



**Aletheia**  
Academies Trust

# First Aid Policy

## February 2024

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# 1. Aims

The aims of our First Aid Policy are to:

- ▶ Ensure the health and safety of all pupils, staff and visitors.
- ▶ Ensure that staff and governors 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

For primary schools, this policy is based on the advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [Keeping Children Safe during community activities, after school clubs and tuition](#) and the following legislation:

For secondary schools, this policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety 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 pupils

## 3. Roles and Responsibilities

In our primary schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be always on the premises.

In all settings – and dependent upon an assessment of first aid needs – we will have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work.

### 3.1 Appointed Person(s) and First Aiders

The school's appointed person is Mrs Jodie Simpson and is supported by first aid qualified staff. They are responsible for:

- ▶ Ensuring a qualified person takes 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 pupils home to recover, where necessary



- ▶ Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)

Our school's first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school.

### 3.2 The Governing Body

The governing body has ultimate responsibility for health and safety matters in the school and should appoint where possible, a Governor to lead on health and safety. The governing body delegates operational matters and day-to-day tasks to the headteacher / head of school and staff members.

### 3.3 The Headteacher

The headteacher is responsible for the implementation of this policy, including:

- ▶ Ensuring that an appropriate number of first aiders 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.
- ▶ Ensuring suitable and sufficient 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 pupils.
- ▶ Reporting specified incidents to the HSE when necessary (see section 6)

### 3.4 Staff

School staff are responsible for:

- ▶ Ensuring they follow first aid procedures.



- ▶ Ensuring they know who the first aiders in school are.
- ▶ Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called.
- ▶ Informing the Headteacher/Head of School or their manager of any specific health conditions or first aid need

## 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 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 pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers. The Headteacher/ Head of School will also be informed.
- ▶ If emergency services are called, a member of the pastoral team or leadership team will contact parents/carers immediately.
- ▶ The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. Where appropriate the accident/incident reporting form link in the Health and Safety Policy should be used to report more significant incidents.
- ▶ All accidents, incidents and cases of work-related ill-health that are reportable under RIDDOR 2013 shall be reported immediately to the



Trust Operations Officer and the Headteacher via the Trust's online accident/incident form.

## 4.2 Off-Site Procedures

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

- ▶ A school mobile phone
- ▶ A portable first aid kit
- ▶ Information about the specific medical needs of pupils
- ▶ Parents'/carers' contact details

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

For primary schools, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits involving pupils in EYFS, as required by the statutory framework for the Early Years Foundation Stage. On all other trips there will be at least 1 first aider with a current first aid certificate.

# 5. First Aid Equipment

Portable first aid bags – kept in the First Aid Room – will be available for basic first aid at playtime and lunchtime and will contain:

- ▶ Disposable gloves
- ▶ Antiseptic wipes
- ▶ Plasters of assorted sizes
- ▶ Bump head stickers
- ▶ Sick bags

Portable first aid kits are available for outside of school activities as well as playtime and lunchtime.



Two static first aid kits are kept in the EYFS modular building and the dedicated First Aid Room – in the main corridor near to Main Reception. The two static kits are for school use and these are not to leave the school grounds. They will typically include the following:

- ▶ A leaflet with general first aid advice
- ▶ Regular and large bandages
- ▶ Eye pad bandages
- ▶ Triangular bandages
- ▶ Adhesive tape
- ▶ Safety pins
- ▶ Disposable gloves
- ▶ Antiseptic wipes
- ▶ Extra-large plaster dressings
- ▶ Large size non-adherent dressings
- ▶ Plasters of assorted sizes
- ▶ Scissors

Cold packs are also available and are to be administered, if necessary. They are kept in the fridge of the First Aid Room. There are two marked cold packs per year group and these must be returned to the fridge, after use. **No medication is to be kept in the static or portable first aid kits.**

An Automated External Defibrillator (AED) for school and local community use is located in the First Aid Room and is accessible during school hours to the school and community.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis.



## 6. Record-Keeping and Reporting

### 6.1 First Aid and Accident Record Book

- An accident form will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in a minor injury. For more significant accidents/incidents, the Trust's [Accident & Incident Reporting](#) form must be completed.
- An 'Accident and Injury Report: Pupil Accident/Injury in School – Report to Parents/Carers' form (for child) is completed by the adult administering first aid, if the injury needs minor, reportable first aid, for example, a cold pack, the application of a plaster, minor bumped head or limb injury. A duplicate copy of this form (white top copy, removed from book) will always be sent home with the child or handed to the parent/carer at home time. For all bumped head incidents, a member of staff will phone the parent/carer after the incident to verbally notify them. For children in Reception and Key Stage 1 a 'I have bumped my head' sticker is also sent home to visually inform parents and carers, in addition to the form. It is imperative that the following section is fully completed to notify parents and carers.
- Staff have walkie-talkies on the playground during play and lunch times, if a major incident occurs resulting in a suspected fracture, severe bleed, or administration of an Anaphylaxis and Adrenaline Auto-Injectors, then staff will use a code word on the walkie talkie to notify all staff. The code word is 'code red'.
- Following a major incident resulting in a reportable injury, for example, a suspected fracture, a severe bleed or a severe bump to the head, an online accident form for Aletheia Academies Trust (AAT) will be completed by the Headteacher or a member of the Senior Leadership Team on the same day or as soon as possible. The Health and Safety Representative will follow this up.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at Appendix 2.
- A copy of the accident report form will also be added to the pupil's educational record by the relevant member of staff.



- Records held in the first aid and accident book 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 relevant member of staff will keep a record 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). All reportable incidents shall be reported immediately to the Trust Operations Officer and the Headteacher.

The relevant member of staff will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences 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)
- 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.



- ▶ Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- ▶ Where an accident leads to someone being taken to hospital
- ▶ 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.

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

[How to make a RIDDOR report, HSE](#)

<http://www.hse.gov.uk/riddor/report.htm>

The Headteacher and Health and Safety Governor shall investigate incidents that did or could have led to injury or long-term damage to health, to establish both the immediate and underlying causes and establish what needs to be done to prevent a recurrence. A report of the investigation shall be sent to the Trust Operations Officer.

## 6.3 Notifying Parents/Carers

For primary schools, the relevant member of staff will inform parents/carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

The class teacher or teaching assistant will inform parents/carers of any recorded minor accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable via the 'Accident and Injury Report: Pupil Accident/Injury in School - Report to Parents' and additionally, if appropriate, verbally. Parents/ carers will also be notified of all bumped head injuries verbally via a phone call as soon as reasonably practicable after the incident.



EYFS and Key Stage 1 children will also have 'I have bumped my head' stickers sent home to visually inform parents and carers in addition to the form.

For major accidents or injury, parents and carers will be informed immediately by the Headteacher, Assistant Headteacher or a member of the Administration Team.

#### **6.4 Reporting to Ofsted and Child Protection Agencies**

The relevant member of staff will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The relevant member of staff will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

All school staff are able to 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 school will keep a register of all trained first aiders, what training they have received and when this is valid until (see Appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

For primary schools, at all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

## **8. Monitoring Arrangements**

This policy will be reviewed by the relevant member of staff annually or as appropriate.



At every review, the policy will be approved by the Headteacher/Head of School and the governing body and/or Board of Trustees.

## 9. Links with Other Policies

This first aid policy is linked to the

- ▶ Health and Safety Policy.
- ▶ Policy on Supporting Pupils with Medical Conditions.



# Appendix 1: List of First Aid Trained Staff

Staff member's name	Role	Qualification(s)
Jodie Simpson	Finance Officer Appointed Person	-
Claire Coleman	EYFS Lead and Teacher Senior Leadership Team	PFA
Chloe Brown	Year 4 Teaching Assistant	PFA
Zoe Kendall	Lunchtime Supervisor Breakfast Club Manager After School Club Manager	PFA FAAW
Christina Jackson	Year 1 Teaching Assistant	PFA
Chloe Malkinson	Higher Level Teaching Assistant	PFA
Maria Medhurst	Year 3 Teaching Assistant	PFA FAAW
Tara Fitzgerald	Year 1 Teaching Assistant	PFA
Rachel Hancock	Year 5 Teaching Assistant	PFA FAAW
Jess Markey	Year 3 Teaching Assistant	FAAW
Gemma Kavanagh	EYFS Teaching Assistant	PFA
Dan Harrison	Class Teacher	PFA



## Appendix 2: Accident Report Form (Minor Incidents)

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
Name of person attending the incident			
Signature		Date	



# Appendix 3: First Aid Training Log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
PFA	Claire Coleman	27.09.22	By: 26.09.25
PFA	Chloe Brown	27.01.22	By: 26.01.25
FAAW PFA	Zoe Kendall	15.06.23 18.10.23	By: 14.06.26 By: 17.10.26
PFA	Christina Jackson	07.10.21	By: 06.10.24
PFA	Chloe Malkinson	07.10.21	By: 06.10.24
FAAW PFA	Maria Medhurst	25.11.21 25.11.21	By: 24.11.24 By: 24.11.24
PFA	Tara Fitzgerald	27.09.22	By: 26.09.25
FAAW PFA	Rachel Hancock	22.11.23 18.10.23	By: 21.11.26 By: 17.10.26
FAAW	Jess Markey	01.09.22	By: 31.08.25
PFA	Gemma Kavanagh	28.08.21	By: 27.08.24
PFA	Dan Harrison	17.04.24	By: 16.04.27