

## First Aid Policy

This Policy conforms to the DFE Guidance (February 2022) on  
First aid in schools, early years and further education.

In addition to the legal requirement to have a Health and Safety Policy,  
the Trust must ensure that schools have access to this First Aid Policy  
which must be supported by a local assessment of first aid need.

### Document Control

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### Revisions

<b>Version</b>	<b>Page/Para No.</b>	<b>Description of Change</b>	<b>Approved</b>
2	Related Policies and pg.10	Guidance now referred to as Gender Questioning Children	February 2025

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## 1 Introduction

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. Health & Safety Executive (HSE) has published detailed first aid guidance to help employers comply with the regulations and offers practical advice on what they need to do.

While the regulations do not require employers to provide first aid for anyone other than their own employees, it is strongly recommended, and expected, that all schools consider the needs of non-employees such as students and visitors when making provision for first aid.

The Trust, and schools within, will conform to all statutory and non-statutory requirements and recognises and accepts its' responsibility as an employer for providing so far as reasonably practicable, a safe and healthy workplace and working environment, both physically and psychologically, for all employees, visitors and students.

First aid provision must be available while people are on school premises. It must also be available when staff and students are working elsewhere on school activities including any off-site activity such as educational visits.

The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment. This does not apply to work placements as work experience students are employed by the placement provider.

First Aid matters will be raised at staff briefing as required and all staff and students will be informed about First Aid arrangements during their induction.

## 2 Definitions

- Near-Miss/Dangerous Occurrence – Anything that has the potential to cause harm or injury to a person.
- Incident – An occurrence that has resulted in damage to facility/work equipment or a personal belonging that has not caused injury.
- Accident
  - Minor – Where the injured person(s) has been able to return to work or day to day routine following first aid treatment.
  - Moderate – An accident that has caused the injured person(s) to be absent from work/school but not exceeding 7 days.
  - Major – An accident that has caused injury to a person(s) and has resulted in them being absent from their place of work for more than 7 days. This will need to be reported to the HSE under RIDDOR. – All RIDDOR will be completed by HS lead following local investigation.

For other reportable injuries see link below

- [Reportable incidents - RIDDOR - HSE](#)

### **3 Provision**

- Suitably stocked and labelled first-aid provisions are situated in key areas around the site
- An appointed person(s) who is trained as a designated First Aider(s) to take charge of first-aid arrangements
- Other designated staff may be trained as a supportive measure and to deputise in the absence of the main First Aider(s).
- Information for employees, detailing first-aid arrangements, the location of equipment, facilities and personnel is available to staff, students, parents/carers
- Risk assessment for activities and events are to be in place prior to these taking place
- First-aid provision is available during the usual working day, while people are on school premises, and on off-site visits where a risk assessment has indicated this might be necessary (e.g., sports activities)
- The minibus, where available, has a stocked and labelled first aid box and a portable one is carried on outside visits.

### **4 Responsibilities**

All employees are reminded that they are responsible for any defects in the equipment or damage to their classrooms and should report such to the Site Manager.

Any damage to the building that could be dangerous should also be reported to the Site Manager immediately.

This does not conflict with the responsibility of the employers (Trust), or the principal in the school, to undertake a risk assessment to identify significant risk and necessary control measures when students below the minimum school leaving age are on or off site.

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition.

Teachers' conditions of employment do not include giving first aid, any member of school staff may be asked to undertake first aid tasks, but they cannot be required to do so. Teachers and other staff working with students are expected to always use their best endeavours, particularly in emergencies, to secure the welfare of the students in education in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

It is the responsibility of the school to ensure that their first aid staff have received the appropriate first aid training delivered by a competent first aid training provider.

First aid certificates are usually valid for 3 years. Employers should arrange retraining before certificates expire. Once a certificate expires, the individual would have to undertake another full course to be reinstated as a first aider. It is strongly recommended that first aiders undertake annual refresher training to maintain their basic skills and keep up to date with any changes in procedures.

HSE provides guidance for employers to assist in the selection of a competent first aid training provider, including information on first aid course content. HSE does not recommend training providers. Selection of a provider is the responsibility of the school or Trust.

In the school, the main duties of a first aider /appointed person are to:

- Take charge when someone is injured or becomes ill
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Enter details of injuries and treatment outcome in the appropriate record.
- Administer medication and keep appropriate records, refer to Policy on Supporting Students with Medical Conditions
- Look after the first-aid equipment e.g., restocking the first aid container.

The first aider/ appointed person should demonstrate:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Availability to respond to an emergency immediately

All state-funded schools in England have, since September 2020, been required to teach Health Education. The statutory guidance, to which schools must have regard, sets out that this should include basic first aid for primary school children, for example dealing with common injuries. Pupils in secondary schools should be taught further first aid, for example how to administer CPR and the purpose of defibrillators.

## **5 Procedure in case of illness, accident or injury.**

In the case of illness:

- If a student seeks medical support, the member of staff in charge will make a note of the request (support staff, planner or email as appropriate) and send them to appropriate location in school for help.
- If someone is taken ill and cannot be moved, the first member of staff on the scene will contact the medical area immediately and summon help from a First Aider.

In case of an accident or injury at the school, the following procedures should be followed:

- The injured party should be seen by a qualified First Aider/ Appointed Person – it is a legal requirement that the accident is logged in the local accident book.
- Parents or next of kin to be contacted as appropriate
- If the injuries cannot be treated at the school, arrangements should be made for transportation to hospital.
- All witnesses must make a statement as requested by appropriate staff to help clarify the cause of injury
- The First Aider/ Appointed Person will keep a record of any first aid treatment given. This includes:
  - The date, time, and place of incident.
  - The name (and class) of the injured or ill person.

- Details of the injury/ illness
- What first aid was given
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital).
- Name and signature of the first aider or person dealing with the incident.

#### Emergency Response:

- Obtain first aid/medical treatment until the emergency services arrive.
- Make the area safe. In some cases, this may need to be done first.
- Inform the first available responsible person to contact the emergency services. Principle or deputy must be informed immediately alongside site manager.
- A plan to ensure the emergency services are able to get on to site quickly and safely by clearing the route to the area in question is the responsibility of the site manager or deputy.

Accidents that must be reported to senior management are those which are as a result of any school activity or a result of defective premises or equipment within the school.

- All records are kept for a minimum of 3 years.
- They will be analysed to look for trends and patterns
- May be used for reference in future first-aid needs assessments
- Be helpful for insurance and investigative purposes.

If the individual is under 16 and is to go to hospital, they will be accompanied by a member of staff who will remain with them until the parents or responsible adult arrives.

In addition to any statutory reporting requirements employers should keep a written record of accidents or injuries and first aid treatment. Employers should inform parents or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given.

In Early Years settings, the senior link should notify Ofsted of any serious accident or incident that results in a potential life-threatening injury to, or unexpected death of, any child while in their care, and of the action taken. Notification should be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.

Schools should notify local child protection agencies / Safeguarding Board of any serious accident or incident that results in a potential life-threatening injury to, or the death of, any child while in their care, and should act on any advice from those agencies.

#### [Multi Agency Protocol for the Management of Unexpected Childhood Deaths](#)

## **6 Reporting Process - Internal**

### **Reporting an accident**

**(Anytime whereby first aid treatment/advice is required)**

1. The accident must be recorded in the accident book. (Legal requirement). This is to be completed by the first aider.
2. Accident to be communicated to the appropriate senior link, where the accident happened and for the individual.
3. The appropriate senior link is responsible for completing phase 2 (information gathering).
  - a. This should include the following.
    - i. Statement from IP (Injured Person(s))
    - ii. Witness statements
    - iii. Teachers' statements (if applicable)
    - iv. Photographs of the injured area (Providing authorisation has been given), Environment the accident took place note: take into consideration any equipment or surrounding area that may have contributed towards the outcome.
    - v. Any other information that may be relevant to the investigation.
  - b. **All documentation to be completed and passed onto head of HS within 24hours.**
4. Phase 3 Investigation summary
  - a. Head of health safety will be notified of the accident and complete phase 3 information gathering.

### **Reporting an Incident**

(Anytime there is damage to equipment, machinery or facility that hasn't caused injury)

1. All incidents are to be reported immediately to the appropriate senior link of the area in which the incident occurred.
2. Phase 2 should be completed to identify key factors. See phase 2 for information above.
3. Upon completion this must be handed to the head of safety for investigation summary – Phase 3.
  - a. **All documentation to be completed and passed onto head of HS within 24hours.**

### **Reporting a Near Miss**

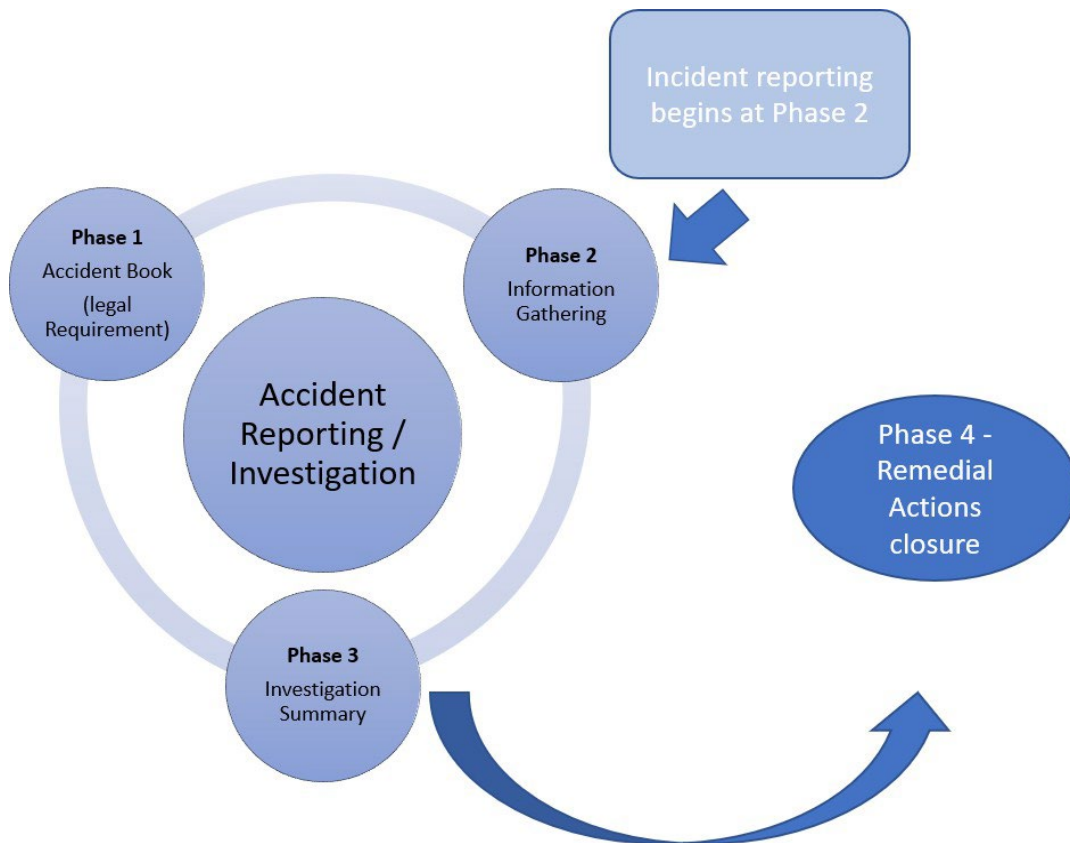
(Anything with the potential to cause harm)

1. All near-misses will be reported to the following.
  - a. Local teacher to where the near miss took place.
  - b. Appropriate senior link if no teacher is local to the near miss.
  - c. Site team – should the near miss involve a facility issue.
  - d. Head of safety for anything significant and potentially life threatening
2. All near misses must be recorded via email or logged onto the localised reporting system – Parago
  - a. All near misses must be investigated, and remedial actions agreed, documented, and actioned as soon as reasonably practicable.

## Reporting a RIDDOR

1. All RIDDOR reportable accidents will be investigated in the same way as any other accident.
2. If the accident does become a RIDDOR reportable then the head of safety will complete the RIDDOR form and report this to the HSE.
3. The RIDDOR report will be kept as part of the final investigation.

*All RIDDOR reportable accidents must be communicated to the HSE within the required time (cases of a reportable death, specified injury, or dangerous occurrence, you must notify the enforcing authority without delay. Over-seven-day injuries must be reported within 15 days of the incident.*



*Ref to reporting process summary*

## **7 Investigation**

The purpose of fully investigating all incidents and accidents is to ascertain the root cause and put corrective actions in place. The investigation is an internal company document and is for company use only.

The following documentation is required



- Accident Form (Accident Book)
- Investigation statements
  - Witness
  - Injured persons
  - First aider(s)
  - Teachers involved
  - Photographs (where applicable and acceptable)
    - **Note: Photographs are encouraged to supplement and support all investigations. Photographs of the injured part of the body. (Permission may have to be obtained where applicable). Other photographs of the specific area in which the accident/incident took place.**
- Investigation Summary
- AOB that may support the investigation.

The HS manager will check that the investigation has been completed thoroughly and determine the root cause where applicable. On completion of the investigation, the HS Manager will provide feedback to all relevant departments to ensure the recommendations are acted on and followed.

**All major accidents must be reported to Group HS immediately. On completion of all other accident/incident reports, they must be forwarded to Group HS and HR.**

## **8 Hygiene/Infection Control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

## **9 Special Arrangements**

In some cases, students with medical needs may be more at risk than another student. Staff may need to take additional steps to safeguard the health and safety of such a student. In a few cases individual procedures may be needed and these will be detailed in an individual Risk Assessment. The principal is responsible for making sure that all relevant staff know about and are, if necessary, trained to provide any additional support these students may require.

## **10 Emergency Situations**

First Aiders must be trained to recognise and respond appropriately to the emergency needs of students with chronic medical conditions, the most common ones being asthma, diabetes, epilepsy and severe allergic reaction.

Students with asthma need to have immediate access to their reliever inhalers when they need them. Spare inhalers must be provided by parents and kept in an unlocked cabinet by the designated staff.

Students with epilepsy; any concerns about safety should be discussed with the child and parents as part of the individual health care plan (IHCP), refer to Policy on Supporting Students with Medical Conditions

Students with diabetes should be supported to manage their own medication. This should be discussed with child and parent as part of the individual health care plan (IHCP), refer to Policy on Supporting Students with Medical Conditions

Anaphylaxis – parents and child should discuss allergies as part of the individual health care plan (IHCP), refer to Policy on Supporting Students with Medical Conditions. Pre-loaded injection devices (EpiPen) should be provided by the parents in the correct container, labelled with their child's name and updated medicine, together with a signed, up-to-date protocol from the child's doctor. If the Academy has to administer this injection an ambulance must always be called.

## **11 Child Protection**

If any concerns are raised that have Safeguarding implications (e.g., unexplained marks or scars), whilst a person is being treated for first aid, the First Aider must inform the Designated Child Protection officer who will then take appropriate action. Ensure appropriate referral paperwork is completed, refer to Safeguarding and Child Protection Policy.

Physical contact with students during the treatment of minor injuries, illness or medical conditions may be necessary and may involve at least one or more First Aiders. Any treatment should:

- Not involve more contact than necessary
- Be undertaken by staff who have volunteered to be designated to the task
- Be carried out wherever possible, in front of other students (if appropriate) or adults of the same sex as the student (refer to Gender Questioning Children Guidance if appropriate)
- Be recorded in appropriate documentation
- Parents informed

## **12 First Aid materials, equipment, and facilities**

- First-aid equipment must be clearly labelled, easily accessible and up to date.
- Students' individual medical containers must be clearly marked on the outside and contain up to date medicines provided by the parents.
- All first aid containers contain the correct contents (as recommended by the DfE Guidance) to provide first aid to our client groups.
- The First aider/ Appointed Person is responsible for examining the contents of first-aid containers. They are checked frequently and restocked as soon as possible after use. Items are discarded safely after the expiry date has passed.
- Before undertaking any off-site activities, the responsible person assesses what level of first-aid provision is needed. A portable first-aid container is maintained in a good condition and readily available for use and prominently marked as a first-aid container.
- Transport Regulations require that the minibus has on board a first-aid container.

For further information and full details of DfE Guidance

[First aid in schools, early years and further education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/first-aid-in-schools)