

# FIRST AID POLICY

Learning Academies Trust

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## CHANGES

Policy date	Summary of change	Author	Version	Review date
20/03/2024	Policy has been created.	Keith Smithers	1.0	20/03/2026
04/12/2025	Update to include the school defibrillator which is available for school and community use at the front of the site	Keith Smithers	2.0	04/12/2027

### 1. AIMS

The aims of our first aid policy is to;

- Ensure the health and safety of all staff, pupils and visitors.
- Ensure that staff and governors 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. LEGISLATION AND GUIDANCE

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on [first aid in schools](#) and [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, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess 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.

### 3. ROLES AND RESPONSIBILITIES

#### 3.1. FIRST AIDERS

Key trained staff from across the school will be called to support and lead on first aid, as necessary. They are responsible for:

- Taking charge when someone is injured or becomes ill.
- Administering appropriate first aid and recording on Medical Tracker.
- Ensuring that an ambulance or other professional medical help is summoned, when appropriate.
- Contacting parents/carers where required

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.
- In consultation with an SLT member, organising for pupils to go home to recover, where necessary.
- Complete Medical Tracker as soon as is reasonably possible, after an incident.

A list of first aiders is available from the school office. Their names will also be displayed in the staffroom and Medical room.

#### 3.2. THE LOCAL GOVERNING BODY

The local governing body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

#### 3.3. THE HEADTEACHER

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

- Ensuring that an appropriate number of trained first aid personnel are always present in the school.
- 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.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that managers 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 HSE when necessary in conjunction with the First Aid leader who this task is delegated to (see section 6).

#### 3.4. STAFF

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Completing accident reports on medical tracker for all incidents they attend to where a first aider is not called and alerting parents via Medical Tracker or by phone if required.
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

## 4. FIRST AID PROCEDURES

### 4.1. IN SCHOOL PROCEDURES

In the event of minor injuries;

- The closest member of staff will administer first aid where required and record on Medical Tracker
- In the event of significant collisions involving bumped heads, face and any head injury (inc neck and back) parents/carers will also be notified by phone where required and where medical treatment has been administered
- If injuries occurring during playtime and lunchtime the responder will share information with the class teacher/teaching team to ensure monitoring throughout the period of time remaining in school.

In the event of an accident resulting in a more significant 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 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.
- 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, they will consult with an SLT member, and, if necessary, parents will be contacted and asked to collect their child. Upon their arrival, the first aider, through administrative staff liaison, will recommend that they seek further medical advice.
- If emergency services are called, the first aider, administrator or senior leader will contact parents immediately.
- After an incident resulting in a serious injury, the first aider will record the details on Medical Tracker on the same day, or as soon as is reasonably practical, and report it to the most senior member of staff.

The first aider will contact the most senior member of staff before leaving the site for an update and to take a review of how the case has progressed.

### 4.2. OFF-SITE PROCEDURES

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

- A mobile phone.
- A portable first aid kit.
- Copy of any IHP and related medicines
- A digital copy of the school's "Trip Risk Assessment" form, which includes
- Information about the specific medical needs of pupils and staff.
- Emergency contact details for pupils and staff.

Prior to any educational visit that necessitates taking pupils off school premises, risk assessments will be completed by the member of staff who is organising the event, and printed for signed authorisation by the Headteacher.

For all offsite visits any Early Years Foundation Stage off-site visits, there will always be at least one first aider with a current paediatric first aid certificate attending, as required by the statutory framework for the Early Years Foundation Stage.

## 5. FIRST AID EQUIPMENT

The First aid lead will ensure there is an adequate supply of medical materials in first aid kits and is responsible replenishing the content of these kits. It is the responsibility of all staff to notify the First aid Lead of any equipment needing replenishing, as well as returning equipment to its safe storage at the first possible moment e.g. ice packs. All first aid first aid kits in our school are adequately resourced with the necessary equipment to perform first aid.

**No medication is kept in first aid kits.**

First aid kits are stored in:

- Each classroom

- First aid room
- The school kitchen
- School Office

**A defibrillator is stored in the front entrance reception and is manually inspected every week.**

## 6. RECORD-KEEPING AND REPORTING

### 6.1. FIRST AID AND ACCIDENT RECORDING

- An accident requiring first aid will be reported on Medical Tracker by the first aider on the same day, or as soon as possible after an incident, giving as much detail as possible.
- Notifications will be sent via email to parents
- Records held will be retained by Medical Tracker for a minimum of:
- Adults – date of accident + 6 years of
- Children – date of birth + 25 years

### 6.2. REPORTING TO THE HSE

Medical Tracker 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). These are reported by the Lead First aider.

The lead First Aider, in conjunction with the Headteacher, will report these to the Health and Safety Executive as soon as is reasonably possible and in any event within 10 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 seven 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:
- 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: [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm) <http://www.hse.gov.uk/riddor/report.htm>

### 6.3. NOTIFYING PARENTS

The first aider, administrator or class teacher 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 on Medical Tracker, and if required one (or more) of the following methods:

- Telephone call.
- In person at the end of the school day

\* Where a pupil remains in school after the end of the traditional school day (i.e. for a club or after school care), the first aider, administrator or class teacher will ensure that the after school staff are aware of any accident or injury sustained, so that this information can be relayed to the parent when they collect their child.

#### 6.4. REPORTING TO OFSTED AND CHILD PROTECTION AGENCIES

The Headteacher 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 Headteacher will also notify Plymouth Local Authority Designated Officer of any serious accident or injury to, or the death of, a pupil while in the school's care.

### 7. TRAINING

All school staff can 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 school will keep a register of all trained first aiders, what training they have received and when this is valid until. Staff will be reminded to renew their first aid training when it is no longer valid.

At all times, at least one staff member will have a current paediatrics 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.

### 8. MONITORING ARRANGEMENTS

This policy will be reviewed by the Local Governing Body. At every review, the policy will be approved by the Local Governing Body.

### 9. STAFF INJURY REPORTING AND RECORDING

Staff injuries will be attended to as per normal first aid procedures, by trained staff within school and recorded on Medical Tracker.

### 10. LINKS WITH OTHER POLICIES

This first aid policy is linked to the:

- Safeguarding and Child Protection policy.
- Health and Safety policy.
- Supporting Pupils with Medical Conditions.