



Policy for First Aid



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1. Aims

The aims of our first aid policy are 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](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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 make an assessment of 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 [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

All of our academies include Early Years Foundation provision and therefore have at least 1 person who has a current Paediatric first aid (PFA) certificate on the premises at all times.

The Trust must have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. 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/academy. The appointed person does not need to be a trained first aider.

3.1 Appointed person(s) and first aiders

The appointed persons are:

Academy	Appointed person(s)
Blenheim Park	Lisa Black and Rachel Way
Greenpark	Eddie McGahren, Dawn Stevens
Reffley	Helen Fendley, Headteacher

They 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 accident report on the same day as, or as soon as is reasonably practicable after, an incident (see the template in appendix 2)
- Keeping their contact details up to date

The appointed person(s) and/or first aiders in each academy are listed in appendix 1. Their names will also be displayed prominently around the academy site.

3.2 The Board of Directors

The Board of Directors has ultimate responsibility for health and safety matters in the academies within the Trust, 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 appointed persons and/or trained first aid personnel are present in each academy 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
- 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 (see section 6)

3.4 Staff

Staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person(s) in the academy are
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- 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 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
- 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, a member of the senior leadership team will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

4.2 Off-site procedures

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

- A mobile phone
- A portable first aid kit including, at 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
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the trip organiser will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip organiser prior to any educational visit that necessitates taking pupils off the academy premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on academy trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least 1 first aider on school trips and visits.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (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 sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

	Blenheim Park	Greenpark Academy	Reffley Academy
Medical room	Yes	N/A	Yes
Main office	Yes	Yes	Yes
Hall	Yes	Yes	No

Classrooms	Yes	Yes	Yes
Kitchen	Yes	Yes	Yes
Staffroom	No	Yes	No

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/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 all of the information included in the accident form at appendix 2
- For accidents involving pupils: -
 - At Blenheim Park Academy, all accidents involving pupils are recorded in the Accident Book in the first aid room.
 - At Greenpark Academy, all accidents involving pupils are reported directly onto CPOMs, under the 'Accident Report' tab.
 - At Reffley Academy, all accidents involving pupils are reported directly onto CPOMs, under the 'Accident Report' tab.
- Records held in the first aid and accident book will be retained by the Trust for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.2 Reporting to the HSE

The headteacher 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 Chief Executive Officer will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the CEO will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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 relevant member of staff 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 (early years only)

The CEO/headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child while in the academy's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The CEO/headteacher will also notify Norfolk Social Services (0344 800 8020) of any serious accident or injury to, or the death of, a pupil while in the academy's care.

7. Training

All staff are able to 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 academy will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 2).

The academy will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, arrangements will be made for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the CEO every year. At every review, the policy will be approved by the Board of Directors.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of trained first aiders

Blenheim Park

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Jill Graver	Headteacher	01485 528368
Russell Jones	Deputy headteacher	01485 528368
Adam Stanton	Deputy headteacher	01485 528368
Lorraine Starr	Teacher	01485 528368
Jo Riseborough	Teacher	01485 528368
Rosie Walden	Teacher	01485 528368
Clare Endersby	TA/MSA	01485 528368
Michael Nodes	TA	01485 528368
Jacki Rockley	TA	01485 528368
Megan Way	1 to 1/TA	01485 528368
Chris Marsh	Trainee Teacher/TA/MSA	01485 528368
Lisa Black	Admin	01485 528368
Rachel Way	Admin/MSA	01485 528368
Suzette Daniels	Cook/Cleaner	01485 528368

Greenpark

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Wendy Poucher	Teacher	01553772018
Heidi Wright	Teacher	01553772018
Anna Squires	Teacher	01553772018
Kevin Wales	Teacher	01553772018
Russell Jones	Deputy Headteacher	01553772018
Jill Graver	Headteacher	01553772018
Sue Crumpler	Teaching Assistant	01553772018
Dawn Stevens	Admin Assistant	01553772018
Sarah Pearson	Teaching Assistant	01553772018

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Jessica Hoare	Teacher	01553772018
Ramune Eikens	Teaching Assistant	01553772018
Eddie McGahren	Secretarial Assistant	01553772018
Petra Weissova	Teaching Assistant	01553772018
Hannah Willsher	Teaching Assistant	01553772018
Gemma Hudson	Teaching Assistant	01553772018
Rachael Main	Teacher	01553772018
Kat Reed	Teacher	01553772018
Shannon Coombes	Teacher	01553772018
Zak Robinson	Teacher	01553772018
Emma Harvey	Teacher	01553772018
Libby Woodhouse	Teaching Assistant	01553772018
Rebecca More	Teaching Assistant	01553772018
Coral Hammond	Teaching Assistant	01553772018
Phoebe Stanton	Teaching Assistant	01553772018
Jordan Garrett	Teaching Assistant	01553772018
Adam Stanton	Deputy Headteacher	01553772018
Giorgia Micco	Teaching Assistant	01553772018
Katie Rye	Teaching Assistant	01553772018
Victoria York	Teaching Assistant	01553772018
Vicky Fysh	Teacher	01553772018
Fiona Boss	Teaching Assistant	01553772018
Sarah Waterfield	Teacher	01553772018
Helen Barwick	Teacher	01553772018
Kimberly Dover	Teacher	01553772018

Reffley

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Susie Royal	Teaching Assistant	01553671045
Michelle Twaite	Office administrator	01553671045
Claire Hodgson	Teaching Assistant	01553671045

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Jane Bowman	Teaching Assistant	01553671045
Julie Hammond	MSA	01553671045
Sarah Ellis	Teaching Assistant	01553671045
Susan Hamer	MSA	01553671045
Lynne Smith	Office administrator	01553671045
Pediatric First Aider		01553671045
Kirstie Nicholson	Class teacher	01553671045
Susie Royal	Teaching Assistant	01553671045
Lizzy Swales	Teaching Assistant	01553671045
Zoe Bunting	Teaching Assistant	01553671045
Jane Bowman	Teaching Assistant	01553671045
Lynne Smith	Office Administrator	01553671045
Leanne Howell	Teacher	01553671045
Adam Punchard	Teacher	01553671045

Appendix 2: first aid training log

Blenheim

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED	DATE FOR TRAINING TO BE RENEWED
Emergency First Aid	Jill Graver	28/03/27
Emergency First Aid	Russell Jones	28/03/27
Emergency First Aid	Adam Stanton	28/03/27
Emergency First Aid	Jo Riseborough	04/09/26
Emergency First Aid	Clare Endersby	04/09/26
Emergency First Aid	Michael Nodes	04/09/26
Emergency First Aid	Suzette Daniels	04/09/26
Emergency First Aid	Rosie Walden	04/09/26
Emergency First Aid	Chris Marsh	04/09/26
Paediatric First Aid	Lorrayne Starr	04/09/26
Paediatric First Aid	Lisa Black	04/09/26

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED	DATE FOR TRAINING TO BE RENEWED
Paediatric First Aid	Rachel Way	04/09/26
Paediatric First Aid	Megan Way	04/09/26
Paediatric First Aid	Jacki Rockley	04/09/26
Diabetic Training	Megan Way	This is ongoing training with parents and diabetic nurse

Greenpark

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED	DATE FOR TRAINING TO BE RENEWED
Emergency First Aid	Wendy Poucher	28/03/27
Emergency First Aid	Heidi Wright	28/03/27
Emergency First Aid	Anna Squires	28/03/27
Emergency First Aid	Kevin Wales	28/03/27
Emergency First Aid	Russell Jones	28/03/27
Emergency First Aid	Jill Graver	28/03/27
Emergency First Aid	Rachael Main	28/03/27
Emergency First Aid	Shannon Coombes	28/03/27
Emergency First Aid	Katherine Reed	28/03/27
Emergency First Aid	Zak Robinson	28/03/27
Emergency First Aid	Emma Harvey	28/03/27
Emergency First Aid	Coral Hammond	28/03/27
Emergency First Aid	Dawn Stevens	28/03/27
Emergency First Aid	Sue Crumpler	16/10/26
Emergency First Aid	Sarah Pearson	16/10/26
Emergency First Aid	Jordan Garrett	16/10/26
Emergency First Aid	Eddie McGahren	16/10/26

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED	DATE FOR TRAINING TO BE RENEWED
Emergency First Aid	Jessica Hoare	16/10/26
Emergency First Aid	Ramune Eikens	16/10/26
Emergency First Aid	Petra Weissova	16/10/26
Emergency First Aid	Phoebe Stanton	16/10/26
Emergency First Aid	Libby Woodhouse	16/10/26
Emergency First Aid	Rebecca More	16/10/26
Emergency First Aid	Gemma Hudson	16/10/26
Emergency First Aid	Hannah Willsher	16/10/26
Emergency First Aid	Katherine Prentice	16/11/26
Paediatric First Aid	Kimberly Dover	30/06/25
Paediatric First Aid	Adam Stanton	30/06/25
Paediatric First Aid	Giorgia Micco	30/06/25
Paediatric First Aid	Katie Rye	30/06/25
Paediatric First Aid	Victoria York-Harrod	30/06/25
Paediatric First Aid	Sarah Waterfield	19/10/25
Paediatric First Aid	Helen Barwick	30/06/25
Paediatric First Aid	Fiona Boss	30/06/25
Paediatric First Aid	Vicky Fysh	19/09/24

Reffley

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED	DATE FOR TRAINING TO BE RENEWED
Emergency first aid at work – 3 days	Michelle Twaite	07/09/2025
Emergency first aid at work – 3 days	Susie Royal	07/09/25
Paediatric first aid – 2 days	Claire Kitchener	28/3/27
Paediatric first aid – 2 days	Kelly Childerhouse	28/3/27
Paediatric first aid – 2 days	Sarah Ellis	28/3/27
Paediatric first aid – 2 days	Samantha Jay	28/3/27
Paediatric first aid – 2 days	Lizzy Swales	28/3/27
Paediatric first aid – 2 days	Katie Swales	28/3/27

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED	DATE FOR TRAINING TO BE RENEWED
Paediatric first aid – 2 days	Katie Jones	28/3/27
Paediatric first aid – 2 days	Jemma Woodbine	28/3/27
Paediatric first aid – 2 days	Jane Cox	28/3/27
Paediatric first aid – 2 days	Denise Williamson	28/3/27
Paediatric first aid – 2 days	Anna Sands	28/3/27