



First Aid Policy

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Approved By	FARR Committee	Status	Statutory
Last Review	March 2026	Next Review	March 2028

Details of Policy Updates

Date	Details
March 2024	Addition of section 2.5 'Mental Health First Aider'
March 2026	Section 2.3 changed 'DFO' to 'Office Manager'
	Section 3.2 inclusion of process for 'bumped head'

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1.Statement of Intent

The Board of Trustees believe that ensuring the health, safety and welfare of staff, students and visitors is essential to the success of the schools within the Trust.

We are committed to:

- Completing first aid needs risk assessments for every significant activity carried out.
- Providing adequate provision for first aid for students, staff and visitors.
- Ensuring first-aid materials, equipment and facilities are available, according to the findings of the risk assessment.
- Ensuring procedures for providing first aid are in place and are reviewed regularly.

We will ensure all staff (including supply staff) are aware of this policy and that sufficient trained staff are available to implement the policy, including in contingency and emergency situations.

We will also make sure that the school is appropriately insured.

This policy has safety for the students and adults receiving first aid as its highest priority.

This policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation.

2. Roles and Responsibilities

2.1 The Board of Trustees and CEO

- The Board of Trustees and CEO has ultimate responsibility for health and safety matters - including First Aid in the school.
- Ensure the first aid risk assessment and provisions are reviewed annually and/or after any operational changes, to ensure that the provisions remain appropriate for the activities undertaken.
- Provide first aid materials, equipment and facilities according to the findings of the risk assessment.

2.2 The Headteacher and Director of Finance and Operations (DFO)

- Carry out an assessment of first aid needs appropriate to the circumstances of the workplace, review annually and/or after any significant changes.
- Ensure that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times and that their names are prominently displayed throughout the school.
- Ensure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensure all staff are aware of first aid procedures.
- Ensure appropriate risk assessments are completed and appropriate measures are put in place.
- Undertake, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensure that adequate space is available for catering to the medical needs of students.
- Report specified incidents to the Health and Safety Executive (HSE), when necessary.

2.3 The Lead First Aider

- Work with the Headteacher/Office Manager to determine the training needs of school staff.
- Co-ordinate the administration of first aid in line with current training and the requirements of this policy.
- Periodically check the contents of each first aid box and any associated first aid equipment (e.g. Defibrillators) and ensure these meet the minimum requirements, quantity and use by dates and arrange for replacement of any first aid supplies or equipment which has been used or are out of date.
- Take charge when someone is injured or becomes ill.
- Ensure that an ambulance or other professional medical help is summoned, when appropriate.
- Complete accident report forms.
- Assist with investigations.

2.4 First Aiders

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 students home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

2.5 Mental Health First Aider

The appointed persons are responsible for:

- Providing mental health first aid as needed, at their level of competence and training.
- Providing help to prevent mental health issues from becoming more serious before professional help can be accessed.
- Promoting the recovery of good mental health.
- Providing comfort to an individual with a mental health issue.
- Acting as an advocate for mental health in the workplace, helping reduce stigmas and enact positive change.
- Escalating and document any matters if required within a suitable timeframe.
- Ensuring they maintain confidentiality as appropriate.
- Listening non-judgmentally.

2.6 Other Staff

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are and contact them straight away.
- 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.

3. Arrangements

3.1 First Aid Boxes

- The locations of first aid boxes are clearly signposted throughout the buildings.

3.2 First Aid

In the case of a student accident, the procedures are as follows:

- The member of staff on duty calls for a first aider; or if the student can walk, takes him/her to the first aider.
- The first aider administers first aid.

- Parents are updated on the first aid provided and nature of injury and this is recorded on their Arbor communication Log.
- Full details of the accident are recorded in the accident book.
- In the event of a 'bumped head' incident the parents are informed, and the student is sent home with a bumped head information slip.
- If the student has to be taken to hospital or the injury is 'work' related then the accident is reported to the Headteacher.
- If the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), then the DFO will arrange for this to be done.

3.3 Insurance Arrangements

- The trust has adequate insurance as part of the Government RPA for Schools
<https://www.gov.uk/guidance/the-risk-protection-arrangement-rpa-for-schools>

3.4 Educational Visits

- In the case of a **residential visit**, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre.
- In the case of **day visits** a trained First Aider will carry a travel kit in case of need.

3.5 Accidents/Illnesses requiring Hospital Treatment

- If a student has an incident, which requires urgent or non-urgent hospital treatment, the school will be responsible for calling an ambulance in order for the student to receive treatment. When an ambulance has been arranged, a staff member will stay with the student until the parent arrives, or accompany a student taken to hospital by ambulance if required.
- Parents will then be informed and arrangements made regarding where they should meet the student. It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.

3.6 Defibrillators

- Defibrillators are available within the school as part of the first aid equipment. First aiders are trained in the use of defibrillators.
- The local NHS ambulance service must be notified of its location.

3.7 Accident Recording and Reporting

- First aid and accident record book
 - An accident form will be completed by the relevant member of staff 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 completing the accident form – which must be completed fully.

- A copy of the accident report form will also be added to the student's educational record by the relevant member of staff.
- Records held in the first aid and 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.
- Reporting to the HSE
 - The DFO 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).
 - The DFO will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 15 days of the incident. 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 scalping 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 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.

- Information on how to make a RIDDOR report is available here:
<http://www.hse.gov.uk/riddor/report.htm>
- Notifying parents
 - The first aider who has administered the first aid check will inform parent/carer of any accident or injury sustained by the student, and any first aid treatment given, on the same day.
- Reporting to Ofsted and child protection agencies
 - Registered Early Years Providers will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in their care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.
 - The Headteacher will also notify the relevant Local Authority of any serious accident or injury to, or the death of, a student while in the school care.

4. Conclusions

- This First Aid policy reflects the Trusts serious intent to accept its responsibilities in all matters relating to management of first aid. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.
- The storage, organisation and administration of first aid provision is taken very seriously. The schools carry out regular reviews to check the systems in place meet the objectives of this policy.

Further Guidance

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education.

- HSE
<https://www.hse.gov.uk/>
- The Health and Safety (First-Aid) Regulations 1981
<https://www.legislation.gov.uk/uksi/1981/917/regulation/3/made>
- Department for Education and Skills
www.dfes.gov.uk
- Department of Health
www.dh.gov.uk
- Disability Rights Commission (DRC)
www.drc.org.uk
- Health Education Trust
<https://healtheducationtrust.org.uk/>
- Council for Disabled Children
<https://councilfordisabledchildren.org.uk/>
- Contact a Family
www.cafamily.org.uk

Resources for Specific Conditions

- Allergy UK
<https://www.allergyuk.org/>
- <https://www.allergyuk.org/living-with-an-allergy/at-school/>
- The Anaphylaxis Campaign
www.anaphylaxis.org.uk
- SHINE - Spina Bifida and Hydrocephalus
www.shinecharity.org.uk
- Asthma UK (formerly the National Asthma Campaign)
www.asthma.org.uk
- Cystic Fibrosis Trust
<https://www.cysticfibrosis.org.uk/>
- Diabetes UK
www.diabetes.org.uk
- Epilepsy Action
www.epilepsy.org.uk
- National Society for Epilepsy
www.epilepsysociety.org.uk
- Hyperactive Children's Support Group
www.hacsg.org.uk
- MENCAP
www.mencap.org.uk
- National Eczema Society
www.eczema.org
- Psoriasis Association
www.psoriasis-association.org.uk/