

FIRST AID POLICY

Presented to Full Trustees
2 October 2025

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¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus 3 years

Footnote:

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- MAT refers to Multi-Academy Trust

FIRST AID POLICY

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1.0 INTRODUCTION

- 1.1 Employers are required to provide adequate and suitable first aid equipment and facilities for employees (staff and students) under the Health and Safety (First-Aid) Regulations 1981 amended 2018. An assessment must be made of the first aid needs that are appropriate, taking into account factors such as the size and location of the workplace, and hazardous work activities undertaken. Employers must provide a suitable number of first aiders and/or appointed persons. First aiders must hold a certificate from an accredited training organisation.
- 1.2 First aid equipment includes a suitably stocked first aid box within the first aid room and numerous portable first aid kits for designated first aiders. Analgesics, eg paracetamol, are not included in the portable first aid bags, but may be available from the first aid room after gaining suitable consent from the parent/carer.
- 1.3 Employees must be informed of the first aid arrangements in the workplace:
- During the normal school day, week days during normal term time, there will always be a number of qualified first aiders on site. Contact is via the first aid room, Main Reception or Site Staff.
 - In the event that the duty first aider is summoned to the scene of an incident further provision can be sought from Main Reception or from the list in the first aid room.
 - During holiday periods when the school is open there should always be at least one qualified first aider on site.
 - If anyone should become ill or suffer injury after school hours, dependent on the degree of injury, emergency services should be called for or NHS111 should be used.

2.0 LEGISLATION

- 2.1 The Health and Safety at Work etc Act 1974 (HSAWA), requires the school to have a Health and Safety policy. Each school will have a risk assessment which covers:
- Numbers of first aiders
 - Numbers and locations of first-aid containers
 - Arrangements for off-site activities
 - Out of hours' arrangements
- 2.2 The Health and Safety (First-Aid) Regulations 1981 set out what employers have to do. Under these Regulations the employer must provide adequate and appropriate equipment, facilities and qualified first aid personnel. Where first aid is provided the school will ensure that:
- Provision for employees (staff and students) does not fall below the required standard
 - Provision for others complies with other relevant legislation and guidance
- 2.3 The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks.

3.0 SCOPE

- 3.1 This policy advises the Headteacher of the statutory duties of the school that are required by the Health and Safety (First Aid) Regulations (known as First Aid at Work Regulations), and the way these regulations are to be implemented in the school. The Regulations are backed by an Approved Code of Practice (ACOP L74).

4.0 POLICY

- 4.1 The school is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries at work. The school will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the organisation are met.
- 4.2 Should employees have concerns about the provision of first aid within the school, they should inform their line manager so the school can investigate and rectify the situation if necessary.
- 4.3 The Headteacher is responsible for the implementation of this policy.

5.0 RESPONSIBILITIES

5.1 The Headteacher's Duties

5.1.1 The Headteacher will ensure that:

- Suitable and sufficient equipment and facilities are provided.
- There are an adequate and appropriate number of suitable persons to provide first aid to employees, students and visitors who are injured or become ill at work.
- They have appointed a person to take charge of first aid facilities and equipment if the first aider is absent.
- They inform their employees and any agency staff under their control of first aid provisions, including the location of equipment, facilities and personnel.
- Insurance policies carry indemnification for qualified first aid staff who assist an employee, student and visitor who becomes ill or is injured.

5.2 First Aider (trained in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW)) - Main Duties

5.2.1 First aiders must complete a training course provided by a competent training provider. The main duties of a first aider are:

- 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 is called or other professional medical help via NHS111 is sought.

5.3 Employees' Duties

- 5.3.1 Employees have a duty to take reasonable care of their own health and safety and that of other people who may be affected by their work under the Health and Safety at Work etc Act 1974.
- 5.3.2 Employees have a duty to co-operate with the employer's health and safety arrangements.
- 5.3.3 Employees must ensure they complete an entry in the accident book as soon as possible after an injury. If this is not practical the entry needs to be made by a first aider.

- 5.3.4 All new staff are issued with a Staff Handbook, at the beginning of their employment, which covers the First Aid facilities within the school. This handbook is reissued to all staff at the start of the September term. In addition, the First Aid Policy is available to all staff on the school's intranet.

6.0 HIRE OF THE PREMISES

- 6.1 It is the responsibility of hirers to ensure that they have adequate First Aid provision whilst using the site. In the event of no mobile signal, the telephone at Main Reception may be used if it is accessible. It is the responsibility of hirers to familiarise themselves with the location of the telephone and how to get an outside telephone line.

7.0 FIRST AID PERSONNEL

- 7.1 First aid personnel are employees and have been assessed as suitable. The school will also nominate a person to take charge if a first aider is unavailable in exceptional circumstances. The appointed person does not need to be a qualified first aider, but will be given a clear indication of the responsibilities and training required.
- 7.2 In accordance with current HSE guidelines, First Aiders at Work (FAW) are qualified personnel who have received training and passed an examination. Emergency First Aiders At Work (EFAW) are qualified personnel who have received training and passed the course by assessment. All first aid personnel will be provided with refresher training at regular intervals to keep their skills up to date. An employer will still need to make an assessment of their first-aid needs to establish what provision for first aid is required. This will depend upon the workplace, taking into account, among other things, the number of employees, size, location and activity.
- 7.3 HSE has published final guidance to the Health and Safety (First Aid) Regulations 1981, and provided further guidance on the selection of first aid training providers.
- 7.4 The school will ensure there are sufficient first aid personnel (or an appointed person) within the school to adequately cover the school day. This includes school related evening and weekend events. A notice will be displayed in the first aid room, giving the location of first aid equipment and the names and locations of first aiders.

8.0 LEGAL INDEMNITY OF FIRST AIDERS

- 8.1 It is unlikely first aid personnel giving assistance to a colleague, student or visitor will become subject to legal action because of deterioration in the colleague, student or visitor's condition. The school insurance policies carry indemnification for qualified first aid staff who assist an employee, student and visitor who becomes ill or is injured.

9.0 URGENT TRANSPORTATION TO HOSPITAL

- 9.1 If it is considered necessary to send a patient to hospital by ambulance every effort will be made to contact next of kin or other designated emergency contact for the patient concerned. A member of staff will accompany a student to hospital if no designated contact person is available in time. A member of staff may accompany an adult patient, depending on the severity of injury.
- 9.2 In the event that contact with a parent or next of kin cannot be made, it may be necessary for the member of staff to stand 'in loco parentis' and give permission for a medical procedure to be carried out. This would only happen in an emergency and as a last resort.

10.0 NON-URGENT TRANSPORTATION

- 10.1 School staff may decide, in the light of such training, knowledge or skills as they may possess, that the nature of the patient's illness or injury, whilst not sufficient to require the attendance of the ambulance service, is such that medical opinion (either at a hospital casualty department or a local health centre) is advisable. In the case of head injuries, advice will always be taken from NHS111.
- 10.2 In such circumstances every effort will be made to contact the next of kin for the patient concerned.
- 10.3 If the contact is unable to attend then at least 2 staff members shall accompany the patient, who shall be transported in a member of staff's own car, provided that the appropriate business user insurance is in force.
- 10.4 Circumstances may also arise when such a patient still remains on site at the end of the school day and no designated emergency contact has been raised. The patient may be transported to their home address (by at least 2 members of staff as 10.3 above) and in the case of a student, provided it is felt reasonable for the student to be safely left at that address with parent/carer consent. School staff may similarly be called upon to exercise similar judgements when deciding whether the patient should return home using their normal mode of transport.

11.0 MINOR INJURIES OR ILLNESS

- 11.1 Following treatment for minor injuries or illness, the first aider will assess if the student/member of staff can carry on with their daily routine or if they need to be sent home or be collected.
- 11.2 If a student needs to be sent home, the First Aider will contact the parent/carer to arrange collection.
- 11.3 A record should be made of the details of all first aid administered including date, time, student name, Year Group, who seen and action taken / dose. (See section 14 for more information on specific accident reporting and Appendix 1 for example of first aid information that must be logged).

12.0 FIRST AID BOXES/BAGS

- 12.1 First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All kits will contain at least the minimum supplies suggested by L74: First Aid at Work: Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.
- 12.2 The location of all first aid boxes/bags and the name of the person responsible for their upkeep will be communicated by the first aid lead.
- 12.3 First aid boxes/bags will be maintained and restocked when necessary by authorised personnel. These personnel will be aware of the procedure for re-ordering supplies. Records of restocking will be kept. As a minimum first aid boxes/bags will be checked on an annual basis (including use by dates).

13.0 PORTABLE FIRST AID KITS

- 13.1 Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as:
- School trips

14.0 ACCIDENT RECORDING AND REPORTING

- 14.1 It is the responsibility of the any injured person to complete an accident form (see appendix 2) and this is then recorded in the First Aid records / accident book (see appendix 1) as soon as possible after an injury. When the injured person is unable to complete an accident form the first aider or witness (where relevant) should do so. When an accident results in admittance to hospital or inability to continue work, the Headteacher and Trust CEO must be informed immediately.
- 14.2 All accident forms are reviewed by the Site Manager and investigated when deemed necessary. A report is presented to the Local Governing Committee / Trust Board each term within the Premises Report.

15.0 STATUTORY REQUIREMENTS

- 15.1 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE by the school.
- 15.2 The school must keep a record of any reportable specified injuries, disease or dangerous occurrences. This must include:
- The date and method of reporting.
 - The date, time and place of the event.
 - Personal details of those involved and a brief description of the nature of the event or disease.
- 15.3 The following accidents must be reported to the HSE:
- Accidents resulting in death or major injury
 - Accidents which prevent the injured person from continuing their normal work for more than 7 days (including as a result of physical violence) not counting the day of the accident but including weekends and other rest days must be reported within 15 days of the accident.
 - Accidents must be recorded but not reported where they result in a worker being incapacitated for more than 3 consecutive days.
 - For definitions of Injuries, Diseases and Dangerous Occurrences refer to HSE Guidance on RIDDOR 2013.
- 15.4 For definitions of major injuries, dangerous occurrences and reportable diseases refer to HSE guidance on RIDDOR 2013 on www.hse.gov.uk
- 15.5 HSE must be notified of accidents resulting in death or a specified injury without delay (eg by telephone). Other reportable accidents do not need immediate notification, but they must be reported to HSE within 15 days. See www.hse.gov.uk/riddor/report.htm
- 15.6 For full details of Incident reporting in schools (accidents, diseases and dangerous occurrences) see <http://hse.gov.uk/pubns/edis1.htm>

16.0 MEDICAL CONDITIONS POLICY

- 16.1 The school will record the names and details of students who have known serious allergies or conditions that may require the administration of medication. In accordance with the Medical Conditions Policy an Individual Healthcare Plan (IHP) will be produced as required.

17.0 REVIEW

- 17.1 The Trust Board (or responsible committee) will review this policy in line with the procedure for policy review.

17.2 Date for Review

If no other reason for review (see policy review procedure) this policy will be reviewed in 3 years.

Appendix 1 – First Aid Record

This information should be the minimum collected by schools when logging when First Aid has been administered to either a pupil/student or staff member/visitor.

RECORD OF MEDICINE ADMINISTERED – TO BE COMPLETED BY SCHOOL

Name of school:

Date	Student Name	Form Group	Time	Condition	Medicine or treatment	Dose given	Any reactions	Staff Code	MIS ✓

Appendix 2 – Accident Report Form

School
logo

<NAME OF SCHOOL>
ACCIDENT REPORT

School
logo

Instructions for completion: Was any person injured? If "yes" complete the whole form.

- The injured person, or a designated person in the workplace may complete Parts A, B, C and E1. The relevant teacher/supervisor only must complete Parts D and E2. Member of SLT i/c Health & Safety to sign after its completion at E3.
- Tick boxes where indicated.
- Completion of this form is not an admission of any liability.

A: About the injured person

1 Name

2 Home address and postcode

3 Phone No: (inc STD code)

4 Date of birth

5 Gender: Male ☐ Female: ☐

6 Status of injured person (✓ any box applicable)

a) School employee ☐ (Go to 7)

b) Working self-employed ☐ (Go to 7)

c) Someone else's employee ☐ (Go to 8)

d) On a training scheme ☐

e) On work experience ☐

f) Client/Pupil ☐

g) Voluntary worker ☐

h) Member of the public ☐

7 Person's job title

8 Name and address of other employer

B: About the incident

1 Date of incident

2 Time (use 24 hour clock e.g. 06.00)

3 Address of where it happened

4 Location (e.g. kitchen, yard)

5 Briefly describe what was being done

C About the injury

1 Type of injury (e.g. fracture, cut, inhaled chemical)

2 Part of body (e.g. left arm, right eye)

3 How was the person affected? (✓ any box applicable)

a) Death ☐

b) Major injury/condition ☐

c) "Over 3 day" absence, expected absence or incapacity for usual work (AMVC employees only) ☐

d) Taken to hospital ☐

e) Hospitalisation for over 24 hours ☐

f) Became unconscious ☐

g) Needed resuscitation ☐

h) None of the above ☐

D: Information about the incident (To be completed only by the relevant teacher/supervisor)

1 Tick one box which best identifies the kind of incident

- | | | | |
|--|--------------------------|--|--------------------------|
| a) Contact with moving machinery or material being machined | ☐ | i) Exposed to or in contact with harmful substance | ☐ |
| b) Hit by a moving, flying or falling object | ☐ | j) Exposed to fire | ☐ |
| c) Hit something fixed or stationary | ☐ | k) Exposed to an explosion | ☐ |
| d) Injured while handling, lifting or carrying | ☐ | l) Contact with electricity/an electrical discharge | ☐ |
| e) Slipped/tripped/fell on the same level | ☐ | m) Physical assault | ☐ |
| f) Fell from a height <input type="text"/> Distance fell? <input type="text"/> m | ☐ | n) Threatened assault/verbal abuse | ☐ |
| g) Trapped by something collapsing | ☐ | o) A prescribed dangerous occurrence (see list in Admin, enter relevant number in box) | ☐ |
| h) Drowned or asphyxiated (lack of oxygen) | ☐ | p) Other | ☐ |

2 Describe the incident (Give details to include: substance involved; machinery; who involved and what they did; nature of supervision; who the supervisor was; whether the activity was authorised; whether the person was under instruction. Continue on separate sheet if necessary)

3 Follow up action: (Identify the cause of the incident. Describe what could have been/or has been/or will be done to prevent a recurrence.)

4 Injury treatment: Was the injured person

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| a) given first aid? | yes | ☐ | no | ☐ |
| b) treated by a doctor/nurse/paramedic | yes | ☐ | no | ☐ |
| c) treated in some other way? | yes | ☐ | no | ☐ |

Name of the first-aid/doctor/nurse or treating hospital

5 Witnesses: (tick any box applicable)

Were there any witnesses to events related to the incident? yes ☐ no ☐

Before ☐ During ☐ After ☐

Names (attach any relevant statements)

6 Record of attendance: (If a school employee was injured, state: (use 24 hour clock)

Normal hours they were expected to work

Start time	Finish time

Actual hours they worked

Start time	Finish time

E: About who has completed the form:

1 Injured person: (*delete as applicable) (to be signed by the person completing Parts A, B and C)

I am {the injured person name in Part A}* and I confirm that this report records the incident as described
{the designated person}*

Signed: Date:

2 Teacher/Supervisor in charge: (to be signed only by the person completing Part D)

The information contained in this report is correct to the best of my knowledge.

Signed: Date:

Print Name: Designation:

3 Member of SLT in charge of Health and Safety

Signed: Date: