



First Aid Policy

Approval confirmed:

Designation	Name	Date	Signature
CEO:	Mr Martin Hughes		
Chair of Trust Board:	Mrs Kerry Brimfield		

Monitoring and Evaluation	
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Review delegated to:	Finance and Resources committee

Document Version control

Version	Changes made	Date
1.0	Initial set up of Trust-wide policy	April 2021
	Additional wording at 3.4 and 8.5	May 2023

1. Aims

- 1.1. To ensure the health and safety of all staff, pupils and visitors in schools within SAND Academies Trust
- 1.2. To ensure that staff, trustees and LAB members are aware of their responsibilities with regards to health and safety
- 1.3. To provide a framework for responding to an incident and recording and reporting the outcomes.

2. Legislation and guidance

- 2.1. This policy is based on advice from the Department for Education on [First aid in schools](#) and [health and safety in schools](#)
- 2.2. [The Health and Safety \(First Aid\) Regulations 1981](#) – states that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- 2.3. [The Management of Health and Safety at Work Regulations 1992](#) – require employers to make an assessment of the risks to the health and safety of their employees
- 2.4. [The Management of Health and Safety at Work Regulations 1999](#) – require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- 2.5. [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#) – 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
- 2.6. [School Security \(Claims and Payments\) Regulations 1979](#) – sets out the rules on the retention of accident records
- 2.7. Where schools within SAND Academies Trust have an Early Years Foundation Stage, the following guidance is also taken into account – [Statutory Framework for the Early Years Foundation Stage](#)
- 2.8. [The Education \(Independent School Standards\) Regulations](#) – require that suitable space is provided to cater for the medical and therapy needs of pupils
- 2.9. This policy also complies with the Articles of Association and Funding Agreement for SAND Academies Trust.

3. Roles and Responsibilities

- 3.1. In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.
- 3.2. Dependent upon an assessment of first aid needs, schools must have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work.
- 3.3. Each school within SAND Academies Trust has an appointed person to take charge of the first aid arrangements. The appointed person does not need to be a trained first aider.

- 3.4. The school has a Defibrillator located in the Reception office. This can be used by any member of staff – a number of staff members have received specialised training on its use and all staff have attended a raising awareness session on its use. Regular checks will be carried out to ensure that the school is aware of when the electrode pads expire, whether the defibrillator has been used or if it has a fault, for example, the battery is approaching the end of its life.

4. Appointed person(s) and First Aiders

- 4.1. The school's appointed person, and first aid trainer is: Fiona Mitchell. Details of all first aiders can be located on signage around the school.
- 4.2. The appointed person is responsible for the following:
 - 4.2.1. Taking charge when someone is injured or becomes ill
 - 4.2.2. Ensuring there is adequate supply of medical materials in first aid kits and replenishing the contents of the kits when required
 - 4.2.3. Ensuring that an ambulance or other professional medical help is summoned when appropriate
- 4.3. First aiders are trained and qualified to carry out the role and are responsible for the following:
 - 4.3.1. 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
 - 4.3.2. Sending pupils home to recover, where necessary
 - 4.3.3. Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
 - 4.3.4. Keeping their contact details up to date
- 4.4. The names of each school's appointed person(s) and first aiders will be displayed prominently around the school site.

5. The Trust Board – responsibilities

- 5.1. The Board of Trustees has ultimate responsibility for Health and Safety matters in all schools within SAND Academies Trust.
- 5.2. The Board of Trustees will delegate specific monitoring of Health and Safety matters to the Local Advisory Board within each school.
- 5.3. The operational matters and day to day management of Health and Safety within each school is delegated to the Headteacher and staff members.

6. The Headteacher – responsibilities

- 6.1. The Headteacher is responsible for the implementation of this policy, including:
 - 6.1.1. Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
 - 6.1.2. Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role

- 6.1.3. Ensuring all staff are aware of first aid procedures
- 6.1.4. Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- 6.1.5. Undertaking, or ensuring that managers undertake, risk assessments, appropriate, and that appropriate measures are put in place
- 6.1.6. Ensuring that adequate space is available for catering to the medical needs of pupils
- 6.1.7. Reporting specified incidents to the HSE where necessary

7. School staff – responsibilities

- 7.1. School staff are responsible for:
 - 7.1.1. Ensuring they follow first aid procedures
 - 7.1.2. Ensuring they know who the first aiders are in their school
 - 7.1.3. Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
 - 7.1.4. Informing the Headteacher or their manager of any specific health conditions or first aid needs

8. In-school First Aid procedures

- 8.1. 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
- 8.2. 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.
- 8.3. The first aider will also decide whether the injured person should be moved or placed in the recovery position
- 8.4. If the first aider judges that a pupil 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
- 8.5. If the emergency services are called, the Headteacher will contact parents immediately. A member of staff will remain with any child who is transported by the emergency services until a parent arrives.
- 8.6. The first aider or relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after the incident resulting in injury.

9. Off-site First Aid procedures

- 9.1. When taking pupils off the school premises, staff will ensure they always have the following:
 - 9.1.1. A school mobile phone
 - 9.1.2. A portable first aid kit
 - 9.1.3. Information about the specific medical needs of pupils
 - 9.1.4. Parents' contact details

- 9.2. Risk assessments will be completed by [relevant person] prior to any educational visit that necessitates taking pupils off school premises
- 9.3. Where the school has Early Years Foundation Stage provision, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.
- 9.4. Where the school does not have Early Years Foundation Stage provision, there will always be at least one first aider on all school trips and visits.

10. First Aid equipment

10.1. A typical first aid kit in all schools will include the following:

- 10.1.1. A leaflet with general first aid advice
- 10.1.2. Regular and large bandages
- 10.1.3. Eye pad bandages
- 10.1.4. Triangular bandages
- 10.1.5. Adhesive tape
- 10.1.6. Safety pins
- 10.1.7. Disposable gloves
- 10.1.8. Antiseptic wipes
- 10.1.9. Plasters of assorted sizes
- 10.1.10. Scissors
- 10.1.11. Cold compresses
- 10.1.12. Burns dressings

10.2. No medication is kept in first aid kits

10.3. First aid kits will be stored in:

- 10.3.1. Classrooms
- 10.3.2. Reception (at the main desk)
- 10.3.3. The school kitchen
- 10.3.4. School vehicles
- 10.3.5. Sports hall

11. Record keeping and reporting

11.1. First Aid and accident record book

- 11.1.1. An accident form will be completed by the first aider/relevant member of staff in the same day or as soon as possible after an incident resulting in injury.
- 11.1.2. As much detail as possible should be supplied when reporting an accident.

- 11.1.3. The accident form will be completed using the online Forms system, QR codes are located around the school.
- 11.1.4. Records will be held digitally and 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.

11.2. Reporting to the HSE

- 11.2.1. The Headteacher will keep a record of any accident which results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation
- 11.2.2. The Headteacher will report these to the Health and Safety Executive (HSE) as soon as is reasonably practicable and in any event within 10 days of the incident

11.3. Reportable injuries, diseases or dangerous occurrences include:

- 11.3.1. Death
- 11.3.2. Specified injuries, which are:
 - 11.3.2.1. Fractures, other than to fingers, thumbs and toes
 - 11.3.2.2. Amputations
 - 11.3.2.3. Any injury likely to lead to permanent loss of sight or reduction in sight
 - 11.3.2.4. Any crush injury to the head or torso causing damage to the brain or internal organs
 - 11.3.2.5. Serious burns (including scolds)
 - 11.3.2.6. Any scalping requiring hospital treatment
 - 11.3.2.7. Any loss of consciousness caused by head injury or asphyxia
 - 11.3.2.8. 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
- 11.3.3. 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)
- 11.3.4. Where an accident leads to someone being taken to hospital
- 11.3.5. 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:
 - 11.3.5.1. The collapse or failure of load-bearing parts of lifts and lifting equipment
 - 11.3.5.2. The accidental release of a biological agent likely to cause severe human illness
 - 11.3.5.3. The accidental release or escape of any substance that may cause a serious injury or damage to health
 - 11.3.5.4. An electrical short circuit or overload causing a fire or explosion

12. Notifying parents and other agencies

- 12.1. Where appropriate, the school will inform parents 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
- 12.2. Where appropriate, the school 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
- 12.3. Where appropriate, the school will also notify the relevant local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care

13. Training

- 13.1. All school staff are able to undertake first aid training if they wish to
- 13.2. All first aiders must have completed a training course and must hold a valid certificate of competence to show this.
- 13.3. The school will keep a register of all trained first aiders, what training they have received and when this is valid until
- 13.4. Staff are encouraged to renew their first aid training when it is no longer valid
- 13.5. Where the school has Early Years Foundation Stage provision, at least one member of staff will have a current Paediatric First Aid certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.