



Staploe Education Trust

# First Aid Policy

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## 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, volunteers, pupils and visitors
- Ensure that staff, volunteers, Members, Trustees and Advisory Body members, 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. Objectives

- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of each school
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of each school's First Aid arrangements
- To keep accurate accident records and to report as necessary to the Local Authority through our service level agreement. More serious accidents and occurrences will be reported by the Local Authority on the school's behalf to the Health and Safety Executive (HSE) under the Diseases and Dangerous Occurrences Regulations (RIDDOR)

## 3. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) and advice from the Department for Education on [first aid in schools](#), [health and safety 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 by 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 funding agreement and Articles of Association.

## 4. Roles and responsibilities

The Headteacher of each school is ultimately responsible for implementing this policy, identifying a responsible staff member (Appointed person(s)) for managing first aid and the administration of medicines, and ensuring that appropriate resources and staff training are available in line with current health and safety legislation. They should ensure that the policy and information on the school's arrangements for first aid are made available to parents and carers.

### 4.1 Appointed person(s)

The designated appointed person(s) in each school are responsible for:

- 
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that there are adequate supplies of accident books within the school
- Ensuring that accidents are reported in the accident book
- Reporting serious accidents and incidents to the Local Authority via the portal. The reporting procedure is documented in the **“Incident and Accident Reporting Guidance”** document
- Ensuring that a record of near misses are recorded and reported to the Facilities Manager

Appointed person(s) in each school

School	Appointed Person(s)	Deputy
Soham Village College	Student Support Services	Student Support Services
The Weatheralls Primary	Duncan Poyser	Experienced First Aider
The Shade Primary	Pauline Whitwell	Member of SLT
Kennett Primary	Reception staff	Reception staff

## **4.2 First aiders**

A list of each schools first aiders can be obtained from the individual schools Health and Safety folder within Teams.

Additionally, a list will be displayed alongside the First Aid poster (Appendix 1) at various locations within each school.

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Notifying the Appointed Person if first aid supplies are running low so that orders can be placed
- Replenishing the contents of the first aid kits when orders arrive in school

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
- Sending pupils home to recover, where necessary
- Completing an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Executive PA [KTye@staploeducationtrust.org.uk](mailto:KTye@staploeducationtrust.org.uk)

## **4.3 The Trust Board**

The Trust Board has ultimate responsibility for health and safety matters in the schools, but delegates operational matters and day-to-day tasks to the Headteachers supported by the Facilities Manager.

## **4.4 Facilities Manager**

- Ensures appropriate risk assessments are completed and appropriate measures are put in place
- Ensures that each school has the required number of properly trained first aid personnel. This must include trained paediatric first aid personnel for Early Years Foundation Stage provision. The First Aid Requirements Risk Assessment must be completed at least annually with each Headteacher
- Ensures that first aiders have an appropriate qualification, keep their training up to date and remain competent to perform their role

- Ensures that the correct reporting procedures are followed including serious incidents and near misses
- Ensures all staff are aware of first aid procedures
- Undertakes, or ensures that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place

#### **4.5 The Headteacher**

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that adequate space is available for catering to the medical needs of pupils

#### **4.6 Staff**

School staff are responsible for:

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

### **5. First aid procedures**

#### **5.1 In-school 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. In the absence or delay of a first aider attending, nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency
- The first aider will also decide whether the injured person should be moved or placed in the 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. Upon their arrival, the first aider will recommend next steps to the parents/carers

- If emergency services are called, a senior member of staff will contact parents/carers immediately
- 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

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

## **5.2 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
- Information about the specific medical needs of pupils
- Parents'/carers contact details

Risk assessments will be completed by the visit organiser prior to any educational visit that necessitates taking pupils off school premises.

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

## **Off-site procedures for Early Years**

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

# **6. First aid equipment/facilities**

## **6.1 First Aid Kits**

First aid kits are identified by a white cross on a green background.

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

- A leaflet with general first aid advice
- 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

No medication is kept in first aid kits.

It is important that first aid kits taken off-site have at least one litre of sterile water or saline in sealed, disposable containers available for eye irrigation as mains tap water may not be readily available.

No medicinal substances or materials are permitted within the first aid kit.

It is the responsibility of the appointed person and first aid trained staff to ensure the contents of first aid boxes, including any mobile first aid boxes for offsite use, are frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

The location of first aid boxes in each school are detailed in Appendix 2.

## **6.2 Automated external defibrillators (AEDs)**

Where a school has procured an AED, its location will be clearly sign posted and communicated to all staff.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device / instructions provided by the manufacturer.

## **6.3 Medical Room**

First aid will usually be administered in a room that meets the requirement of the of HSE and DfE guidance. All of our schools have medical rooms. Specifically, the room will:

- be suitable for medically examining and treating individuals
- be suitable for short-term care of sick and injured individuals
- have washing facilities
- be near a toilet
- cater for pupils on roll with complex needs
- be accessible to stretchers
- have a secure, dry area to store first aid materials
- have a foot operated refuse container, lined with yellow, disposable clinical waste bags or a container suitable for the safe disposal of clinical waste
- have a telephone or other communication equipment



The medical rooms at our schools will not be combined with hygiene rooms. Where medical rooms have a dual use, the room will be vacated immediately for medical use.

## **7. Record-keeping and reporting**

### **7.1 First aid and accident record book**

- The accident book will be completed by the appointed person or first aider on the same day or as soon as possible after an incident resulting in an injury. If a staff member is injured on the school site and chooses not to alert an appointed person or first aider, they must ensure they still complete the accident book
- As much detail as possible should be supplied when reporting an accident
- A copy of the accident report form will also be added to the pupil's educational record by the first aider. Copies of accident forms pertaining to staff must be sent to the Facilities Manager and will be held securely within the SET- Accident Reporting folder on Teams.

Records held in the accident book 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.

### **7.2 Reporting of serious accidents and incidents**

In the event of a serious accident, the **Health and Safety Incident and Accident Reporting Guidance** must be followed to ensure correct procedures are adhered to.

### **7.3 Notifying parents**

The attending first aider or senior member of staff 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.

Parents/carers will be informed of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop. If the pupil remains in school they should be monitored throughout the rest of the school day.

A list of emergency contacts will be kept on the school database.

### **7.4 Reporting to Ofsted and child protection agencies**

The Facilities Manager 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.

Each schools designated person as described in the **Health and Safety Incident and Accident Reporting Guidance** will also notify the Local Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **8. Consent**

Parents/carers will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – this form will be updated periodically.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind.

If consent is not given for first aid the school will meet with the staff member or pupil's parents/carers to discuss their reasons so they can take appropriate action in an emergency. A record of what actions can be taken will be stored on the pupil's records.

## **9. Training**

All school 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 Trust 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.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early years setting. Please see the DfE Statutory framework for the early years foundation stage for further details.

## **10. Monitoring arrangements**

This policy will be reviewed by the Facilities Manager annually. This review may be brought forward as required by the Trust to reflect changes in supporting advice/guidance.

## **11. Links with other policies and guidance**

This first aid policy is linked to the

- Health and Safety Policy
- Health and Safety Incident and Accident Reporting Guidance
- Policy on supporting pupils with medical condition

## Appendix 1: First Aid Poster



# FIRST AID

**Your nearest first aiders are:**

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**The nearest first aid box is situated:**

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**Reporting an accident:**

**Once the casualty has been dealt with please report the accident as follows:**

**Minor:**

Minor and superficial injuries such as bumped heads and grazed knees can be recorded in the local first aid book located in the school office.

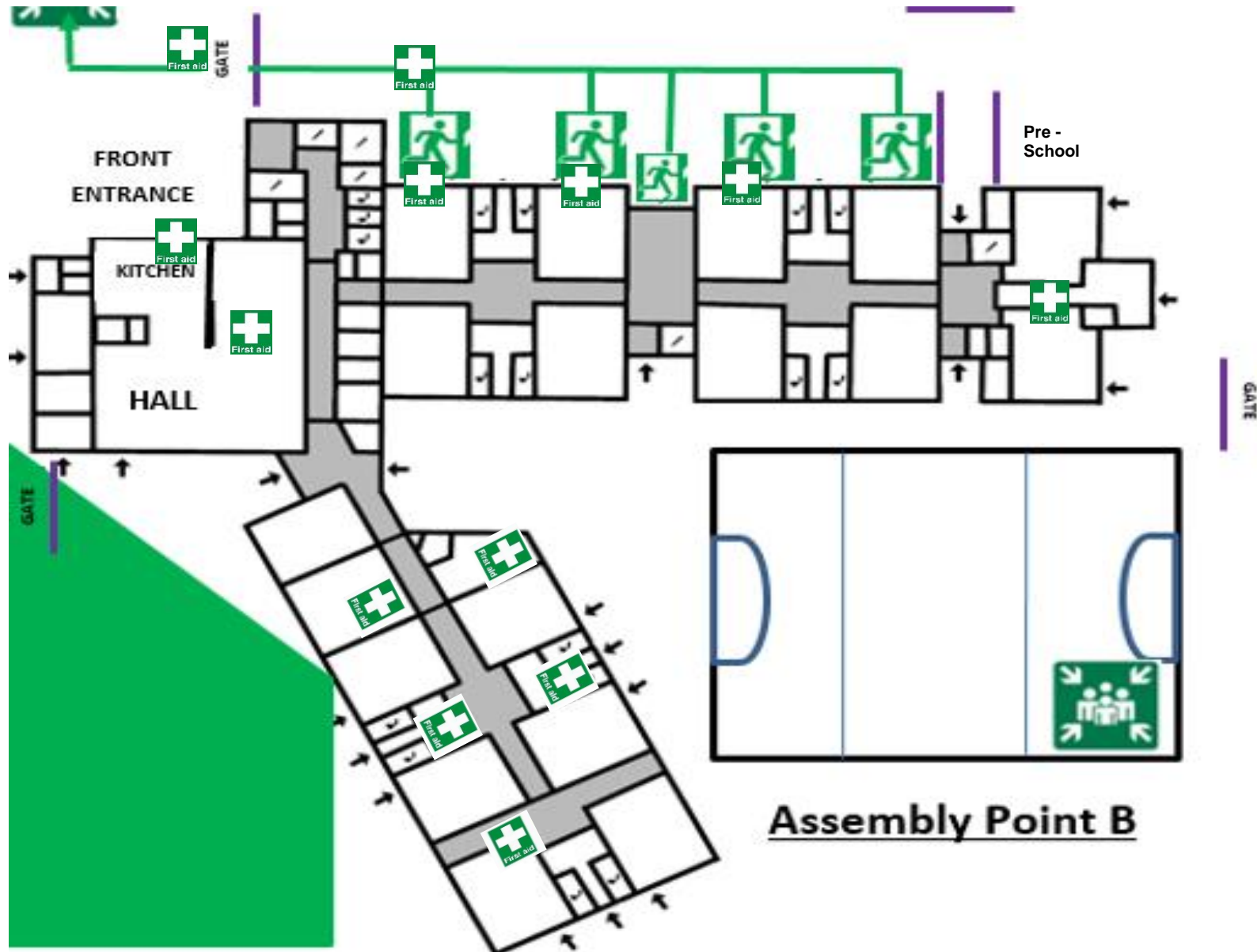
**Serious:**

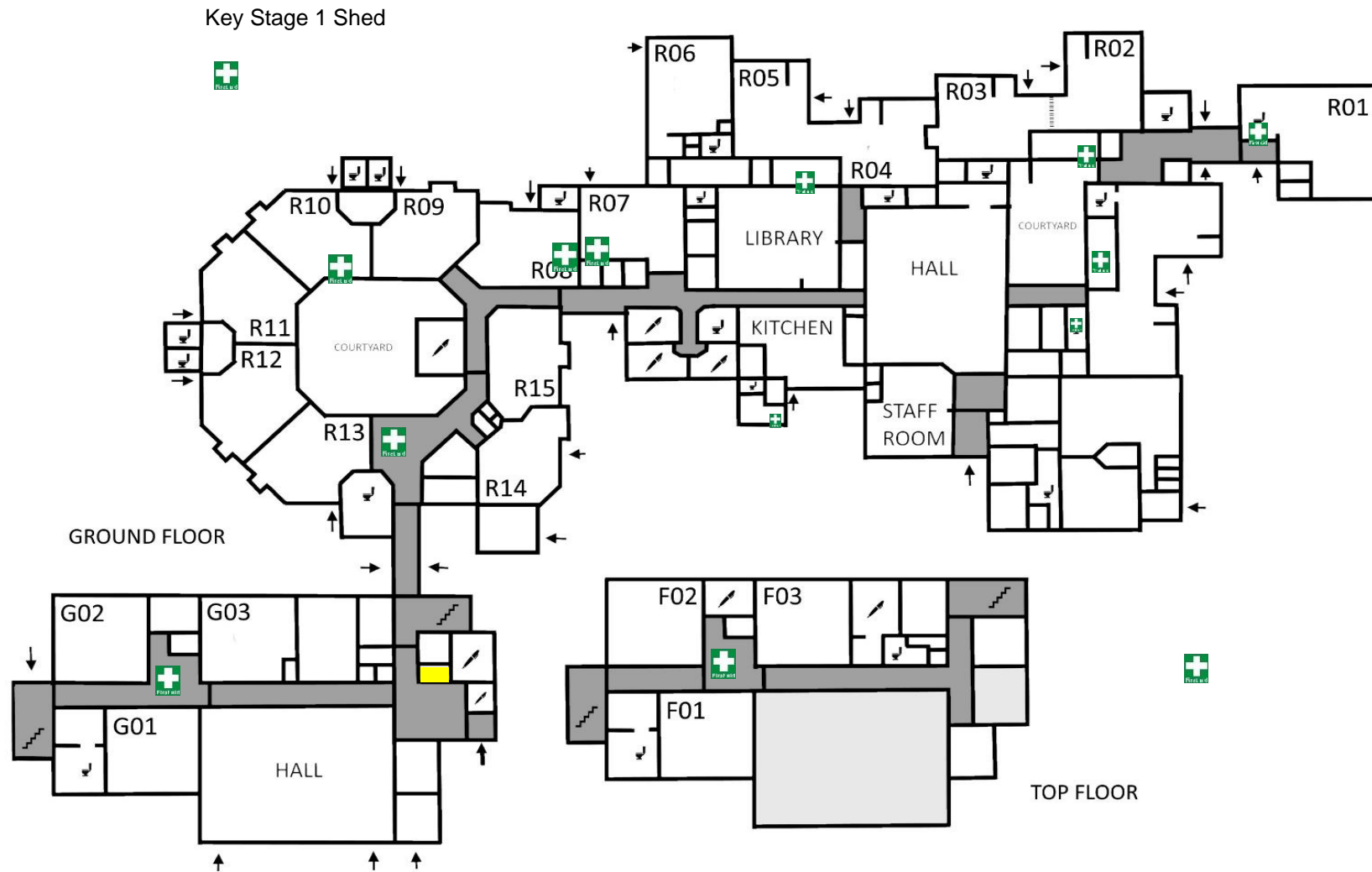
Accidents of a more serious nature need to also be reported on the online Health & Safety Incident Report form.

Please inform the Headteacher or Appointed person(s).

## Appendix 2: First Aid Points









First Aid Kit, Labelled



**First Aid Kit, Unlabelled**

