will stay with the student until the parent arrives, or accompany student to hospital by ambulance if required.
- 9.3. Where it is decided that student should be taken to an A&E Department a first aider must either accompany them or remain with them until the parent/carer arrives.
- 9.4. Where a student has to be taken to hospital by a member of staff they should be taken in a taxi or school vehicle and not use their own car.

10. Defibrillators

- 10.1. The school has 1 defibrillator which is kept in the main school office.
- 10.2. The defibrillator is always accessible and staff are aware of the location and those staff who have been trained to use it. They are designed to be used by someone without specific training and by following the accompanying step by step instructions on it at the time of use. The manufacturer's instructions are available to staff and use promoted should the need arise.
- 10.3. The First Aid Coordinator is responsible for checking the AED termly, recording these checks and replacing any out of date items.

11. Monitoring and Evaluation

- 11.1. Our school's senior leadership team monitors the quality of our first aid provision, including training for staff, and accident reporting on a termly basis. Our policy will be reviewed annually or with significant change. Compliance will be reported formally to the school's termly H&S Committee. Minutes of these meetings are submitted in a timely fashion to the Head of Health & Safety – Europe. The Head of Health & Safety will report to the Cognita Europe H&S Assurance Board.
- 11.2. Reports may be provided to our Safeguarding committee which includes an overview of first aid treatment to children including the identification of any recurring patterns or risks and lessons learned with the management actions to be taken accordingly including the provision of adequate training for staff..

Schools Assessment of First Aid Needs (UK)

School	BCPK	Date of Assessment	Sept 2026
Conducted by	Lois Gaffney/ Yvonne Norman	Review Date	Sept 2027

When was the last review of your first aid provision and training records of first aiders?	
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Please answer the questions in the boxes:

School Premises		
1	What is the current number and age range of students?	2 – 13 years. 348 pupils
2	What is the current number of staff?	93
3	Does the school occupy more than one site or building? Or on split levels? <i>Consider need for provision in each building and/or on each floor</i>	4 Townhouses, joined together
Location of the School		
4	How remote from emergency services is the school? <i>Consider special arrangements with emergency services, and emergency transport arrangements for remote schools</i>	Chelsea & Westminster Hospital is 1 mile away
5	How do the emergency services access the school? Is there more than one entrance?	Stop outside the school. 4 entrances to the school
Hazards and Risks		
6	Are there any hazardous substances in the school? <i>Consider providing additional training for first aiders to deal with injuries resulting from special hazards. Consider informing emergency services of specific hazards in advance.</i>	Medication – asthma pumps, EpiPens Cleaning materials Science materials
7	Is there any dangerous equipment or machinery in the school? <i>Consider providing additional training for first aiders to deal with injuries resulting from special hazards.</i>	Laser machine, hacksaws, surgical blades
8	Is there adequate provision for practical departments, such as science, DT, Food Technology, PE? <i>Consider providing these areas with suitable stocked first aid box and equipment.</i>	Yes
9	Is there adequate provision for off-site activities i.e. school trips. If the first aider accompanies students off-site, is there adequate provision left in school?	Yes
Specific Needs		
10	Are there staff with specific health needs or disabilities? <i>Consider providing additional training for first aiders and equipment.</i>	Yes – asthma, diabetics, anaphylaxis, anaemia, gluten intolerance, lactose intolerance

11	Are there students with specific health needs or disabilities? <i>Consider providing additional training for first aiders and equipment.</i>	Yes – asthma, anaphylaxis, ADHD medication, hay fever
12	Are there employees who travel a lot, work remotely or work alone? <i>Consider issuing personal first aid kits & personal communicators/mobile phones to staff</i>	Lone working policy The Head, who travels frequently.
Schools Accident Statistics		
13	Can you determine the most common injuries, times, locations, and activities at each school site?	Play times and PE lessons – bumps, scrapes and bruises.
14	Does the first aid training adequately cover the identified injuries?	Yes
Contacting first aiders		
15	Do all staff know how to contact a trained first aider?	Yes
16	Do all students understand the school's first aid procedures, including outside of normal school hours?	Yes
17	Are there appropriate first aid notices displayed throughout the school and boarding accommodation?	List of First Aides displayed around the school First Aid box stickers on doors of rooms which contain First Aid Kits
18	Is there adequate provision available for out of hour's activities such as clubs and hosting school sports events?	Yes
19	Is there a written agreement with third party providers (Catering and Cleaning) on joint provision for first aid for their employees?	Yes
20	Is there adequate provision for lunchtimes and breaks?	Yes
21	Is there adequate provision for leave and in case of absences?	Yes
22	Is there an agreed procedure if an incident occurs in an isolated area?	Yes
23	Is there a designated member of staff who is responsible for checking and maintaining the contents of the first aid boxes and kits and the checking of your AED?	Yes

First Aid Policy

How many first aid personnel are required?	
24	Are you meeting your statutory minimum requirements? ○ Designated Appointed Person (AP) to take charge of First aid arrangements – First Aid Co-ordinator ○ Schools can fall in either <i>low or medium</i> risk categories (depending on the activities at the school): <i>Low</i> – for 25-50 employees - 1 Emergency First Aider (EFAW) and <i>Medium</i> – for more than 50 employees - 1 First Aid at Work (FAW) – <u>note this FA training only covers adults unless a tailor made course.</u> ○ EYFS – 14 Full Paediatric trained First Aiders ○ You will need to ensure you have a sufficient number of staff trained in Paediatric first aid (EPFA) - Updated guidelines from the UK Resuscitation Council (2021) stated that a casualty should be considered a child up to the age of 18 years. ○ There should be enough staff to provide cover for absence, and for trips and visits. First aid must be available at all times that children are cared for on or off the premises and on outings. First aid must cover visitors, volunteers, and work experience placements. Requirements met

Version control:

Ownership and consultation	
Document Sponsor	Head of Health & Safety - Europe
Document Author / Reviewer	Consultant Nurse Europe
Consultation & Specialist Advice	
Document application and publication	
England	Yes
Spain	
Italy	
Greece	
Switzerland	
Austria	
USA	
Version control	
Current Review Date	September 2026
Next Review Date	June 2027
Related documentation	
Related documentation	Health and Safety Policy Student Health and Wellbeing Policy Educational Visits Policy and Guidance Safeguarding Policy: Child Protection Procedures Safeguarding: Allegations of Abuse Against Teachers and Other Staff Compliments and Complaints Prevention and Control of Communicable and Infectious Diseases Procedures Serious Incident Reporting Form (SIRF