



## First Aid Policy

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This document sets out the regulations for the MAT and member academies.

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## 1. Aims

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 the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), 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
- [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 students

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

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The appointed person(s) at each school are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate 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
- Sending students home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

The school's appointed person(s) are listed in appendix 1.

### 3.2 The board of trustees

The board has ultimate responsibility for health and safety matters across the trust, but delegates operational matters and day-to-day tasks to the headteacher and staff members of each school

### 3.3 The Executive Headteacher

The Executive Headteacher is responsible for local implementation of the policy, including:

- Ensuring that an appropriate number of appointed persons are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures; including but not limited to the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the school's first aid needs
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of students
- Reporting specified incidents to the HSE when necessary (see section 6)

### 3.4 School staff

All school staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person(s) in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where an appointed person is not called
- Informing the headteacher 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
- 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 school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Head teacher will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

### 4.2 Off-site procedures

When taking students off the school premises, staff will ensure they always have the following:

- A school mobile phone

- A portable first aid kit which meets minimum HSE guidelines:
  - a leaflet giving general advice on first aid – [HSE information is available](#) ○ 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' contact details

When transporting students using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box which meets HSE guidelines above.

Risk assessments will be completed by the EVC or trip leader prior to any educational visit that necessitates taking students off school premises.

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

The trip leader will be appointed to take charge of first aid arrangements and where possible a first aider will accompany school trips and visits.

## 5. First aid equipment

First Aid kits in our school are fully stocked and regularly checked. They will contain as a minimum the HSE requirements:

- a leaflet giving general advice on first aid – [HSE information is available](#)
- individually wrapped sterile adhesive dressings ○ large sterile unmedicated dressing
- triangular bandages individually wrapped and preferably sterile ○ safety pins
- individually wrapped moist cleansing wipes ○ disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school hall
- All science labs
- All design and technology classrooms
- The school kitchens
- IT Support room
- School vehicles

## 6. Record-keeping and reporting

### 6.1 First aid and accident reporting

- An accident report will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury, using Medical Tracker
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident report form in appendix 2
- For accidents involving students, a copy of the accident report will also be added to the student's educational record by the Hub staff
- Records held 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.

### 6.2 Reporting to the HSE

The Facilities Manager (Health and Safety) will keep a record via Citation Atlas of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Facilities Manager (Health and Safety) will report these to the HSE via Citation Atlas 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 Facilities Manager (Health and Safety) 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 a serious injury or damage to health
  - An electrical short circuit or overload causing a 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 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](http://www.hse.gov.uk/riddor/report.htm):

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm) <http://www.hse.gov.uk/riddor/report.htm>

## 7. Training

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.

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.

## 8. Monitoring arrangements

This policy will be reviewed by the Assistant Headteacher every 2 years

At every review, the policy will be approved by the Executive Headteacher and Governors The first aid provision will be reviewed by the Assistant Headteacher at least annually.

## 9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting students with medical conditions

## Appendix 1: list of trained first aiders

| Staff Name |             | Expiry     |                                            |
|------------|-------------|------------|--------------------------------------------|
| Cassie     | Waters      | 23/11/2026 | Sixth Form Pastoral Manager                |
| Paul       | Bishop      | 19/12/2026 | Technology Teacher                         |
| Andrea     | Whittingham | 01/01/2027 | Science Technician                         |
| Andrew     | King        | 01/01/2027 | ICT Technical Services Manager             |
| Natalie    | Ambrose     | 01/01/2027 | Lead Thrive Practitioner                   |
| Samantha   | Clarke      | 01/01/2027 | Science Technician                         |
| Tom        | Barz        | 01/01/2027 | HoD Physical Education                     |
| Rachel     | Kilmister   | 30/01/2027 | Head of Phase; Business Studies            |
| Jemma      | Diamond     | 18/06/2027 | Student Support Assistant                  |
| Rebecca    | Farnsworth  | 18/06/2027 | Physical Education                         |
| Phil       | Hanson      | 09/07/2027 | CEO of Trust                               |
| Georgie    | McGrath     | 10/12/2027 | Student Support Assistant and Receptionist |
| Bethany    | Lewis       | 19/12/2027 | Technology Teacher                         |
| Loren      | Howland     | 11/03/2028 | Drama                                      |
| Sam        | Foster      | 11/03/2028 | Head of Humanities                         |
| Tom        | Saunders    | 11/03/2028 | RE Teacher<br>Deputy SENDCo                |
| Matt       | Lambourne   | 11/03/2028 | English Teacher                            |
| Laura      | Peake       | 03/04/2028 | Science Teacher                            |
| Anna       | Oates       | 03/04/2028 | Librarian                                  |
| Rory       | Natynczuk   | 03/04/2028 | Science Teacher                            |

## Appendix 2: accident report form

|                                                                                                                                                                |  |                      |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------|--|
| NAME OF INJURED PERSON                                                                                                                                         |  | ROLE/CLASS           |  |
| 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 school/central office 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                 |  |