Date of last review:	April 2026	**Review period:**	Annually
Date of next review:	April 2027	**Owner:**	Director of Trust Safeguarding

First Aid Procedures

Empowering a Future Generation

History of Changes

Date	Page	Change	Origin of Change
April 2022		New Trust policy	
March 2023		Updated review date	Annual review
April 2024	Whole document	Updated review date. Minor wording amendments.	Annual review
May 2024	Section 2.3	Ensure that a list of trained first aiders is clearly signposted in a place chosen at the discretion of the Headteacher and/or Head of Department.	Annual review
May 2024	Section 3.2	There will always be at least 1 first aider on trips and visits.	Annual review
May 2024	Section 8.1	Parents/Carers will be informed if their child sustains a head injury and it will be recorded in the accident book.	Annual review
February 25	Throughout	Change of Academy Leader to Headteacher Reference to EYFS paediatric first aid in sections 2, 3 and 9 Addition of section 7.4	Annual review
April 26	Highlighted sections	Reference to Medical Tracker Section on Pupils and People not at work Separate EYFS sections Change of review date and review cycle	Annual review

1. Aims

The aims of our MLP first aid policy are to:

- Ensure the health and safety of all staff, pupils 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

Schools with Early Years Foundation Stage (EYFS) provision insert:

This policy is based on the statutory framework for the Early Years Foundation Stage, advice from the Department for Education (DfE) 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:

Schools without Early Years Foundation Stage (EYFS) provision insert:

This policy is based on advice from the Department for Education (DfE) on first aid in schools and health and safety in schools, and 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 pupils

This policy complies with our trust's Funding Agreement and Articles of Association.

3 Roles and Responsibilities

In MLP schools with Early Years Foundation Stage (EYFS) provision, at least 1 person who has current paediatric first aid (PFA) certificate is on the premises at all times.

In all other settings, – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of

employees' work, the number of staff, and the layout and location of the school. The appointed person does not need to be a trained first aider but it is good practice to ensure appointed persons have emergency first aid training.

The minimum provision must be supplemented with a risk assessment to determine any additional provision. First aid provision must be available at all times while people are on the school premises and also off the school premises whilst on school visits. At a minimum, the first aid provision should be:

- an appropriately stocked first aid container
- an appointed person to take charge of first aid arrangements
- information for employees on first aid arrangements

In the light of their legal responsibilities for those in their care, schools should consider the likely risk to pupils and visitors, and make allowance for them when drawing up policies and deciding on the numbers of first aid personnel

3.1 Appointed person(s) and first aiders

The academy appointed person(s) [person(s) is/are – insert name of your appointed person(s) 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 (using a HSE approved course) and qualified to carry out the role 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
- Keeping their contact details and training up to date.

Our school's [appointed person(s) and/or first aiders] are listed in appendix 1. Their names will also be displayed prominently around the school site.

3.2 The Trust Board

The Trust Board has ultimate responsibility for health and safety matters in academies but delegates operational matters and day-to-day tasks to the Headteachers 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 academy 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
- Ensure that a list of trained first aiders is clearly signposted in a place chosen at the discretion of the Headteacher and/or Head of Department.

- 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 pupils
- Reporting specified incidents to the HSE when necessary (see section 8)

3.4 Staff

Academy staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in the academy are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

4 First aid procedures

4.1 Academy 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, and if they are unable a responsible adult nominated by the parent/carer should collect. Upon their arrival, the first aider will recommend next steps to the parents/carers.
- If emergency services are called, the first aider will remain with the pupil and a member of reception will contact parents immediately. In the event of a parent not being contactable a member of the academy staff will accompany the pupil to hospital if necessary. The Headteacher will be informed of an ambulance being called
- 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 and ensure it is sent to the Headteacher
- For academies with EYFS provision there will be at least 1 person who has current paediatric first aid (PFA) at all times

4.2 Off-site procedures

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

- A 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 academy premises.

There will always be at least 1 first aider on trips and visits. 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.

5. Medication during the day

If a pupil needs to take medication during the day, the medication must be given to the Medical Officer or designated staff member with the Parental Consent for Administration of Medication form fully completed. Prescription medication must be in pharmacy labelled packaging. Over the counter medications must be in the original packaging. Our academies do NOT dispense hay fever tablets, analgesics such as Paracetamol or Ibuprofen without written parental consent. Pupils under 18 are not allowed to carry their own medication, including paracetamol.

Secondary academy pupils requiring an inhaler/Epi-pen should carry one with them and can also leave a named spare with the Medical Officer or designated member of staff. For primary pupils, Epi-pens will be held by staff.

At the end of a course of treatment, any unused medication must be removed from the academy by the parent/carer. Any out-of-date medication will be disposed of by the academy.

6. First aid equipment

A typical first aid kit in our academies will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Sanitary products
- Face Masks

No medication is kept in first aid kits.

Each academy will provide a list of the locations of first aid kits.

7. Record-keeping and reporting

7.1 First aid and accident record book or Medical Tracker

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all the information included in the accident form. Information to be recorded:
    - Date, time and place of the incident
    - Name (and class) of the injured or ill person

    - Details of the injury/illness and what first aid was given
    - What happened to the person immediately after
    - Name and signature of the first aider or person dealing with the incident
- Parents/Carers will be informed if their child sustains a head injury, and it will be recorded in the accident book.
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the first aider.
- A copy of the accident report form will be kept in the accident book / MedicalTracker or the staff accident book. The locations of these will be advised by the individual academies.
- Records held in the accident book / MedicalTracker will be retained by the academy 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.
- Parents/Carers are required to complete the Parental Consent for Administration of Medication form (Appendix 4) if they would like medication administered whilst their child is in the academy. No medicines will be administered unless the academy has written permission from the parent/carer

7.2 Reporting to the HSE

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 (regulations 4, 5, 6 and 7).

Accidents will be reported to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e., by telephone) and followed up in writing within 10 days.

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 scalding 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 academies 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

Pupils 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 where 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:

How to make a RIDDOR report, HSE http://www.hse.gov.uk/riddor/report.htm

7.3 Notifying parents/carers

The relevant staff member 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. Parents/carers will also be informed if emergency services are called.

7.4 Reporting to Ofsted and Child Protection Agencies (registered early years providers ONLY)

***Note**: only early years providers registered with Ofsted are required to report an accident or injury to Ofsted. This does **not** include schools with EYFS provision.*

*If you're unsure if this applies to your setting, check the Unique Reference Number (URN) of your early years provision. If it's registered under the same URN as the school, you're **not required** to report incidents to Ofsted. If your early years provision has a separate URN, it is registered with Ofsted and must report incidents.*

The Headteacher 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 Headteacher will also notify Wiltshire IFD Team of any serious accident or injury to, or the death of a pupil while in the school's care.

8. Training

All academy 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 academy will keep a register of all trained first aiders, what training they have received and when this is valid until.

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

In academies with EYFS provision at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the EYFS statutory framework. The PFA certificate will be renewed every 3 years.

9. Monitoring arrangements

This policy will be reviewed by the Director of Trust Safeguarding annually.

At every review, the policy will be approved by The Trust Board.

10. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions