



# FIRST AID POLICY

<b>Date of Approval:</b>	September 2023
<b>Approved by:</b>	
<b>Review Date:</b>	September 2026

## Policy Information:

<b>Date of last review</b>	New policy (Sep 23)	<b>Review period</b>	Every 3 years (Sep 26)
<b>Date approved</b>		<b>Approved by</b>	
<b>Policy owner</b>	Mandy Winfield Trust Business Manager	<b>Date of next review</b>	Sep 2026

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<b>School:</b> <b>Leycroft Academy</b>	<b>Provision:</b> EYFS <input checked="" type="checkbox"/> Primary X Secondary <input type="checkbox"/>		
	<b>Staff Name:</b>	<b>Role:</b>	<b>Training:</b> (title and date)
SLT member with responsibility for first aid	Zoe Redding	Assistant Head	Trained 7.11.24 Renew 7.11.27
Paediatric first aider	Francesse Timmins	Teacher	Trained 3.1.23 renew due 3.1.26
Paediatric first aider	Cerrie Thompson	Teaching Assistant	Trained 3.1.23 renew 3.1.25
Paediatric first aider	Emma Penny	Teaching Assistant	Trained 11.1.23 renew 11.1.26

First Aider	Marium Hussain	Teaching Assistant	Trained 7.11.24 Renew 7.11.27
First Aider	Khadijah Ahmed	Teaching Assistant	Trained 7.11.24 Renew 7.11.27
Paediatric and Adult First Aider	Keeley Fraser	Safeguarding and Attendance Lead	Paed – Trained 10.1.23 Renew 10.1.26 Adult - Trained 7.11.24 Renew 7.11.27

### **Intent**

Each school within our Trust will assess the need for first aid provision and will identify the number of qualified First Aiders holding the First Aid at Work Certificate which ensures adequate cover within any of our school sites.

Each school will also identify the fully qualified Paediatric First Aiders to provide immediate first aid to the pupils in our schools 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. The person with the overall responsibility for the provision of first aid is the Head Teacher who will identify an Appointed person who has the overall responsibility for the organisation of first aid across the school.

### **Legislation and guidance**

Schools with Early Years Foundation Stage provision:

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](#) and the following legislation:

Schools without Early Years Foundation Stage provision:

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:

All schools:

- [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 pupil

### **Roles and Responsibilities**

In a school with EYFS provision, at least one person who has current paediatric first aid training must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – the school must have a sufficient number of suitably trained first aiders to provide care if employees or pupils are injured in school. Each school will identify an Appointed Person who is responsible for overseeing the arrangements for first aid within the school.

### **The appointed person(s) and first aiders are responsible for;**

- Ensuring they have access to relevant individual medical information about pupils 'with whom they work – to ensure medical response decisions are made in line with medical policy as well as the first aid policy. In the context of the Trust schools this is essential as some pupils will require specific response – and immediate call to 999.
- 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 help is summoned when appropriate
- Ensuring accident reports are completed and Information effectively reported through appropriate Trust Information Management Systems (WRM).
- Ensuring communication with parents about the incident.

**First Aiders are trained 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.
- Ensuring that an ambulance or other professional help is summoned when appropriate.
- Sending pupils home to recover, where necessary.
- Filling in an accident report on the same day, or as soon as reasonably practicable, after an incident.

**The schools appointed first aiders are listed in Appendix 1 – and their names will also be displayed prominently around school.**

**School Nurse/Appointed person**

It is the policy of our schools that the School Nurse/Appointed person is not, in the first instance, to be used in a First Aid capacity. However, they may be called upon in the immediate absence of a trained First Aider or to assist a First Aider in situations requiring another trained Professional for help and/or advice.

The school will continue to rely on the knowledge and experience of its trained First Aiders in order to administer appropriate treatment to injured persons in the first instance but retain the option of calling upon the services of the School Nurse/Appointed person, if felt appropriate, when they are on site. **In emergency situations**, the First Aider will still call for (or will instruct another member of staff to call) 999 and request that an Ambulance and Paramedics attend but can still be supported in the current situation by the School Nurse/Appointed person if required and appropriate.

**School staff are responsible for;**

- Ensuring they follow first aid procedures.
- Ensuring they know relevant individual medical information about pupils' with whom they work – to ensure medical response decisions are made in line with medical policy as well as the first aid policy. In the context of the Trust schools this is essential as some pupils will require specific response – and immediate call to 999.
- Ensuring they know who the first aiders and appointed person (s) are in school.
- Completing accident reports for all incidents they attend to where a first aider or appointed person is not called.
- Informing the headteacher or their manager of any specific health conditions or first aid needs.

### **First Aid Procedures**

In School Procedures – (individual school to develop further site-specific processes as necessary)

#### **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 first aider, if appropriate, who will provide the required first aid.
- The first aider, if called, will assess the injury, and decide if further assistance is needed from a colleague or from emergency services. They will remain on the scene until help arrives.
- The first aider will also decide whether the injured person should be moved to be placed in a recovery position.
- If the emergency services are called, the appointed person will ensure that parents are contacted immediately.
- If the first aider judges that 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.
- 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.

#### **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 and any pupil specific medical equipment/ medicines – in line with “Supporting Pupils with Medical Conditions Policy” (Appendix A – portable first aid kit contents).
- Information about specific medical needs of pupils.
- When transporting pupils using a school minibus or other large vehicle, the school will make sure that the vehicle is equipped with a clearly marked first aid box. (Appendix B – Minibus first aid box contents).
- Risk assessments will be completed by the class team and signed off by the EVC in school.

#### **There will always be at least one first aider on school trips and visits.**

Schools with Early Years Foundation Stage will also ensure that there is always 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.

#### **Notifying Parents**

The class teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, as soon as reasonably practical.

The Headteacher will notify the Director of Operations and the Deputy CEO of any serious accident or injury to, or the death of a pupil while in the schools care.

### **Record Keeping**

It is the responsibility of the First Aider who has administered first aid to ensure the First Aid register is up to date. All record keeping must contain the following information:

- First Aid register – detailing date, time, name of first aider, class number, injury description, treatment given, teacher notified, and parent notified – this must be completed on the 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.
- A copy of the accident report will be added to the appropriate school-based information management systems – ensuring it becomes part of pupils’ educational record”
- It will be the responsibility of the Appointed person to scrutinize such records for accuracy in notes/comments made reporting outcomes to the Head Teacher discussing any issues that may have been identified via such scrutiny.
- It is the responsibility of the Head Teacher to collate the information contained in the First Aid log and summarize this information into their safeguarding report for the Governing Body each term.
- All school staff can 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.
- 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 the staff to retake the full first aid course before being reinstated as a first aider.

### **Monitoring and Review**

- This policy will be monitored by the Appointed person, Head Teachers and The Executive Leadership Team - and reviewed in accordance with any new guidance given.
- The Trustees will have the responsibility for ensuring this policy is formally evaluated every year.
- Headteachers will ensure that all staff are aware of the first aid policy and school-based procedures. Additionally, the Head Teacher of each school and Appointed person will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this.
- The Safeguarding Governor will additionally monitor the process undertaken as part of their roles/responsibilities raising any queries in relation to daily practice with the Head Teacher.

- First Aiders will be asked to sign to state that they have read, understood and are willing to comply with this policy.

This policy will form part of a period of induction of any staff member who is new to the school (appendix B).

### **Reporting to the HSE**

Any accident which results in reportable injury will be recorded onto WRM by the appointed person/head teacher - this process will then advise the appropriate process of Reportable Injury, Disease, or Dangerous Occurrence as defined in the RIDDOR 2013 legislation. RIDDOR – Appendix D.

The incident will be reported to HSE as soon as is reasonably practicable and in any event within 10 days of the incident.

### **Links with other policies**

- Health and Safety Policy
- Risk Assessment Policy
- Policy on supporting pupils with Medical conditions

## **Appendix**

### **Appendix A - HSE recommended portable first aid kit**

1 x First Aid emergency booklet  
2 x Medium sterile dressing  
2 x Large sterile dressing  
2 x Triangular bandage  
2 x Sterile eye dressing  
40 x Washproof plasters  
20 x Sterile moist cleaning wipes  
1 x Microporous tape  
6 x Pairs of nitrile powder-free gloves



2 x Finger dressings  
1 x Revive aid  
1 x Disposable heat retaining blanket  
1 x Pair of tuff cut scissors  
1 x Conforming bandage  
1 x Burn dressing

#### **Appendix B - Minimum standard for Mini bus first aid kit**

1 x First Aid emergency booklet  
2 x Medium sterile dressing  
2 x Large sterile dressing  
2 x Triangular bandage 2  
x Sterile eye dressing  
40 x Washproof plasters  
20 x Sterile moist cleaning wipes  
1 x Microporous tape  
6 x Pairs of nitrile powder-free gloves  
2 x Finger dressings  
1 x Revive aid  
1 x Disposable heat retaining blanket  
1 x Pair of tuff cut scissors  
1 x Conforming bandage  
1 x Burn dressing

#### **Appendix C - RIDDOR**

RIDDOR includes;

- 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 of sight
  - Any crush injury 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 employees is away from work or not able to perform their duties for more than 7 consecutive days
- Where the accident leads to someone being taken to hospital
- Near miss events that do not result in an injury – but could have done.

## Appendix D

### The Reporting and Investigation of Incidents Introduction

This document is designed to provide advice and guidance for managers to enable them to comply with the Council’s Policy on the Reporting and Investigation of Incidents.

### What Needs to be Reported?

If in doubt – report it!

Type of injury	Report on WRM & to Director of Operations
<p>Minor injuries Any injury to anybody arising out of a work or school activity</p> <p>This will include incidents which:</p> <ul style="list-style-type: none"> <li>• Occur during any organised work or school activity <input type="checkbox"/></li> <li>• Occur due to a defect in property or equipment.</li> <li>• Required first aid treatment</li> </ul> <p>This WILL NOT include very minor injuries. For example; injuries to pupils occurring in the playground such as bumps, scrapes &amp; bruises are not included. A paper-cut to someone working in an office is not included, etc.</p>	Yes
<p>Violent Incidents</p> <p>Any instance of violence (physical or verbal) to an employee, trainee or contractor must be reported (regardless of whether an injury is sustained).</p>	Yes
<p>Over 7 day injuries</p> <p>Any injury to an employee, trainee or contractor which results in the injured party being unfit for normal duties for 7 or more consecutive days (excluding the day of the incident).</p>	Yes
<p>Hospitalisation of Non-Employees</p>	Yes

Any injury incident to a person not at work (e.g. Pupil or Client) taken from the scene of the accident to Hospital or other Medical facility	
Specified Major injuries Any injury which meets the criteria for specified major injuries as set out in the schedule of RIDDOR (below).	Yes
Death Death of anyone arising out of, or in connection with, any of the Council's undertaking.	Yes
Specified Dangerous Occurrences Any incident which meets the criteria for dangerous occurrences as set out in the schedule of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	Yes
Specified Occupational Diseases Any incident which meets the criteria for an occupational disease as set out in the schedule of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	Yes
Near Miss Any incident that, while not causing harm, has the potential to cause injury or ill health.	Yes

### How should Incidents be recorded?

Incidents should be recorded on the Trust's on-line Incident Reporting system – WRM  
<https://portal.workplace-rm.com/>

Staff are to complete a yellow accident form for pupils and a green accident/incident form for adults.

To report an incident you will need to be registered on the system. If you are not registered or wish to find out who is registered for your establishment please contact Mandy Winfield – Trust Business Manager [m.winfield@fet.ac](mailto:m.winfield@fet.ac) or 0121 809 0894 who will be able to set you up or put you in touch with a registered user.

### How should incidents be Investigated

Finding out how and why an incident occurred can provide valuable information to prevent a similar incident in the future.

Managers are expected to carry out preliminary incident investigations. In addition, all incidents will be reviewed our Director of Operations. if necessary, a detailed investigation will be carried out by our competent person (WRM).

Where a Safety Professional carries out an investigation the employee will be given the option to invite a union representative to participate in the process *If a Death, specified Major Injury or Specified Dangerous Occurrence occurs – make the area safe but try to preserve the scene of the incident as much as possible until you have contacted Health, Safety and Wellbeing Services – they will advise you of any further action required.*

### What about “Near Misses”

If an incident is reported to you where no-one was injured but there was the potential for serious injury you should investigate it as if it was an injury incident. These should be reported on a blue incident form which can be obtained from the office and once completed handed back to the office.

### Specified Major Injury

Specified Major Injury to anyone at work arising out of or in connection with work.

Note: A "suspected" specified major injury must be treated as a specified major injury (i.e. if it is suspected that someone has broken their leg, the procedure below must be followed - even if, at a later date, it is discovered that the leg was not broken).

Condition	Detail
Amputation	Amputations
Bone Fracture	other than fingers, thumbs or toes

<b>Burns</b>	Serious burns (including scalding) which: A) covers more than 10% of the body; B) causes significant damage to the eyes, respiratory system or other vital organs
<b>Crushing</b>	Any crush injury to the head or torso causing damage to the brain or internal organs
<b>Eye &amp; Eyesight</b>	Any injury likely to lead to permanent loss of sight or reduction in sight
<b>Loss of Consciousness</b>	Any loss of consciousness caused by head injury or asphyxia
<b>Scalping</b>	Any scalping requiring hospital treatment
<b>Any Other Injury</b>	leading to hypothermia, heat induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
<b>Hospitalisation</b>	Any injury to a person WHO IS NOT AN EMPLOYEE is reportable to the HSE if it causes them to be taken to hospital DIRECT from the site of the incident.