

First Aid Policy

2026-27

First Aid Policy

Abbey College Cambridge

The ACC Senior Leadership Team are responsible for this policy:

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This policy is reviewed on an annual basis		
Annual Policy reviewed by:	Stephanie Stafford	August 2026
Approved by SLT and Published:	SLT	
Next Review:	Stephanie Stafford	August 2027

This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the school's [portal](#). It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the school.

First Aid is “the initial assistance or treatment given to an injured or unwell person before the arrival of an ambulance, doctor or other qualified person”.

Arrangements

Abbey College Cambridge has established First Aid arrangements in compliance with current Health & Safety at Work legislation and the additional guidance issued by the Department for Education, with particular regard to the publication Guidance on First Aid for Schools.

The arrangements ensure that First Aid is available to employees, students, visitors and other persons visiting the College’s premises. The arrangements extend to members of the College when they are away from the College on organised educational visits or working away.

The College has obligations under the Health & Safety at Work Act (1974) and the Health & Safety (First Aid) Regulations (1981) and associated laws and the Department for Education: First Aid in Schools (2014). It has a duty to take steps to ensure the health and safety of its staff and students. It has a duty to ensure that visitors, contractors and other people are not put at risk by its activities or the condition of its buildings and equipment.

This statement explains the College’s organisation and arrangements for identifying and controlling the hazards and risks faced by staff, students and other people, such as visitors and contractors.

This statement relates to Abbey College Cambridge’s activities, buildings and equipment at Homerton Gardens and all boarding sites.

The statement also relates to members of the College when they are away from the College on organised educational visits or work.

Aims & Objectives

The College aims to put in place management structures and working practices that provide proper control of the health and safety hazards and risks arising from the College’s activities.

- To ensure First Aid provision is available at all times while people are on the College’s premises and when members of the College are away from the College’s premises on organised educational visits and work
- To provide sufficient numbers of qualified persons trained to administer First Aid.
- To provide sufficient and appropriate First Aid resources.
- To ensure compliance with relevant legislation.

- To identify the hazards that exist on the College's premises and take appropriate action to eliminate them.
- To keep accident records and to report to Health & Safety Executive as required by legislation.

The College undertakes:

- To consult with staff, students, and others on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide information and guidance for staff, students, visitors, contractors and other people.
- To ensure that staff and students are competent to perform their tasks.
- To prevent accidents and cases of ill health due to work.
- To maintain healthy and safe working conditions.
- To review and revise this policy statement at intervals of not more than 12 months.

All members of the College have a responsibility for their personal safety and the safety of others. Staff and students undertake:

- To co-operate on all Fire, Health & Safety and First Aid matters.
- To use practices and equipment provided to safeguard their health and safety.
- To take care of their own health and safety.
- To report matters of concern to the Health & Safety Officer or the Health & Safety Committee.
- To familiarise themselves with the College's Fire procedures.
- To familiarise themselves with the Health & Safety procedures laid down in the College's Staff and Students Handbooks, together with the Health & Safety, Fire and First Aid notices displayed throughout the College.

Members of staff in charge of an educational visit must familiarise themselves on medical information on participating students, including details of any medication requirements and appropriate emergency contact details prior to the activity taking place.

Responsibilities & Organisation

The Principal has overall responsibility for the health and safety of the College's community.

The Facilities Manager is the College's Health & Safety at Work Officer and First Aid Officer. Duties are carried out with the assistance of the Health & Safety Committee, DSL and the Matron.

It is the duty of the Principal to establish a Health & Safety at Work Committee and to ensure that the College's Health & Safety at Work Officer reviews the Health & Safety Policy and that the policy is carried out. The H&S Committee is to meet termly to review H&S risks.

Briefing and Instruction

It is the duty of the Principal to ensure that all staff, students, visitors and contractors are routinely briefed on the College's First Aid procedures, Fire procedures, response to Immediate Threats to Security and Health & Safety at Work policy and practice.

A Health & Safety Law poster is to be displayed on a notice board in each of the College's teaching buildings. A copy of the minutes of meetings of the H&S Committee is to be made accessible to all staff via teams. Last minutes 2nd June 2026 [see Appendix 1](#). Including overview of accidents and link [H&S Meeting Minutes 02.06.26.docx](#)

First Aid Training

First Aiders are required to hold a valid certificate of competence issued by a recognised body and undergo regular retraining as necessary to ensure their knowledge is current and their certificates in date. All First Aiders must be retrained a minimum of once every three years. It is the duty of the First Aid Officer to arrange appropriate statutory training in First Aid as required by changes of staff.

First Aiders List - [Appendix 2](#)

Accident Reporting

Accidents and cases of work-related ill health are recorded on Accident Report forms, available on local T: drive or see [Appendix 3](#).

Completed forms should be forwarded to the H&S Officer. The H&S Officer will consider the reported accidents and note Health and Safety requirements.

- Check the working conditions and systems of work as necessary.
- Investigate the cause of accidents and work-related absences.
- Make recommendations.
- Send completed student accident forms to the Matron who will then share with the Health and Safety Officer. Send completed staff accident forms to HR and Health and Safety Officer for follow up and administration.
- Administration and follow up of contractor/visitor accident forms.

The Health & Safety Executive must be notified of fatal and major injuries and dangerous occurrences without delay under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations, 1995.

First aid boxes

The location of all first aid kits is clearly marked in accordance with legislation. The full list of areas where first aid kits are located is accessible [here: Appendix 5](#). The contents of each kit is checked each month and replenished as necessary. A stock of First Aid resources is held by the First Aid Officer in the site first aid stock cupboard.

Mobilisation of first aid teams consequent upon injury or illness

One or more of the College's First Aid Teams are deployed in all cases of injury or illness.

It is the duty of the person who discovers the injury or illness to summon assistance from the First Aid Teams. This can be undertaken by calling reception on extn: 1953 or 01223 578280. Alternatively First Aiders are listed in each building. [See Appendix 2](#).

Students or members of staff who have an accident or feel unwell at College should go directly to Reception where a First Aider will be called (or dial 999 if an Emergency).

First aiders attending an incident will render assistance and summon help as required. A member of staff will accompany students whose illness or injuries require them to go to hospital.

The College will contact parents to advise them their child requires emergency treatment in hospital.

The College has an evacuation assistance team, appointed by the Fire Officer – [See Appendix 4](#).

General mobilisation of safety, first aid or evacuation-assistance teams, the Building Fire Wardens and First Aid Teams are deployed in all cases of evacuation brought about by Fire or other Immediate Threat to Security.

The mobilisation of the First Aid Teams occurs automatically, in parallel with the deployment of the Fire Teams.

Information on Medical Conditions

The declared medical conditions of students are recorded on their respective files. Parents are asked to inform the College of any medical condition, its treatment and details of any medication.

Parents of students with allergies, should work with the school to ensure the needs of their young person are met. See Allergy and Anaphylaxis Policy

If a student has a serious medical condition, it may be necessary to inform personal and academic tutors in case First Aid assistance is required anywhere on the College's premises. The Vice Principal (Pastoral) will attend to this, observing the rules of confidentiality.

Infection Control

Students and staff who have been exposed to an infectious disease may not attend College without a medical certificate signed by a doctor. Students or staff who have been in contact with a contagious condition are required to inform the College before entering the College's premises.

In the case of widespread contagious disease, such as the 2009 swine flu pandemic or the 2020-21 covid pandemic, the College will issue separate guidance to ensure accurate and current information is immediately available to staff and students. This will include revised measures such as the installation of temperature cameras, increased hygiene protocols as directed by government legislation and policy. See Infection Control Policy

Hygienic disposal of body fluids

The College undertakes to attend to spillages of body fluids without delay.

The advice of the First Aid Officer and First Aiders must be sought so that fluids are disposed of safely and hygienically.

- All spillages of blood, faeces, saliva, vomit, nasal, and eye discharges should be cleaned up immediately using an effective detergent and disinfectant. Cleaning products are provided by the school cleaning service. The school cleaning service should be contacted to deep clean the area in accordance with local policy. Throughout this cleaning, gloves must be worn and disposed of safely afterwards.
- A spillage kit is available for blood spills (always wear Personal Protective Equipment PPE).

APPENDIX 1

Abbey College Cambridge – Health and Safety Committee Meeting [02/06/2026]

MINUTES

Attendees

Stephanie Stafford (**SSD**), Rachael Munnelly (**RMY**), Erica Botha (**EBA**), John Winter (**JWR**), William Johnson (**WJN**), Ian Luck (**ILL**), Bruce Gilliam (**BGM**), Liz Fentiman (**LFN**), **Carolyn** Dunn (**CDN**), Sarah Still (**SSL**), Phil White (**PWE**), Paul Bushen (**PBN**), Lucy Hart (**LHT**), Ailbhe Hall (**AHL**), Jacqui Ramjee (**JRE**), AnnMarie Kirkham (**AKM**).

Apologies for Absence

Laura Hague (**LHE**), Alex Prescott (**APT**), Tauhida RKhan (**TRN**), William Johnson (**WJN**), Parkash Matharu (**PMU**), Phil White (**PWE**),

Introduction

- **Welcome**
- **Introduction**
- **Matters arising/previous actions (previous minutes attached)**

Previous Meetings Actions

Status

1. RMY/SSD to consider David Savage for first aid training due to his involvement in school trips and sports activities off site.
2. RMY to create information pack which provides clear guidance to students on PAT testing expectations.
3. SSD to consolidate all risk assessments into one accessible folder.
4. RMY/JWR to review contractor risk assessments and ensure contractors receive full inductions.
5. SSD & RMY to review legislative changes including Martyn's Law, and plan how to implement changes to ACC procedures in line with such.
6. JWR & RMY to ensure regular contractors are inducted on site safety prior to starting works.
7. RMY to add date, start and finish times to driver's vehicle check log.
8. Boarding staff to reinforce kitchen safety with students.
9. RMY/SSD to consider David Savage for first aid training due to his involvement in school trips and sports activities off site.
10. SSD & RMY to monitor high water temperatures in science lab taps and work alongside water specialists to ensure remedials are carried out.

11. RMY to prepare new PAT testing information pack and assembly for September 2026. 12. SSD to centralise all risk assessments. 13. JWR & RMY to review contractor risk assessments & access to them whilst contractors are on site. 14. Tripos Court to complete their spring term boarding house fire evacuation. 15. Whole school spring fire evacuation to be scheduled by SSD & RMY. 16. Summer term lockdown walkthrough to be arranged by SSD & RMY. 17. SSD/RMY to review Martyn's Law requirements. 18. JWR/RMY to ensure unescorted contractor H&S inductions are completed.	
Student Medical Updates (DKT)	Action
Regular Reports	
- Summary of term - Summary of year compared to last year - What is proposed to reduce accidents? - PEEPS summary - Other relevant updates	
Staff Medical Updates	
Does the school need to make changes to avoid staff illness?	
Inspection/compliance	
- Water – awareness, flushing records revision - PAT testing in house 2026-27 academic year	
Risk assessments	
Movement of all RA's into H&S area	
Emergency procedures	
- Summary of fire planned and unplanned evacuations this year - Update on lockdown walkthroughs this academic year	
Kitchen/catering updates	
Kitchen area as whole	
Building Grounds	

• Timber replacement over summer • Purbeck D block works	
Damage to equipment/Premises	
Security •	
Use of vehicles – minibus and van •	
Training •	
DSE self-assessment •	
Workplace assessment •	
Discussion •	
AOB •	
Exercise – Review PEEP & Fire Evacuation Summary Date of next meeting –	
Closing Comments	

Accidents review

Summary Accidents March 2026 – Present

1. Overview

- **Total incidents:** 19
- Incidents occurred across **sports, accommodation, school premises, and public areas**
- Majority are **minor injuries**, with some requiring further assessment (UTC referral)

2. Key Breakdown

A. By Activity

Activity	Number	Notes
Sports (basketball, football, tennis)	10	Leading cause, especially ankle injuries
Falls / trips / collisions	5	Stairs, walking, dancing
Domestic / accommodation incidents	2	Burn, piercing injury
Other (lab / environmental)	2	Fibreglass cut, phone distraction collision

B. Injury Types

Injury Type	Frequency	Examples
Ankle injuries	High (~7)	Twists during football, basketball, tennis

Head injuries	Moderate (~4)	Kicked in head, walked into post, fall on stairs
Hand / finger injuries	Moderate (~3)	Cuts, scratches, sports impacts
Burns/scalds	1	Boiling water spill
Minor cuts / grazes	Several	Knee grazes, fibreglass cut

3. Key Concerns

A. Repeated Ankle Injuries

- Most common injury type
- Occurring across multiple sports
- Suggests need for **preventative measures (support, conditioning)**

B. Delayed Reporting

Several incidents were **not reported at the time**, including:

- Ankle injuries requiring UTC
- Cuts needing first aid
- Wrist injury and fibreglass exposure

⚠ This is a **significant concern**, as it:

- Delays treatment
- Increases risk of complications
- Limits safeguarding oversight

C. Sports-Related Risks

- Contact injuries:
 - Hit in mouth
 - Kicked in head (goalkeeping)
- Collision injuries and poor landing technique leading to ankle sprains

D. Behavioural / Environmental Factors

- Distraction (phone use → collision with post)
- Angles/poor footing (stairs, awkward landings)
- Incomplete reporting/admin (unfinished accident form)

E. Isolated but Notable Incidents

- **Boiling water burn** (potentially serious)
- **Piercing caught on furniture**
- **Fibreglass transfer injury in lab**
- **Head injury from football (goalkeeping incident)**

4. Locations of Concern

- **Hills Road Sports Centre** – repeated sports injuries
- **ACC basketball court / courtyard** – collisions and ankle injuries
- **Coleridge Recreation Ground / Community College** – football injuries
- **School buildings (stairs)** – trip hazards
- **External/public areas** – distraction-related injury

5. Recommendations

1. Injury Prevention (Sports)

- Reinforce **warm-ups and safe landing techniques**
- Consider **ankle support/strapping guidance**
- Monitor high-risk students with recurring injuries

2. Reporting Compliance

- Emphasise **immediate reporting expectation**
- Follow-up on **unreported or delayed cases**
- Ensure **forms are fully completed**

3. Safety Awareness

Appendix 2



FIRST AIDERS - 3 DAY FIRST AID AT WORK

NAME	BUILDING	BUILDING/ROLE	RENEW DATE	TRAINING
ALEX WHALLEY	Homerton Gardens	Chemistry Teacher	18/07/27	St Johns
JANE RINDL	Homerton Gardens	Receptionist	21/11/27	St Johns
SIMON THACKER	Homerton Gardens	Teacher of Mathematics	17/06/28	St Johns

1 DAY EMERGENCY FIRST AID AT WORK

NAME	BUILDING/ROLE	RENEW DATE	TRAINING
ANN- MARIE KIRKHAM	Multi-sited - Boarding Lead	4/9/29	Pro Training
LUCY HART	Deputy Head of House – Abbey House	20/8/29	Pro Training
SILVIA MON CORTES	House Parent	20/8/29	Pro Training
YATAMMENE WILSON	House Parent	20/8/29	Pro Training
PARKASH MATHARU	Deputy Head of House – Purbeck House	20/8/29	Pro Training
CHRISTINE CHAN	College Administrator	3/10/29	Pro Training
ERICA BOTHA	PA to SLT	20/8/29	Pro Training
EMMA SMITH	Teacher	20/8/29	Pro Training
BRUCE GILLIAM	Catering Manager	20/8/29	Pro Training
SEPHORA DAY	Head of Medicine	3/10/29	Pro Training
HARRY CHAN	House Parent	07/03/27	Pro Training
MARK THORPE	House Parent	07/03/27	Pro Training
CAROLYN DUNN	Vice Principal Pastoral	13/05/27	St Johns
SIMON GOOCH	House Parent	15/09/27	St Johns
NICHOLAS STYLES	House Parent	20/8/29	Pro Training
GIUSEPPINA MASTROGIOVANNI	Deputy Head of House (Tripos)	26/09/27	St Johns
PHILIP WHITE	Multi-sited	06/10/27	St Johns
DAWN KENT	Multi-sited school Matron	11/11/27	Pro Training

SUMAYYA KHALIL	House Matron	20/8/29	Pro Training
BENIGNA MAGYAR	House Matron	14/11/27	St Johns
LUKE QUINLAN	House Parent	14/11/27	St Johns
SUSAN CONROY	Teacher of Art	19/08/28	Pro Training
CANDICE PAGUIO	House Parent	19/08/28	Pro Training
CHU-AN-ANN TANG	House Parent	19/08/28	Pro Training
CRISTIAN MOLINA	House Parent	19/08/28	Pro Training
ELEANOR HAGUE	PA to CEO	20/8/29	Pro Training
CHARLOTTE ESTY	Graduate Assistant	20/8/29	Pro Training
LIZ FENTIMAN	HR	20/8/29	Pro Training
KHUSHI GANATRA	House Parent	20/8/29	Pro Training
PATRICK HOLGADO	Deputy Head of House – Abbey House	20/8/29	Pro Training
TIA KIRKWOOD	House Parent	20/5/27	Australia (Valid for 1 year)
DARCY MILLEST	House Parent	20/8/29	Pro Training
EMMA ROBESON	House Parent - Bank	20/8/29	Pro Training

Appendix 3

A1 Internal Accident Report Form

DEPARTMENT:	SECTION:	Ref:
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ACCIDENT / INCIDENT

Location/Site:.....	Date Occurred:.....
Address:.....	Time Occurred:.....
.....	Reported to Whom:.....
Telephone:	Designation:
Company Property Yes ☐ No ☐	Date Reported
	Date filled in:

INJURED PERSON

Full Name:	Work Base:
Home Address:	Address:
.....	
Occupation:	Telephone:.....
Age: Sex M ☐ F ☐	STATUS: Company Employee ☐ Student ☐
Nature of Injury (State part of body affected):	Member of Public ☐ Parent ☐
.....	Contractor ☐ Other ☐

DESCRIPTION OF ACCIDENT / INCIDENT

.....

.....

.....

Witnesses:

.....

First Aider:..... Job Title:..... Signature:.....

Details of treatment:.....

.....

.....

RIDDOR 1995:

Is this incident reportable under RIDDOR (tick as appropriate)?

NO Reason : Minor injury ☐ No Injury ☐ Non-reportable injury ☐
YES Reason: Fatality ☐ Major Injury ☐ Hospitalisation ☐ Over 3 Day ☐

Dangerous Occurrence / Reportable Disease (please Specify)

Date accident form F2508 completed / HSE informed.....

RESPONSIBLE PERSON: (Supervisor/Manager)

Name:	Date Reported:
Signature:	Work Base:
Designation:	Telephone:

Has the accident been investigated? Yes ☐ No ☐ Actions taken by Department to prevent recurrence:.....

.....

.....

Appendix 4

FIRE EVACUATION – ASSISTANCE TEAM	Erica Botha Lewis Clements Sarah Blake Parkash Matharu (Rota Basis) Mark Thorpe (Rota basis) Ann Tang (Rota basis) Security (After office hours)
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Appendix 5

LOCATION OF FIRST AID BOXES

HOMERTON GARDENS (INC ABBEY HOUSE)

Block A

Ground Floor

Outside Main Hall

Outside Dining Room

Dining Room 1

Dining Room 2

Kitchen

Boarding Desk

Reception Trip Bags x4

Medical Centre

First Floor

Teaching Corridor- Abbey House 1

Teaching Corridor- Abbey House 2

Science lab 1

Science lab 2

Science lab 3

Science lab 4

Science lab 5

Boarding Corridor - Abbey House 1

Boarding Corridor - Abbey House 2

Second Floor

Teaching Corridor- Abbey House 1

Teaching Corridor- Abbey House 2

Science lab 1

Science lab 2

Science lab 3

Science lab 4

Boarding Corridor - Abbey House 1

Boarding Corridor - Abbey House 2

Third Floor

Teaching Corridor- Abbey House 1

Teaching Corridor- Abbey House 2

Boarding Corridor - Abbey House 1

Boarding Corridor - Abbey House 2

Fourth Floor

Office Corridor

Boarding Corridor - Abbey House 1

Fifth Floor

Boarding Corridor - Abbey House 1

First Aid Policy

Boarding Corridor - Abbey House 2

Block B

Ground floor

Teaching Corridor- B Block 1
Teaching Corridor- B Block 2
Head Office

First Floor

Teaching Corridor- B Block 1
Teaching Corridor- B Block 2
Stairwell 1
Stairwell 2

Second Floor

Teaching Corridor
Teaching Corridor
Stairwell 1
Stairwell 2
Biology lab 1
Biology lab 2
Biology lab 3
Chemistry lab 1
Prep Room

Purbeck

All stairwell landings in all blocks
Flat 1 – Matrons Office

Tripos Court

All stairwell landings in all blocks
First Aid Room in Block H

Orchard House

Boarding Office Corridor
Medical Office
Block D Common Room
Block M (48-54) Corridor
Block M (48-54) Common Room