



## First Aid in Schools Policy

### 1.0 Aims of the First Aid in Schools Policy

This policy sets out the approach to first aid across Consortium Trust.

The aims of the first aid policy are to:

1. Ensure the health and safety of all staff, pupils and visitors
2. Ensure that staff and trustees are aware of their responsibilities with regards to health and safety
3. Provide a framework for responding to an incident and recording and reporting the outcomes

### 2.0 Legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation and guidance:

[The Statutory Framework for the Early Years Foundation Stage.](#)

[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, and qualified first aid personnel.

[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

[The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

### 3.0 Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times. Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work.

However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided an assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider. Schools should maintain a list of the appointed person(s) for first aid and/or trained first aiders for the site. The name of the school's appointed person should be displayed prominently around the school site.



### 3.1 Appointed person(s) and first aiders

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

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

First aiders are trained and qualified to carry out the role (see section 7) 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.
- Filling in an Incident Reporting Form on the same day, or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date.

#### **Appointed person in the central team office**

For the central office, we have identified the need for an appointed person in line with HSE guidance on first aid at work.

Other than sending pupils home, their responsibilities for the central team office are the same as those listed above for school-based staff.

### 3.2 The Board of Trustees

The Trust Board has ultimate responsibility for health and safety matters across the Trust, but delegates operational matters and day-to-day tasks to the Academy Head of each school and staff members, and to the appointed person at the central office

### 3.3 The Academy Head

The Academy Head is responsible for local implementation of the policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensuring all staff are aware of first aid procedures, including, but not limited to, the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the school's first aid needs.
- Undertaking, or ensuring that school leaders undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the Head of Service: Facilities and Compliance when necessary (see section 6).



### 3.4 School staff

All school staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders are.
- Completing the accident or first aid record or Incident Reporting Forms as appropriate for all incidents they attend to where a first aider or appointed person is not called.
- Informing the Academy Head of any specific health conditions or first aid needs.

### 4.0 First aid procedures

#### 4.1 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 the scene until help arrives.
- If the injured person (or their parents, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment).
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the school will contact parents immediately.
- The relevant member of staff will complete an Incident Reporting Form on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- All staff to be made aware of the procedure to be followed in the event of an incident where blood or body fluid contamination is suspected. The phone number of NHS 111 and the PHE East of England Health Protection Team (0300 303 8537) is to be displayed on an appropriate staff noticeboard so that a risk assessment may be carried out in such cases.

#### 4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- Access to a mobile phone for use by the visit leader.
- A portable first aid kit, the contents of which reflect an assessment of needs.
- Information about the specific medical needs of pupils.
- Parents' contact details (residential visits).
- Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.
- In the case of schools with early years provision, there will always be at least one first aider with



a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

- In the case of schools without Early Years Foundation Stage provision, there will always be at least one first aider on school trips and visits.

#### 4.3 Central office procedures

The closest member of staff present will assess the seriousness of the injury and decide if the emergency services or a non-emergency medical professional need to be contacted. They will remain on the scene until help arrives, and complete an accident report form.

#### 5.0 First aid equipment

The content of first aid kits will reflect an assessment of needs. No medication is kept in first aid kits.

#### 6.0 Record-keeping and reporting

##### 6.1 First aid and accident record book

The Trust's Incident Reporting Form is available on the Trust's website at: [consortiumtrust.org](https://consortiumtrust.org)  
Copies of Incident Reporting Forms will be forwarded to the Head of Service: Facilities and Compliance at: [r.chew@consortiumtrust.org.uk](mailto:r.chew@consortiumtrust.org.uk)

- An Incident Reporting 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 reporting an accident, including details of action taken and follow-up action required.
- For accidents involving pupils, a copy of the Incident Reporting Form will also be added to the pupil's educational record by the Office Manager.
- Each school will maintain a record of first aid given to pupils or staff.
- Each school will maintain a record of accidents on the premises.
- Records of first aid given and accidents on the premises will be retained by the school for a minimum of 3 years, and then securely disposed of.

##### 6.2 Reporting to the HSE

The Head of Service: Facilities and Compliance 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 relevant setting or the Head of Service: Facilities and Compliance will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Fatal and major injuries and dangerous occurrences should be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

##### Reportable injuries, diseases or dangerous occurrences include:

- 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



- 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 3 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 relevant to schools include, but are not limited to:
  - i. The collapse or failure of load-bearing parts of lifts and lifting equipment
  - ii. The accidental release of a biological agent likely to cause severe human illness
  - iii. The accidental release or escape of any substance that may cause a serious injury or damage to health
  - iv. An electrical short circuit or overload causing a fire or explosion

### 6.3 Notifying parents

The school's Office Manager 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 will also be informed if emergency services are called.

### 6.4 Reporting to Ofsted and child protection agencies

The Academy Head 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.

The Academy Head will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

### 7.0 Training

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until. A log for central team members who have undertaken first aid training is stored in the central office.

In each school with an EYFS provision, at least one staff member at all times 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 three years.

### 8.0 Monitoring arrangements

This policy will be reviewed by the Head of Service: Facilities and Compliance annually.

At every review, changes to the policy will be approved by the Trust Board.

The first aid provision at each school will be reviewed by the appointed person at least annually.

The Trust is not obliged to publish the policy on its website but may choose to do so.



## Document Control

### Changes History

Version	Date	Amended By	Details of Change
1	27/11/2019	Robin Chew	Document drafted for Board approval
2	07/10/2020	Robin Chew	Policy reviewed with suggested changes subject to consultation.
3	19/10/2021	Robin Chew	No changes following annual review
4	14/09/2022	Robin Chew	No changes following annual review
5	12/09/2023	Robin Chew	Annual review: links updated
6	01/10/2024	Head of Service: Facilities and Compliance	Annual review: email and address updated

### Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	09/12/2019
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	09/12/2019
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	26/11/2020
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	09/12/2021
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	10/10/2022
Tamsin Little	On behalf of the Exec Committee	Electronic signature	10/10/2022
Andrew Aalders-Dunthorne	CEO	Electronic signature	09/10/2023
Tamsin Little	On behalf of the Exec Committee	Electronic signature	09/10/2023
Andrew Aalders-Dunthorne	CEO	Electronic signature	04/11/2024
Lisa Jones	Director of Finance & Resources	Electronic signature	04/11/2024

This policy will be reviewed annually by Head of Facilities or as required by changes in legislation.

At every review, this policy will be approved by the Executive Committee.

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