



First Aid Policy

Green highlights represent the changes that were made in the last review.

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Statutory Requirements

This policy has been written with due regard to the following guidance and legislation:

- Supporting pupils at school with medical conditions DfE 2017
- SEND Code of Practice: 0-25 Years 2014
- Children and Families Act 2014 (Section 100)
- Equality Act 2010
- Mental Health and behaviour in schools: departmental advice for school staff DfE June 2014
- Schools Admissions Code DfE 1 Feb 2010
- The Data Protection Act 2018
- Ensuring a good education for children who cannot attend school because of health needs - DfE 2013
- Working Together to Safeguard Children 2023
- The Special Educational Needs and Disability Regulations 2014
- Misuse of Drugs Regulations 2001
- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- First aid in schools, early years and further education DfE 2022
- Early years foundation stage (EYFS) statutory framework DfE 2023
- Automated external defibrillators (AEDs): a guide for maintained schools and academies DfE 2023

Links to Other School Policies

- Accessibility Plan
- Children with Health Needs who cannot attend School Policy
- Attendance and Absence Policy
- Child Protection and Safeguarding Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- Equality Information and Objectives Policy
- Pupil's Mental Health and Well-being Policy
- Supporting Pupils with Medical Conditions
- Health and Safety Policy

• Records Management Policy

Introduction

First aid has three main aims:

- to preserve life
- to prevent injuries worsening and
- to promote the individual's recovery

The Health and Safety (First-Aid) Regulations 1981 requires employers to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

<https://www.hse.gov.uk/firstaid/legislation.htm>

This policy has been developed following the Department for Education and Employment's Guidance on First Aid for Schools.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf

In line with Health and Safety Regulations we will:

- formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible and practical steps are taken to meet the needs of all site users;
- ensure that appropriate training is provided and that correct procedures are followed, so that staff have sufficient understanding, confidence and expertise;
- establish a procedure to ensure that all accident trends are monitored by the Governing Board and actions taken where necessary;
- establish suitable investigation methods for significant accidents/incidents/near misses;
- ensure that appropriate authorities are notified of significant accidents/incidents;
- ensure that all reasonably practicable steps are taken to maintain the health and welfare of all persons using the premises;
- ensure that all reasonably practicable steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits;
- establish and maintain safe working procedures amongst staff and pupils;
- ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

Roles and Responsibilities

The Governing Board

When conducting monitoring visits Governing Board should review first aid records and trends.

The Headteacher:

- Is responsible for putting the trust policy into practice and for developing detailed procedures;
- Must ensure that the first aid provision does not fall below the required standard;
- Must ensure that provision for pupils and others complies with other relevant legislation and guidance;
- Should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

School Staff:

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their own children.

Policy Implementation

The overall responsibility for the implementation of this policy is given to the Headteacher, who:

- must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons;
- must ensure that there are enough trained staff to meet the statutory requirements, allowing for staff absence.

Assessment of Need

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. The Headteacher will consider all users of the school to include pupils, staff, parents, volunteers, visitors and contractors.

The governing board and/or Headteacher should regularly review the school's first-aid needs (at least annually), and particularly after any staff changes, to ensure that the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

Training

A first aider must hold a valid certificate of competence, issued by an organisation who can demonstrate how they satisfy certain criteria set by the Health and Safety Executive (HSE). These criteria include:

- the qualifications required for trainers and assessors
- monitoring and quality assurance systems
- teaching and standards of first-aid practice
- syllabus content
- certification

Level 3 First Aid training courses cover a range of first aid competences:

- First Aid at Work (18-hour course)
- Emergency First Aid at Work (6-hour course)
- Paediatric First Aid (12-hour course)
- Emergency Paediatric First Aid (6-hour course)

The HSE produce guidance on the standards and requirements of the above courses.

The Headteacher will arrange for their staff to undertake an appropriate first aid course, based on their risk assessment, to ensure adequate cover for both pupils and adults for all on-site, and off-site activities.

First aid certificates issued by an Ofqual Awarding Board are valid for three years. **The Headteacher** will adhere to best practice and arrange refresher training and retesting of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employers can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. **The Headteacher or designated person** will keep a record of first aiders and certification dates.

Mental Health First Aid

In line with our 'Pupil's Mental Health and Well Being' policy, it is important for schools to recognise mental health needs in the same way as physical first aid needs.

The school will ensure that it has at least one trained Mental Health First Aider who is able to identify, understand and help a person who may be developing a mental health need. Mental Health First Aid certification is valid for 3 years and the school will ensure that renewal of qualifications is maintained, to provide adequate MHFA cover.

Early Years Foundation Stage (EYFS)

The Headteacher will ensure that there are adequate numbers of staff trained in Level 3 Paediatric First Aid for EYFS settings. It is a legal requirement to ensure that the school has access to a Paediatric First Aider, at all times. To ensure that this criteria is met, the school must consider possible staff absence and staff out of school, i.e. on visits/outings.

Staff and Pupils with Specific Health Needs

In line with our 'Supporting Pupils with Medical Conditions' policy, **the SENCo** will ensure that a pupil's Individual Health Care Plan will be documented to reflect any special measures that the school must take. This information will be shared with all first aiders, where appropriate, to ensure that they are aware of any specific health needs. First aiders are not permitted to administer specific medication or injections for specific health needs unless identified in a pupils' Individual Health Care Plan. Each Individual Health Care Plan will ensure that designated members of staff are allocated and appropriately trained to be able to deliver the care needed.

The school will also consider the specific medical needs of staff members, should there be any exceptional circumstances, for example:

- If a pre-employment health questionnaire highlights a specific health risk;
- Following a return-to-work interview, a clear risk to the staff member is identified.

This information will be shared with all first aiders, where appropriate, to ensure that they are aware of any specific health needs.

First Aid Kits

The Headteacher or designated person will provide the proper materials, equipment and facilities at all times. First-aid equipment will be clearly labelled and easily accessible. The HSE recommends that first aid kits conform to British Standard (BS) 8599.

First aid kits will be kept fully stocked and all sterile products will be in-date. The number of kits, and their locations in school will be determined when assessing needs. The kits should be checked periodically and documented by an appointed person. All staff will be aware of the whereabouts of first aid kits on the school site.

First Aid Accommodation

The school will ensure that there is suitable and sufficient accommodation for first aid to be administered, according to the assessment of first-aid needs identified. This should contain a washbasin and be reasonably near to a toilet. The area need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

Hygiene and Infection Control

The school will ensure that all staff take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other bodily fluids and disposing of dressings or equipment. Staff should refer to the school's Cleaning Bodily Fluids risk assessment.

Automated External Defibrillators (AEDs)

All schools have access to an AED, the location of which is known to all staff. 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, and usually during the first INSET session of the academic year.

First Aid Procedure

If an incident, illness or injury occurs, the member of staff in charge will call for a first aider.

A first aider will assess the situation and take charge of first aid administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay by following the Emergency Procedure flow chart (see *Emergency Procedures* below).

Reporting Accidents and Record Keeping

All first aid accidents must be recorded, and the records securely stored. For the purposes of an accident investigation, the school should seek permission from parents/carers before sharing any medical information with any other party.

Statutory Requirements

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE. Keystone Academy Trust schools can contact YMD Boon Health and Safety Services for further advice with regards to RIDDOR when required.

The school must keep a record of any reportable injury, disease or dangerous occurrence. 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. This record can be combined with other accident records; however, our schools use YMD Boon's RIDDOR accident portal to report serious incidents.

For definitions of major injuries, dangerous occurrences and reportable diseases see HSE guidance on RIDDOR 2013, Education Information Sheet No 1 (Revision 3):

[Incident reporting in schools \(accidents, diseases and dangerous occurrences\) EDIS1](#)

The Headteacher will ensure that all accident records are stored securely at all times.

Accident reports for significant injuries, which require the pupil to be taken to hospital, should be kept securely until that pupil is 25 years of age.

Accident reports for all other minor injuries will be kept securely until the pupil leaves the school, i.e. to move to secondary school or to move to another primary school.

Parental Communication

The school will communicate accidents to parents as follows:

- All head and facial injuries (no matter how minor) will be communicated to parents/carers by telephone at the time of the accident, or as soon after as physically possible. Parents/carers should make the decision, based on the First Aider's accident report, as to the next course of action required, if the emergency services are not being called.

The following will be communicated to parents/carers immediately, alongside communication with the emergency services if necessary, **in line with the Emergency Procedure flow chart (see *Emergency Procedures* below).**

Significant injuries:

- unconsciousness
- fractures/suspected fractures
- bleeding **that cannot be stopped**
- **severe superficial injuries**
- amputations
- crush injuries
- burns
- dislocations/suspected dislocations
- head/neck/spinal trauma

Illness:

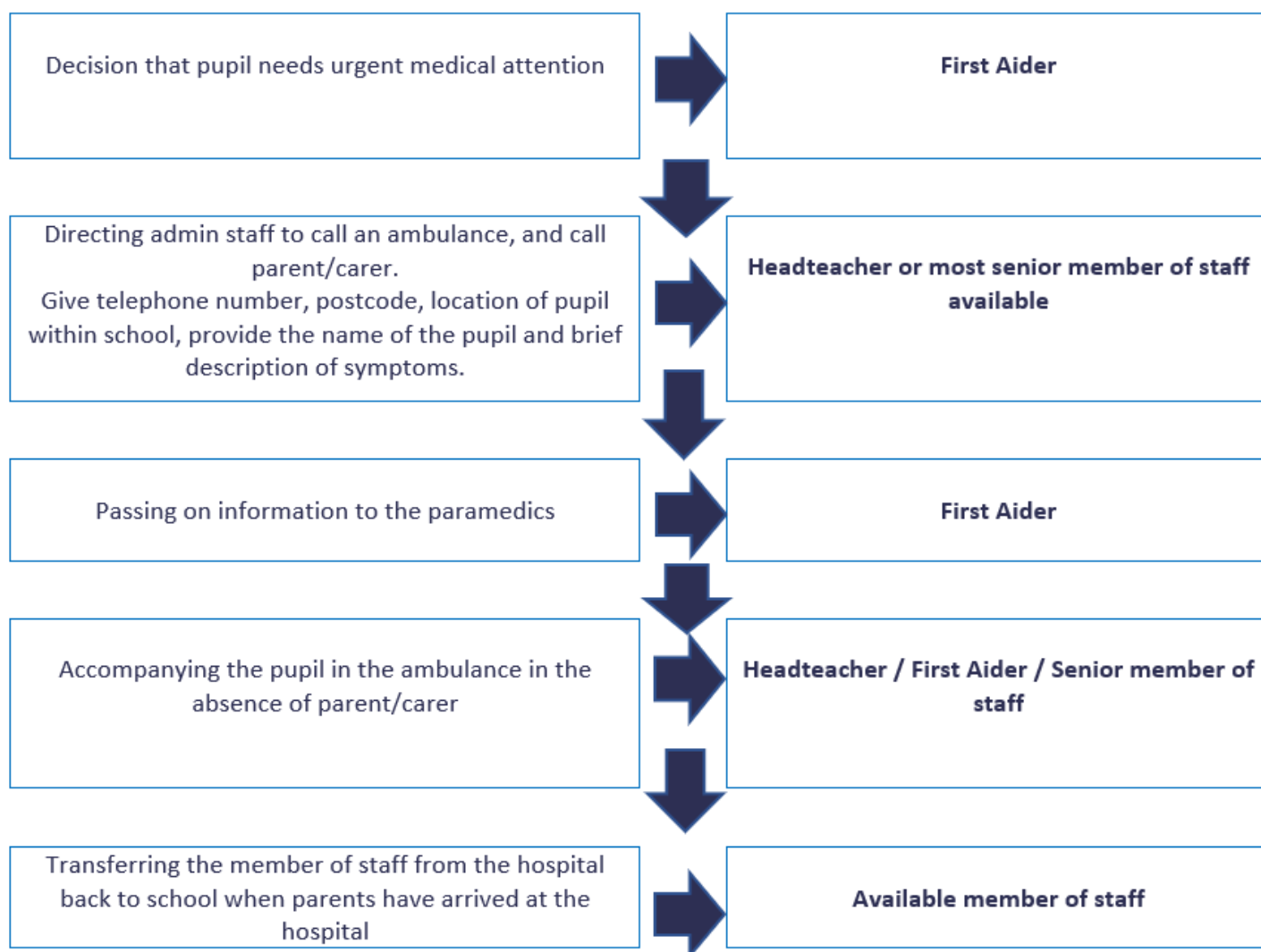
- unconsciousness
- cardiac arrest
- seizures
- asthma attack
- hypoglycaemia
- hyperglycaemia
- meningitis
- sepsis
- anaphylaxis

Emergency Procedures

The flowchart below follows 'Template F' of the Department for Education's statutory guidance.

Staff should not take pupils to hospital in their own vehicle, unless it is an emergency situation which ensures that the pupil receives quicker professional medical attention by doing so. This must be assessed following dialogue with the emergency services. Staff should not travel alone with a pupil in their own car.

Where an Ambulance needs to be called in school, there are several roles which need to be fulfilled. The responsibility for these roles is fluid, in the case of staff absence. All staff should be aware of the following procedures:



Liability and Indemnity

In the event of a claim alleging negligence by a member of the school staff, action is likely to be taken against the school rather than the employee. The Trust will make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their training, and employment.

Complaints

Should parents/carers be unhappy with any aspect of their child's care, then they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be addressed. If this does not resolve the problem or allay the concern, the problem should be brought to the attention of a member of the senior leadership team, who will, where necessary, bring concerns to the attention of the Headteacher.

If the situation remains unresolved, then a letter outlining the concern should be sent formally to the Clerk to the Governors at the school address in line with the Trust's Concerns and Complaints Policy.

Additional Guidance

[First aid in schools, early years and colleges - GOV.UK](#)

[DfE Early years Foundation Stage Statutory Framework January 2024](#)

[Incident reporting in schools \(accidents, diseases and dangerous occurrences\) EDIS1](#)

[RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - HSE](#)

[First aid in work: What to put in your first aid kit - HSE](#)