

FIRST AID POLICY

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CONTENTS

1.0 INTRODUCTION	4
2.0 POLICY STATEMENT	4
3.0 ROLES AND RESPONSIBILITIES	4
3.1 TRUST BOARD & PRINCIPAL	4
3.2 TEACHERS AND SUPPORT STAFF	4
3.3 FIRST AIDERS	5
3.4 APPOINTED PERSON	5
3.5 NUMBER OF FIRST-AIDERS	5
3.6 FIRST AID MATERIALS, EQUIPMENT & FACILITIES	6
3.6.1 General First Aid Kits	6
3.6.2 Travelling first aid containers	6
3.6.7 ACADEMY MINI BUS FIRST AID CONTAINER	6
3.6.4 FIRST AID ROOM	6
3.7 SIGNS AND NOTICES	6
3.8 ACCESS FOR AMBULANCE	7
4.0 PROCEDURES	7
4.1 REPORTING AN INCIDENT REQUIRING FIRST AID	7
4.2 FIRST AID RECORDS	7
4.4 COMMUNICATION WITH PARENTS/CARERS	8
4.5 BUMPS ON THE HEAD	8
4.6 PROTECTION FROM DISEASES CARRIED IN BODILY FLUIDS	8
4.7 DISPOSAL OF CLINICAL WASTE	8
4.8 HIGHER RISK AREAS IN THE ACADEMY	8
4.9 SPECIFIC RISK PROCEDURES (ANIMAL CARE, LABORATORY, DENTAL)	8
5.0 THE USE OF STAFF CARS IN EMERGENCIES	9
6.0 HOSPITAL CONSENT FORMS	9
7.0 CONTRACTORS AND HIRERS	9
8.0 RELIGIOUS AND CULTURAL CONSIDERATIONS	9
9.0 RELATED POLICIES AND GUIDANCE	9

1.0 INTRODUCTION

First aid is crucial for saving lives and ensuring minor injuries do not become severe. In compliance with health and safety legislation, the school maintains adequate first aid equipment and facilities, based on a rigorous First Aid Needs Assessment.

While legal requirements primarily address employees, this policy extends comprehensive first aid provision to all individuals on site and during school-organised activities—including staff, students, and visitors. This commitment reflects guidance from the Health & Safety Executive (HSE) and the Department for Education (DfE), and our fundamental responsibility to children as being in loco parentis.

This policy clearly outlines the school's robust first aid system, ensuring all members of the school community are aware of the procedures for managing injuries and preventing potential dangers.

2.0 POLICY STATEMENT

The Academy is committed to providing a safe and healthy environment for all members of its community, including students, staff, and visitors, both on site and during off-site activities.

We achieve this by:

- Proactively promoting health and safety awareness to prevent accidents and mitigate dangers.
- Ensuring immediate and effective first aid response in emergencies, focused on reducing injury impact and preserving life.
- Appointing and maintaining an appropriate number of suitably trained first aiders and appointed persons.
- Providing sufficient and appropriate first aid equipment, resources, and facilities.
- Informing staff and parents/carers about our first aid arrangements.
- Maintaining accurate accident records and reporting relevant incidents to the HSE in accordance with RIDDOR 2013.

3.0 ROLES AND RESPONSIBILITIES

Responsibility for health & safety rests with the Trust Board and the Principal.

3.1 TRUST BOARD & PRINCIPAL

The Trust Board has overall responsibility for health and safety compliance for the Academy and off-site activities.

The Principal will ensure the policy is implemented, regularly reviewed and communicated to staff, parents and carers.

3.2 TEACHERS AND SUPPORT STAFF

All staff members are expected to secure the welfare of students in their care. They must familiarise themselves with first aid procedures and know the current First Aiders and the medical details of the students they teach. Staff are encouraged to assist in an emergency, though first aid is not a contractual requirement unless designated.

3.3 FIRST AIDERS

First Aiders are staff members who hold a valid certificate of competence such as First Aid at Work (FAW), Emergency First Aid at Work (EFAW), or Paediatric First Aid (PFA).

Their primary duties include:

- Providing immediate help to casualties on-site or during off-site learning.
- Ensuring an ambulance or appropriate medical help is called when necessary.
- The Principal must ensure the number of First Aiders meets the First Aid Needs Assessment and statutory requirements, including Paediatric First Aid (PFA) cover for all Early Years Foundation Stage (EYFS) children at all times.

3.4 APPOINTED PERSON

An Appointed Person is designated to take charge of first aid arrangements when a qualified First Aider is absent or not required (following assessment).

Their duties focus on:

- Taking charge of arrangements.
- Maintaining first-aid equipment and facilities (ensuring adequate stock).
- Calling emergency services when required.

While an Appointed Person is not required to hold a formal first aid qualification, the Academy's policy is to provide basic online first aid training for all Appointed Persons. This training aims to equip them with foundational knowledge to manage initial responses effectively before a qualified First Aider or emergency services arrive.

An Appointed Person is not necessary where there is an adequate number of appropriately trained First Aiders.

3.5 NUMBER OF FIRST-AIDERS

The number of First Aiders required is determined by a comprehensive and ongoing First Aid Needs Assessment. This assessment considers the size of the school, activities, hazards, and the number of students, staff, and visitors, including cover for off-site activities.

The Academy is committed to maintaining a robust level of coverage, including:

- A specified minimum number of qualified First Aiders on site (e.g. "The Academy will maintain a minimum of four qualified First Aiders on site.").
- Requiring PE staff to hold a valid First Aid qualification due to the inherent risks of sports activities.
- Paediatric First Aid (PFA) Requirements: Ensuring compliance with the EYFS Statutory Framework, meaning at least one person with a current PFA certificate is available at all times when children are present in the EYFS setting. Details regarding which staff (e.g. those counted in ratios, those with specific qualifications) must hold PFA are covered under the EYFS setting's operational procedures.

3.6 FIRST AID MATERIALS, EQUIPMENT & FACILITIES

3.6.1 General First Aid Kits

First aid kits are strategically placed in accessible locations determined by the First Aid Needs Assessment. The number, location, and size of these kits ensure adequate coverage for all staff, students, and visitors.

- **Contents and Compliance:** All first aid kits will be kept adequately stocked at all times and must comply with British Standard BS 8599-1:2019 (or equivalent recognised standard). Kits will never contain medications of any kind.
- **Marking:** Kits will be clearly marked with the white cross on a green background.
- **Maintenance:** A designated First Aider or Appointed Person is responsible for monthly checks and ensuring all materials are replaced promptly, particularly checking and replacing items that have expired.

3.6.2 Travelling first aid containers

Before undertaking any off-site activities or educational visits, the visit leader must assess the level of first aid provision required.

- **Assessment:** This assessment identifies the need for any additional, specialised items necessary for the specific activity, location, and number of participants.
- **Compliance:** Travelling kits will comply with BS 8599-1 and will be suitably supplemented.
- **Remote Provision:** Where readily available tap water is absent, sterile water or sterile normal saline (at least 300 ml) must be provided for eye irrigation.

3.6.7 ACADEMY MINI BUS FIRST AID CONTAINER

Any Academy minibus used for transporting pupils or staff must carry an easily accessible, dedicated first aid container. This container must be maintained to comply with the standard legal requirements for first aid provision in vehicles.

3.6.4 FIRST AID ROOM

The Academy maintains a suitable first aid room containing a dedicated first aid box and a washbasin with washing and drying materials (or one within reasonable proximity).

- The designated First Aider or Appointed Person is responsible for maintaining stock.
- First aid may be administered elsewhere in the Academy using the nearest available first aid box, as appropriate to the situation.

3.7 SIGNS AND NOTICES

Notices will be clearly displayed in each main area of the Academy stating the names of current First Aiders, Appointed Persons (where relevant), and the location of first aid facilities.

There will be notices which state the names of first aiders, appointed person(s) where these are appointed and where facilities are located in each main area of the Academy.

3.8 ACCESS FOR AMBULANCE

Unobstructed and adequate access for ambulances must be maintained at all times.

- The First Aider or Appointed Person attending the scene should ensure ambulance crews are met and escorted to the site of the emergency as quickly as possible.

4.0 PROCEDURES

4.1 REPORTING AN INCIDENT REQUIRING FIRST AID

- **Action:** Staff must immediately send for a qualified First Aider stating the precise location.
- **Safety:** Staff must never move a casualty unless in immediate danger and must not administer treatment unless qualified.
- **Referral:** Minor injuries should be referred to the First Aider or appropriate office for assessment, not treated on the spot. General 'feeling unwell' is not a first aid referral.

4.2 FIRST AID RECORDS

- **Recording:** First Aiders will record every case treated onto the Medical Tracker system, detailing the incident, injury, treatment, and outcome. The full name of the person completing the report and who administered first aid must also be input; this is a requirement not only of the Trust but of the HSE.
- **Compliance:** Records are maintained within Medical Tracker and where relevant reported under the RIDDOR 2013 reporting requirements.
- **Certification:** Records of First Aider certification and training dates are maintained by the Academy.

4.3 SAFER EATING, CHOKING PREVENTION AND ALLERGY MANAGEMENT (EYFS)

The Academy is committed to strengthening safety during mealtimes in line with EYFS requirements.

Qualified supervision

At least one member of staff with a current Paediatric First Aid (PFA) certificate must be present in the room and available at all times when EYFS children are eating (including snacks).

Active Supervision

Children must always be within sight and hearing of a member of staff while eating. Supervising staff must actively monitor for signs of choking, prevent food sharing (allergy risk), and observe for unexpected allergic reactions.

Allergy and Dietary Information

The Academy must obtain comprehensive information regarding all special dietary requirements, preferences, food allergies, and intolerances before a child is admitted. This information must be clearly communicated to all staff involved in the preparation and handling of food.

4.4 COMMUNICATION WITH PARENTS/CARERS

Where a student has been treated, the Academy should report the treatment to the child's parent/carer. Depending upon the nature of the incident this could be by telephone or via Medical Tracker and may require immediate contact. All bumped heads should be notified to parents/carers.

4.5 BUMPS ON THE HEAD

Injuries to the head are treated with particular care, following the latest NHS guidance on head injury and concussion. Any severe symptoms (e.g. loss of consciousness, confusion, persistent vomiting) will result in the immediate summoning of an ambulance.

The Academy maintains a robust system for monitoring any student who has sustained a head injury, acknowledging that symptoms may be delayed:

1. **Internal Monitoring:** The First Aider/relevant staff member can utilise the Medical Tracker internal notification system (or equivalent established method, such as a planner note or direct verbal handover) to immediately alert all staff responsible for the student's care for the remainder of the day. These staff must actively monitor the student for signs of distress or drowsiness.
2. **Parent Communication:** The student's parent/carer will be promptly notified of the head injury, advised to refer to NHS guidance on head injury symptoms, and instructed to contact their GP or local hospital A&E department immediately if concerned.

4.6 PROTECTION FROM DISEASES CARRIED IN BODILY FLUIDS

Responsible hygiene procedures, including the use of disposable gloves and aprons and thorough hand washing, must be followed when administering first aid.

Spillages of blood or bodily fluids must be dealt with immediately using the designated spillage kit and following established hygiene and COSHH-compliant procedures for disinfection and disposal.

4.7 DISPOSAL OF CLINICAL WASTE

Any blood or other body fluid waste will be disposed of using yellow bio-hazard type disposable bags which are collected on a regular basis by a clinical waste service.

4.8 HIGHER RISK AREAS IN THE ACADEMY

Practical subjects, including Animal Care, Technology and Art, Science and PE present special risks and each of these areas should have their own first aid facilities and ideally a first aider. However, this may not be possible, and staff should be aware of immediate remedial measures they can take whilst awaiting the arrival of the first aider.

4.9 SPECIFIC RISK PROCEDURES (ANIMAL CARE, LABORATORY, DENTAL)

The Academy maintains specific operational procedures to manage high-risk, low-frequency events, including:

- **Animal-Related Injuries:** Detailed procedures for washing, assessing, and reporting bites/scratches, and isolating the animal involved.

- Laboratory Accidents: Guidance on immediate actions for chemical splashes, burns, and electric shock, following guidance such as the CLEAPSS manual.
- Trauma to the Teeth: Immediate first aid steps for knocked-out permanent teeth, including safe re-implantation or storage in milk, and urgent referral to a dentist via NHS 111.

5.0 THE USE OF STAFF CARS IN EMERGENCIES

Staff transporting a child to hospital in an emergency must ensure they have business use insurance and, where possible, must be accompanied by a second member of staff to ensure the child can be safely supervised. (Refer to the Transporting Students Policy).

6.0 HOSPITAL CONSENT FORMS

Academy staff are instructed to decline signing hospital consent forms. The hospital is responsible for obtaining consent from the parent/carers or using established procedures.

7.0 CONTRACTORS AND HIRERS

The Academy encourages mutual cooperation regarding first aid with contractors and hirers. Information on First Aiders and facility locations will be exchanged to ensure appropriate emergency assistance is available to all users of the premises.

8.0 RELIGIOUS AND CULTURAL CONSIDERATIONS

Student records must note any relevant religious or cultural considerations, and this information should be available to the First Aider or staff member who may be required to take the child to hospital.

9.0 RELATED POLICIES AND GUIDANCE

- [DfE's First aid in schools, early years and further education guidance](#)
- Academy Health & Safety Policy