



UTC South Durham
First Aid Policy



Date of adoption	March 2026
Approved by	Governing Body
Signed: (Principal) 	Date: 20 March 2026
Signed: (Chair of Governors) 	Date: 20 March 2026

Date to be reviewed by	March 2027
Review History	Reviewed Vanessa Stobart March 2025 Reviewed CPM December 2025 Reviewed SR (Trustee) – Jan 26
Responsibility	Chief Financial Officer

1. The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and trustees 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

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](#), and guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), 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

This policy complies with our funding agreement and articles of association.

UTC South Durham expects all members of staff, in an emergency, to aid to the best of their ability, whether trained, in good faith or otherwise and may not be considered negligent in their duty. UTC South Durham accepts all legal responsibility.

3. Arrangements

The Business Manager will oversee these arrangements and will be responsible for ensuring the following, whenever the UTC is in use.

- UTC South Durham has a written procedure (Appendix 1) (to be followed in an emergency) for calling an ambulance, directing the driver to the casualty and advising next of kin, and other appropriate person or organisation (eg students, employer). This written procedure is held by the Business Manager.
- Sufficient first aid boxes are available (including travelling kits) and have the correct contents
- The first aid boxes are checked biannually to ensure they are in date and refreshed
- Sufficient appointed first aiders are on UTC South Durham staff, who are preferably non-teaching, but will normally be in the UTC during periods of peak occupancy, eg technicians, administrative staff or premises staff. The appropriate level of appointed first aiders for UTC South Durham is 5 – 7.
- An SLT member will be named as the appointed person who will take charge in an emergency, in exceptional circumstances when a trained first aider may not

be available. The most senior member of staff will normally assume the role. There must be a named appointed person available in UTC South Durham during all periods of use. Therefore, it is necessary for the UTC to ensure that there are enough named appointed persons for this purpose.

- The Business Manager responsible for Health and Safety must also make sure the recording of incidents involving provision of first aid.

4. Trained first aider

There are 5-7 appointed first aiders on site at UTC South Durham. The most senior member of staff who is first aid trained will be responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Making sure that an ambulance or other professional medical help is summoned when appropriate

First Aiders are trained and qualified to carry out the role 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
- Sending students home to recover, where necessary
- Filling in an accident report form on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

The first aiders will be displayed around UTC site.

5. The Governing Board

The governing board has ultimate responsibility for health and safety matters in the UTC, but delegates operational matters and day to day tasks to the Principal and staff members.

6. The Senior Team

The Senior Team are responsible for the implementation of this policy, including;

- Making sure that an appropriate number of trained first aid personnel are always present in the UTC
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring that the all staff are aware of first aid procedures
- Making sure that appropriate risk assessments are completed and measures put into place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure that adequate space is available for catering to the medical needs of students
- Reporting specified incidents to the HSE when necessary

7. Staff

UTC staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know the appointed first aiders
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Principal or their manager of any specific health conditions or first aid needs
- When a student at the UTC uses an EPI pen or auto injector the first aid trained staff must be trained and competent to support them.
- For students who have an EHC plan or IHP (Individual Healthcare Plan) the first aiders must understand any medical needs identified and be competent/trained in supporting the student in case of need. The SENCo, in consultation with the first aiders, will decide what information needs to be known by the wider staff.

8. First Aid 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 students) has not provided their consent to the UTC 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 student is too unwell to remain in the UTC, the on-call member of staff will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, the on-call member of staff will contact parents/carers immediately
- The first aider/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

8.1 Off-site Procedures

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

- A school mobile phone
- A portable first aid kit including, 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
 - ✓ 2 pairs of disposable gloves
- Information about the specific medical needs of students
 - Parents/carers' contact details

When transporting students using a minibus or other large vehicle, the UTC 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 20 cm)
- ✓ 2 sterile eye pads, with attachments
- ✓ 12 assorted safety pins
- ✓ 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the lead staff member prior to any educational visit that necessitates taking students off school premises.

The procedure in 8.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

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

9. First aid equipment

A typical first aid kit at the UTC will include the following:

- ✓ A leaflet giving general advice on first aid
- ✓ 20 individually wrapped sterile adhesive dressings (assorted sizes)
- ✓ 2 sterile eye pads
- ✓ 2 individually wrapped triangular bandages (preferably sterile)
- ✓ 6 safety pins
- ✓ 6 medium sized individually wrapped sterile unmedicated wound dressings
- ✓ 2 large sterile individually wrapped unmedicated wound dressings
- ✓ 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception
- All science labs
- Design and Technology classrooms

- School kitchens
- School vehicles

10. Record-keeping and reporting

10.1 First Aid and accident recording

- An accident form (appendix 2) will be completed by the first aider or the relevant member of staff on the same day or as soon as possible after an accident resulting in an injury
- As much detail as possible will be supplied when reporting an accident, including all the information included in the accident form
- For accidents involving students, a copy of the accident report form will be added to the students record by the Office Manager
- If the accident is related to the Engineering Department, then a copy of the report is also sent to the Faculty Director. The Faculty Director will bring the accident to the teams weekly meeting for discussion and action.
- The Office Manager will also upload information on to Brite Safe as a digital record of the accident
- Accident records will be retained by the UTC 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 Office Manager, or relevant member of staff will inform the parent/carer of the student accident

10.2 Near Miss recording

- A near miss form (appendix 3) will be completed by a member of staff who was present at the near miss incident
- As much detail as possible will be supplied when reporting the near miss.
- For near miss incidents involving students, a copy of the near miss form will be added to Brite Safe as a digital record of the incident by the Office Manager
- If the incident is related to the Engineering Department, then a copy of the report is also sent to the Faculty Director. The Faculty Director will bring the near miss to the teams weekly meeting for discussion and action.
- Near miss forms will be retained by the UTC for a minimum of 3 years
- The Office Manager, or relevant member of staff will inform the parent/carer of the near miss
- All information stored on all first aid records will be GDPR and data protection compliant.

10.3 Reporting to the HSE

The Business Manager 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 Business Manager 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

These include:

- Death
- Specified injuries, which are:
 - 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: covers more than 10% of the whole body's total surface area; or causes 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 Business Manager 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. These include:
 - 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 of near-miss events 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 serious injury or damage to health
 - An electrical short circuit or overload causing fire or explosion

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

These 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* and 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 field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc.); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

www.hse.gov.uk/riddor/report.htm

11. Additional Information

Removing a Student or Staff Member from premises to get medical attention

When a person from the UTC has had an accident or feeling unwell, the Office Manager ensures that the person is safely supported off the premises. If this is a student then a parent/carer must come into reception to be briefed about the incident passing the student on. If a member of staff then the next of kin, if appropriate, will be notified.

Supporting the Administration of Medication

Prescribed medicines need to be administered by UTC South Durham staff. All staff who assist in the administration of medication are trained in a specific course which gives them information on what to do. More can be found in the Medical Needs Policy.

Where UTC South Durham considers that a student/staff member has returned to UTC South Durham too soon after illness, SLT will advise accordingly. In the event of an unsatisfactory response, the Business Manager responsible for Health and Safety must be consulted.

Any prescribed medicines, which are appropriate for UTC South Durham staff to support in the administration of, are to be stored in a lockable cabinet. The first aid cabinet must never be used to store medicines.

Each medicine container is to be clearly marked with the following:

- The name of patient
- Time and periodicity of dose
- Quantity to be given
- Any other applicable information

These medicines must only be administered with support, by a trained member of staff designated by the Business Manager. This person must be properly briefed, have read, and have available a copy of any written instructions provided by the student's doctor.

All parents/carers must sign paperwork consenting for medication to be taken on UTC premises and be administered with support, by a trained member of UTC staff.

Parents/guardians of students with learning difficulties, under or specific disabilities should sign a proforma to give permission for medicine to be administered by staff.

12. Training

All school staff can 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 UTC will keep a register of all appointed first aiders, what training they have received and when this is valid until.

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

13. Monitoring arrangements

This policy will be monitored and reviewed by the Business Manager every two years.

At every review, the policy will be approved by representatives of the governing board.

The first aid provision will be reviewed by the Business Manager at least biannually.

14. Links with other policies

The first aid policy is linked to the:

- Health and Safety Policy
- Risk Assessment Policy
- Medical Conditions Policy
- GDPR and Data Protection Policy

Appendix 1

In an Emergency

This procedure is to be followed by a member of staff if there is an emergency

Stages of Procedure	Action
Appointed First Aider assesses the situation and decides to call an ambulance.	A member of front office staff or on call staff calls 999
On call member of staff remains with the appointed First Aider	On call must have a radio to communicate with the ambulance service call handler
Ambulance service is given the address: UTC South Durham Long Tens Way Aycliffe Business Park, Co. Durham, DL5 6AP 01325 430250	The Business Manager is informed of the incident if available
Front office staff get personal and medical details from Bromcom to check that the patient does not have any allergies or medical conditions.	Information from Bromcom given to appointed First Aider or on call member of staff ready for the paramedic
Front office staff call the patients next of kin and inform them that an ambulance has been called. Staff must try to remain calm and reassuring.	
If the patient is a visitor to the UTC then their place of work must be informed and asked to inform the next of kin.	
Once the ambulance service has arrived the appointed First Aider must remain on scene until they are told they are no longer needed by the paramedic.	On call staff to inform SLT member if First Aider is requested to go to hospital with the patient
If the next of kin is not able to come to the UTC then the appointed First Aider or member of UTC staff will go to hospital with the patient until they can be handed over to a next of kin.	The appointed First Aider or staff member who goes to the hospital calls UTC to inform the SLT member on duty the situation and gets collected
The appointed First Aider completes the First Aid incident report form and that gets submitted to the Business Manager for any follow up action.	

In addition to the above procedure there are also additional considerations including the below:

Removing a sick person from UTC South Durham

1. Taking a person to hospital

If it is decided that a member of staff/student needs to go to hospital, the next of kin is to be contacted and advised as to which hospital the staff/student will be taken. Where practicable the next of kin must be given the opportunity of accompanying the person, but the journey to hospital should not be delayed to wait for the next of kin. The casualty should if conscious be able to advise you who to contact, otherwise the Business Manager should be able to assist.

2. Use of private cars

When it is necessary for a member of staff to take a student or a colleague to hospital in their own car, the car must be insured for business use. If there is an element of doubt over either calling an ambulance or using a car, an ambulance should always be called. To do this, a friend should be in the car with the consent of the casualty, or a second member of staff.

3. Hiring of mini cabs

When it is absolutely necessary for a student or member of staff to be removed from the UTC due to ill health, other than by an ambulance, it may be necessary to use a mini-cab's service. This must be approved by a senior member of staff. The circumstances where this will be a viable option, are as follows:

- If a next of kin cannot be contacted
- Where the next of kin is caring for other siblings/relatives and would have great difficulty in collecting the staff/student
- If the staff/student is unable to walk to the nearest bus stop

Appendix 2

Accident Report Form

Name of Injured Person		Role/Crew	
Date and Time of Incident		Location of Incident	
INCIDENT DETAILS:			
Describe in detail what happened, how it happened and what injuries the person incurred:			
ACTION TAKEN:			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards:			
FOLLOW UP ACTION REQUIRED:			
Outline what steps the UTC will take to check on the injured person, and what it will do to reduce the risk of the incident happening again:			
Name of person attending the incident:			
Signature:		Date:	
Office use only:			
Has this been recorded on Brite Safe?		Date:	

Appendix 3

UTC South Durham- Engineering Hall - H&S - Near Miss Record

Date		Time/Period	
Staff in room			
Student name		Year Group / Class	
What happened?			
Potential injury			
Precautions put in place to prevent future injuries / action taken by HOF			

Please continue on another sheet if required – please fix any additional sheets to this.

Signed _____ Date _____

HOF _____ Date _____

This form should be discussed in Faculty meeting, stored on the door of the EEG Hall office for future reference and saved in the Accident & Near Miss folder within the H&S folder in the T-Drive. If this document is hand written it should be scanned and copied.