



First Aid and Healthcare Policy

2025-26



Date First Published	September 2025
Version	2
Last Approved	September 2025
Date Approved by Local Governing Body	11 th December 2025
Cycle	Annual
Review date	September 2026

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Changes to this edition

Second edition

Update to Section 16 Administration. This section is summarised to make reference to the key policy for Supporting Pupils with Medical Conditions.

1. Purpose

This policy should be read in conjunction with the policy for supporting students with medical needs.

The health and safety of all members of the school community and visitors to the school is of utmost importance. This first aid policy is created with the aim of ensuring that all staff members, visitors to the school, Students and parents are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

In addition to this, the school recognises that under Section 100 of the Children and Families Act 2014, it has an additional duty to make arrangements for supporting Students at their school with medical conditions. This is done through the creation of individual healthcare plans. These will be drawn up in consultation with health and social care professionals, Students and parents to ensure that the needs of children with medical conditions are effectively supported and that no pupil will be excluded from full access to education, including school trips and physical education, on the grounds of their medical condition.

The Headteacher and governors will ensure that this policy and all individual healthcare plans will be reviewed regularly and will be readily accessible to parents and school staff.

Staff should always dial 999 for emergency services in the event of a serious emergency, medical or otherwise, before implementing the terms of this policy.

2. Policy Aims

- To ensure that the school is always a safe and healthy place in which to work.
- To provide plant, equipment, resources and systems of work that are safe and without risks to health
- To raise awareness among all users of the school as to their responsibility for themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees, authorised volunteers and third-party users to avoid hazards and contribute positively to their own health and safety at work
- To ensure the dissemination of all relevant information from advisory bodies to the correct user(s).
- To regularly monitor and review safety procedures throughout the school.
- To create and update a central file containing relevant health and safety information.

3. Links to other Documents

This policy has due regard to all relevant legislation, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance, including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2021) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2022) 'Health protection in children and young people settings, including education'
- Early Years Foundation Stage Statutory Framework (2024)
- DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

This policy will be implemented in conjunction with the following school policies:

- Trust Health and Safety Policy
- Trust Estates Management Policy
- Trust Staff Wellbeing Policy
- Trust Data Protection Policy
- Trust Supporting Pupils with Medical Conditions Policy
- Educational Visits and School Trips Policy
- Intimate Care Policy
- Early Years Policy

4. Roles and Responsibilities

The Trust Board holds the overall responsibility for ensuring that the school has an up-to-date first aid policy, and effective first aid provision, personnel and equipment in place.

The Headteacher and governing body should ensure that arrangements are in place to support Students with medical conditions, and in doing so, they should ensure that such children can access and enjoy the same opportunities at school as any other child. Governing bodies should ensure that sufficient staff have received suitable training and

are competent before they take on the responsibility to support children with medical conditions.

The Headteacher

The Headteacher is responsible for ensuring that first aid provision is up to standard on a day-to-day basis. If this task is delegated to another member of staff, the headteacher is responsible for ensuring that the member of staff is adequately equipped, qualified and willing to carry out this role, and that first aid risk assessments are carried out regularly.

The Headteacher and SENDCO will ensure that all individual healthcare plans are regularly reviewed and remain relevant and up to date. The plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing and minimises disruption. The headteacher is responsible for ensuring that all staff are aware of the policy for supporting Students with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child's condition.

They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

The Headteacher is responsible for ensuring that the first aid provision in school is up to standard and that any shortfalls in provision are identified and dealt with immediately.

First aiders

The current school first aiders are:

Name	Where they can be found	Expires	Telephone Extension	Type of First Aid Qualification
Shona Spencer	Office	24/02/2028		Paediatric First Aid
Shona Spencer	Office	26/09/2028		Paediatric Level 3
Sophie Cooper	EYFS/Staff room	24/02/2028		Paediatric First Aid
Samantha Cox		21/09/2026		Paediatric First Aid
Catherine Hardwick		21/09/2026		Paediatric First Aid

Abigail Scrimshaw	(Maternity Leave)	25/03/2028		First Aid at Work
Kirstie Hindle		30/03/2026		Paediatric First Aid
Emma Woodhouse		24/02/2028		Paediatric First Aid

There will be at least one first aider on the school site when children are present. Students will be made aware of which members of staff are designated first aiders and, will be notified of any changes to who holds these positions when they occur.

School staff

School staff who are not designated first aiders still have responsibility for first aid provision throughout school. All staff should be aware of this policy, the school's health and safety policy, and basic first aid. Staff should:

- Ensure that they are familiar and up to date with the school's first aid policy and standard procedures
- Keep their managers informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have already occurred
- Ensure that all the correct provisions are assessed and in place before the start of any activity
- Ensure that activities in school that they are supervising, or organising are risk assessed, and in line with the school's health and safety policy, to reduce the risk of accident or injury
- Cooperate fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- Ensure that any equipment used is properly cared for and in the proper working order, including first aid boxes around the school. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.
- Be aware of the needs of Students with medical conditions that they teach
- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- Where appropriate to the needs of the pupil, teachers and other school staff may be asked to provide support, including the administering of medicines for Students with individual healthcare plans. Where this is the case, staff should receive sufficient and suitable training to achieve the necessary level of competency before taking on responsibility to support children with medical conditions

- Staff will not be asked to administer prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). The school recognises that a first aid certificate is not appropriate training in this instance
- A designated member of staff either the Headteacher or Services Support Officer will be responsible for ensuring that all supply staff and new staff members are fully briefed as to the needs of any pupil with individual healthcare plans which they are likely to encounter.

Volunteers at the school have the same responsibilities for health and safety as any other staff and, will be expected to be familiar with the school's health and safety policy and procedures.

Students

Students at the school should be familiar with this policy and should ensure that they are aware of who the school staff first aiders are. If they are unsure, they should ask a member of staff. Students can help the school ensure first aid provision is effectively put into practice by:

- Reporting any medical emergencies or incidents to a member of staff immediately;
- Reporting anything that they feel to be a hazard to health and safety on or near the school premises. Taking care for their own safety and the safety of others. Students that put themselves, staff, or any other members of the school community or visitors to the school in danger through reckless behaviour may be dealt with under the school's behaviour policy
- Make sure that staff members are aware of any of their own health conditions or ailments that may require first aid assistance (for example diabetes, epilepsy). This is particularly important in circumstances where Students will be travelling off the school premises, for example for a sports match or a school trip
- Where a pupil has a health condition which requires an individual healthcare plan the pupil will be involved wherever practicable in discussions as to their medical support needs and will be required to act in a way which is compliant with the plan
- All Students are expected to act in a way which demonstrates a positive awareness to the needs of those with medical conditions and be aware of their responsibility for informing a member of staff if a fellow pupil is unwell

Parents

Parents can help the school maintain effective first aid provision by:

- Alerting the school to any ongoing or temporary medical conditions that their child has that may require first aid. This is extremely important, and parents are required to notify the school in writing of such circumstances. Where medicine has been prescribed either for a set timescale or as an ongoing provision, the school must be notified in writing. This medicine will be kept in

School Office or Headteacher's fridge unless there is a specific reason for the child to have it on them at all times. It is important that parents do not send their children to school with prescribed medicine or other types of medicine without the knowledge of school staff

- Where their child requires an individual healthcare plan, the parent will be involved in the development and review of the plan. They will be expected to carry out any action which they have agreed to as necessary as a part of its implementation, eg provision of medicines and equipment, ensuring that they or a nominated adult are contactable at all times
- Working with the school to instil a sense of first aid responsibility in their children. This means being alert of health and safety practicalities, and promoting safe behaviour at home
- Making the school aware of anything that they feel to be a hazard to health and safety on or near the school premises
- Familiarising themselves with this policy so that they understand the steps that will be taken if their child requires emergency first aid for any reason

Visitors to the school

Visitors to the school are expected to take care around school and have reasonable responsibility for the safety of themselves and other members of the school community. All visitors will have access to this first aid policy, as well as the school health and safety policy.

5. First Aid Boxes

First aid boxes are situated:

Engine Room

School Office

Toilet Corridor

EYFS Classroom (Ruby Class)

First aid boxes should only be used by qualified first aiders and can be used in the time it takes for the emergency services to arrive.

First Aid Boxes should be made of a suitable material and so designed to protect the contents. All boxes and locations should be clearly marked with a white cross on a green background - The Health and Safety (Safety Signs and Signals) Regulations 1996. First aid boxes and travelling first aid kits should contain sufficient quantities of suitable first aid materials and nothing else.

In situations where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Once opened, these must not be reused.

The contents of the first aid boxes should be replenished as soon as possible after use to ensure a continued sufficient supply of materials. The contents of first aid boxes must be listed and checked as per the site policy as part of Health and Safety checks.

Supplementary equipment may include suitable means for the transportation of casualties, blankets, aprons and other suitable protective equipment. Where such equipment is deemed necessary, it should be stored in or with the first aid boxes and added to the contents list.

A method of disposal of soiled dressings must be available on site and with first aid kits in the form of suitable biohazard containers or bags, which can be disposed of by a suitable authority. A method of disposing of sharp items, such as needles, should be available on site in the form of a sharps box. Used / Full containers must be disposed of by the NHS or local authority by dropping used containers off at a local health centre or through contracts with sanitary suppliers such as PHS.

For off-site activities, first aid boxes should be taken from the school office and returned back to the same place. These will be taken on any off-site activity and should be signed out and in from the school office.

Where the school has a minibus, there will be first aid boxes permanently kept on board. These must be maintained by Principle first aider and should be kept in good condition, ready for use at all times.

6. Information on Students

Parents must provide written consent for the administration of first aid and medical treatment by school staff to their child before their child is admitted to the school.

The school takes pupil privacy and confidentiality very seriously. The Headteacher will be responsible for sharing medical information with other staff on a need-to-know basis – for example, ensuring that information regarding pupil allergies is shared with staff taking a class on an off-site trip. Pupil medical records will be kept locked in the school office and or on the child's individual file and will only be accessed by authorised staff.

All staff will be made aware of which Students have access to asthma inhalers, EpiPens, injections, or similar medical equipment and for whom individual healthcare plans have been created. This is important in order that all staff are prepared to deal with medical emergencies relating to these conditions no matter where in school the child is.

7. Procedure in the event of an accident or injury

In the case of an accident or injury, the member of staff in charge should be informed immediately. They will assess the situation and determine whether or not emergency services need to be called. A first aider should be called for as soon as possible and should be informed of the injury, even if their assistance is not required.

Emergency services

An ambulance should always be called by staff in the following circumstances:

- A significant head injury
- Fitting, unconsciousness, or concussion
- Difficulty in breathing and/or chest pains
- A severe allergic reaction
- A severe loss of blood
- Severe burns or scalds
- The possibility of a serious fracture

In the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment.

If an ambulance is called, the member of staff in charge should ensure that access to the school site is unrestricted and that the pupil can be easily accessed by emergency services when they arrive.

Students who are taken to the hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the school site in time to go with their child themselves. Ambulances will not be delayed for waiting for parents to arrive at the school. Parents will be informed immediately of any medical emergency and told which hospital to go to.

All accidents and injuries must be reported via the correct systems.

8. Procedure in the event of contact with blood or other bodily fluid

The school understands the importance of ensuring that the risk of cross-contamination is reduced as far as is reasonably practicable, and the training that staff and first aiders undertake outlines the best practice for this. It is important that the first aider at the scene of an accident or injury takes the following precautions to avoid risk of infection to both themselves and other Students and staff:

- Cover any cuts and grazes on their own skin with a waterproof dressing
- Wear suitable disposable gloves when dealing with blood or other bodily fluids
- Wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water
- Wash splashes out of eyes with tap water or an eye wash bottle
- Wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- Record details of the contamination
- Report the incident to a first aider and take medical advice if appropriate. The first aider will then arrange for the proper containment, clear-up and cleansing of the spillage site.

9. First aid in the physical education department and off-site provision

The risk of injury is increased during increased physical activity. It is the responsibility of the head of the physical education department to ensure that first aid boxes in this

department are kept fully stocked. All staff in this department should be aware of where these boxes are stored, what should be in them, and their appropriate use.

Signs alerting all members of staff to where these first aid boxes are kept should be displayed within the Sports Hall and/or on a notice board at the entrance to the games hall/PE department.

For off-site activities and away fixtures, first aid boxes will be taken from the school office and returned back to the same place. These will be taken on any off-site activity. The first aid boxes within the school's physical education department are for use in school only and should not be removed from the site. This is to ensure that boxes are always where they are expected to be in case of an emergency.

It is good practice for staff who are in charge of away fixtures and off-site activities to check with the host school that there is adequate first aid provision in place. Risk assessments should be carried out. If an accident or injury does occur, first aid should be sought from the host school's first aiders. If the pupil must be given first aid treatment elsewhere, a member of staff from our school should be with them at all times. Where necessary in an emergency situation, Students should be taken to the nearest Accident and Emergency Department.

Injuries that occur off-site should be reported on return to the school.

Where Students have individual healthcare plans, sufficient active support will be provided to permit them to take part in sporting and off-site activities as fully as possible. Students will be encouraged to participate according to their own abilities, and reasonable adjustments will be made to ensure that this is practicable. A separate risk assessment will be carried out as appropriate prior to off-site activities, and consultation will take place with appropriate parties (Students, parents, health specialists) during this process.

10. Reporting accidents, emergencies, and first aid administration

Any first aider who has administered first aid or medication should fill out **an incident report form or immediately send a written statement of events for recording**. These are stored on Medical Tracker/Every and are used to record all incidents, both major and minor, on the School's online reporting system. Each page is used for a separate incident and stored securely on Medical Tracker/Every according to the Data Protection Act 1998. All members of staff supervising at the time of the incident should make a separate report. The date, time and place, what happened, actions taken, injuries or a brief outline of the illness, and first aid administered should be recorded.

Accidents that fall under health and safety issues should also be reported in line with procedures outlined in the school **health and safety policy and Accident Investigation SOP**.

Serious incidents

Serious incidents will also be recorded and reviewed by Minerva Learning Trust senior leaders. They will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

Reporting to HSE – RIDDOR Reporting

What is RIDDOR?

RIDDOR is the common abbreviation for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Under these regulations, certain specified incidents must be reported to the Health and Safety Executive (HSE).

The categories of incident that must be reported are:

- Any 'work-related' fatality;
- Any 'specified' non-fatal injury to workers;
- Over 7 day Injuries;
- Injuries to third parties and self-employed;
- Occupational diseases;
- Dangerous occurrences.

A record of all incidents reportable to the HSE **must** be retained. Any information provided by the HSE in relation to RIDDOR must be retained, scanned and included.

Contacting the HSE

Managers must ensure that prior to contacting the HSE:

- The site is left undisturbed for examination (unless this presents an ongoing risk to health and/or safety, in which case actions must be taken to make the incident site safe);
- The manager is recommended to contact the Trust Estates Team by phone so they are aware of the incident and can confirm that the incident is reportable to the HSE;
- The manager should ensure that the local Trade Union Safety Representative are informed (if required)

In the event of an incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parent as soon as possible. Parents will be informed in writing of any injury to the head, whether minor or major, and will be given guidance on the action to take if symptoms develop.

A list of emergency contacts will be kept at the school office.

The school will keep a record of all incidents involving staff, pupils and visitors, which require first aid staff to be in attendance. The school will use this record to help identify trends in accidents and areas for improvement, as well as when to review first aid needs assessments.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name and signature of the first aider or person dealing with the incident.

The school is aware that this record is not the same as the statutory accident book; however, for expedience and simplicity, it will combine these records.

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the Records Management Policy.

The 2 methods for reporting incidents to the HSE are:

Phone (Work Related Fatality & Specified Non-Fatal Injuries only)

The HSE's Incident Contact Centre is open between 08:30 and 17:00, Monday to Friday and the telephone no. is 0345 300 9923.

This form of contact is primarily to be used for reporting a work-related fatality or specified non-fatal injury.

The ICC will generate an 'F2508' form on the information you have provided.

Internet (All incidents)

You can make a report by completing an interactive form on the RIDDOR website. Using the internet, go to www.riddor.gov.uk or link in via the HSE website: www.hse.gov.uk and follow the on-screen instructions. An automatically generated 'F2508' form will be sent to you.

The above methods have been designed to simplify the reporting process to the HSE.

Please ensure that you when you contact the HSE, a copy of the F2508 is always retained.

Categories of Incident reported to the HSE under RIDDOR

There are 6 primary categories of incidents that require reporting to the Health & Safety Executive.

Managers need to be aware of these categories and ensure that incidents are reported that are within the criteria identified.

The information in the following table must be complied with and the requirements on who, how and when contact needs to be implemented.

Additional information on what is covered within each category will assist managers in understanding the scope of RIDDOR and when an incident must be reported to the HSE.

Incident Categories	Person responsible for reporting to HSE	Method of reporting to the HSE	How quickly must the HSE be informed
Work-related fatality	The employee's immediate line manager.	Phone or Internet	Immediately
Specified non-fatal injury to workers	The employee's immediate line manager.	Phone or Internet	Immediately
Over 7-day Injuries	The employee's immediate line manager.	Internet Only	Within 10 days
Occupational diseases	The employee's immediate line manager.	Internet Only	Immediately upon diagnosis
Injuries to third parties and self employed	The line manager in control of the area where the incident occurred.	Internet Only	Within 10 days
Dangerous occurrences	The line manager in control of the area where the incident occurred.	Internet Only	Immediately

For most types of incident, including:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers
- dangerous occurrences

The responsible person must notify the enforcing authority without delay. This is most easily done by reporting online. Alternatively, for fatal accidents or accidents resulting in specified injuries to workers only, you can phone 0345 300 9923.

NB: A report must be received within 10 days of the incident.

For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form.

For a full list of reportable accidents and diseases, refer to the HSE's RIDDOR Guidance. This can be found at Reporting accidents and incidents at work: A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) INDG453 (hse.gov.uk).

RIDDOR reporting of Staff, pupil, Parents and Visitors accidents/diseases

This can be found at Incident reporting in schools (accidents, diseases and dangerous occurrences) EDIS1 (hse.gov.uk)

This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The information sheet gives practical guidance to schools about what they need to report and how to do it.

Support can be provided by the Trust Estates Team and the HEALTH AND SAFETY PARTNER.

Involving staff

- Work-related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- Work-related accidents that prevent the injured person from continuing with his/her normal work for more than seven days. which must be reported within 15 days (note that even though over-three-day injuries do not need to be reported, a record must still be retained)
- Cases of work-related diseases that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)

- Certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substances that may cause injury to health)

Involving Students, parents, or school visitors

- Accidents which result in the death of a person that arose out of or in connection with the school's activities.
- Accidents which result in an injury that arose out of or in connection with the school's activities and where the person is taken from the scene of the accident to the hospital.

Incident investigations

- Accidents that result in more serious injuries may need to be reported to the Health and Safety Executive (HSE). This includes accidents to service users, pupils and members of the public. Contact the Trust Estates Team, Chief Finance and Operations Officer or the CEO for advice.
- An investigation may be launched by the relevant external authorities in the case of accidents or incidents that fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed, and witnesses may be interviewed.
- Senior leaders and Minerva Learning central staff may also decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

EYFS Paediatric First Aid

At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS statutory framework. PFA training must be renewed every three years and be relevant for people caring for young children and babies.

Providers should take into account the number of children, staff, and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

11. First aid provision

First aid needs assessment

The school will regularly monitor and assess its first aid arrangements by conducting a first aid needs assessment at least **annually**.

The school will ensure that this assessment informs first aid policies and protocols and that arrangements continue to be appropriate and take account of:

- Hazards and risks on the school premises.
- The size of the school.
- The needs of any vulnerable individuals on-site.
- The nature and distribution of pupils and staff throughout the school.

The school will ensure that first aid provision is sufficient and can be administered without delay at all times.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

The school will expect teachers and other staff working with pupils to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children.

The school will make staff aware of the government guidance, which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Material, equipment and facilities

The school will provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment and ensure that these are suitably labelled, accessible and available at all times.

First aid containers

The school will ensure it has suitably stocked first aid boxes in line with the first aids needs assessment. As there are no statutory requirements in place the school will, where there is no special risk identified, follow the HSE guidelines on the minimum provision of first aid items, as set out below:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large and medium-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes will be located in the following areas:

Engine Room

School Office

Toilet Corridor

EYFS Classroom (Ruby Class)

Information for staff

The school will inform staff, pupils, contractors and visitors to the school, as appropriate, of the first aid arrangements, including the following:

- The contents and key principles of this policy
- The location of equipment and facilities
- The identities and roles of first aiders or the appointed person.
- How to contact a first aider or appointed person urgently should the need arise.
- The procedures for monitoring and reviewing the school's first aid needs.

The school will include the provision of first aid information during induction training.

12. First Aiders

First aiders will be expected to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or college or on educational visits.
- Ensure that an ambulance or other professional medical help is called when appropriate.

When selecting first aiders, the school will consider the following factors set out in the government [guidance](#):

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

Each classroom's first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The appointed person will be responsible for maintaining supplies.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

The current first aid appointed person(s) are:

Name	Contact	Location	Date of first aid qualification
Shona Spencer	01246 472494	School Office	SEE LIST ABOVE

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

First aid training

The school will ensure that all first aiders hold a valid first aid certificate, issued by an HSE-approved organisation.

The school is aware that first aid certificates are usually valid for three years and will therefore ensure that adequate monitoring procedures are in place to ensure that refresher training is arranged for first aiders before certificates expire. First aiders will ensure that their first aid certificates are kept up to date through liaison with the SBM.

The school is aware that standard first aid at work training courses do not include resuscitation procedures for children. In all cases, the school will ensure that first aiders receive additional training in paediatric first aid so they are able to execute their duties appropriately to the whole school community. The school will ensure that first aid training courses cover mental health in order to help staff members recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Pupils will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

13. Emergency Procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aid administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious or from involving more victims. Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least two staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The headteacher.
- The parents of the victim(s).

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page [`Promoting and supporting mental health and wellbeing in schools and colleges`](#).

14. Offsite Visits and Events

Before undertaking any off-site visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The school will take a first aid kit on all offsite visits, which contains at a minimum:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages, individually wrapped and preferably sterile.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition, which contains:

- 10 antiseptic wipes, foil-packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy.

15. Accommodation

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The first aid room includes a wash basin and is situated near a toilet.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to hold an examination or medical couch.

- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door which advises the names, locations and, if appropriate, the contact details of first aiders.

16. Medicines

Administration and storage

The provisions and requirements for the administration and storage of medicines are detailed in full in the **Supporting Pupils with Medical Conditions Policy**. Schools should refer to the policy to ensure the required procedures are in place and monitored.

17. Illness and Allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

The school will manage any emergencies relating to illnesses and allergies in accordance with the [Emergency procedures](#) section of this policy.

18. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the **start** of each school year.

Staff will 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 – guidelines will be issued to staff in this regard.

19. Automated External Defibrillators (AEDs)

The school has procured an AED through the NHS Supply Chain, which is located in **the school office**.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote

the use of AEDs, will be provided to staff on an **annual** basis, and usually during the **first INSET session** of the academic year. Use of the AED will be promoted to pupils during **PSHE lessons**.

20. Early Years

The school will ensure that it meets the paediatric first aid requirements set out in the statutory framework for the Early Years Foundation Stage (EYFS), which also includes arrangements for off-site activities.

In doing so, the school will ensure the following:

- At least one person who has a current paediatric first aid (PFA) certificate is always on the premises and available when children are present and accompanies them on any outings - the certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS framework.
- PFA training is renewed every three years and is relevant for people caring for young children.
- All staff who have obtained a level 2 and/or level 3 qualification since 30 June 2016 obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3.
- It displays, or makes available to parents, staff, PFA certificates or a list of staff who have a current PFA certificate.
- Any member of staff who has sole responsibility for looking after a group of children will hold a PFA certificate.
- All newly qualified entrants to the early years workforce who have completed a level 2 or level 3 qualification on or after 30 June 2016, 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. The school will organise PFA training to be renewed every three years. The list of staff who hold PFA certificates can be found in **the school office**.

21. Monitoring and Evaluation

This policy will be reviewed **annually** and then ratified by the governing board, and any changes will be communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

22. Equality Impact Assessment

The policy represents a commitment by Minerva Learning Trust to ensure its standard of first aid and welfare is provided at all levels of the organisation, and ensure that first aid is an integral part of the school's health and safety culture. The policy reflects

the legal obligations placed upon Minerva Learning Trust by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.