



# Policy for First Aid



Document Detail	
Category	Statutory
Department	Trust Central Team and all academies within the Trust
Responsible Officer	Chief Executive Headteacher
Status	Approved
Reviewed on:	Term 3 – 2023
Next review:	Term 3 - 2024

## Contents

1. Aims.....	2
2. Legislation and guidance.....	2
3. Roles and responsibilities.....	2
4. First aid procedures .....	4
5. First aid equipment .....	5
6. Record-keeping and reporting .....	5
7. Training .....	7
8. Monitoring arrangements.....	7
9. Links with other policies .....	8
Appendix 1: list of trained first aiders.....	9
Appendix 2: accident report form.....	12
Appendix 3: first aid training log .....	13

---

### 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 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 Appointed person(s) and first aiders

The appointed person(s) are:

Academy	Appointed person(s)
Blenheim Park	Nikki Taylor, Headteacher
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, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

The first aiders in our academies are listed in appendix 1. Their names will also be displayed prominently around the academy.

### 3.2 The Board of Directors

The Board of Directors 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 present in the 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

Academy staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in the academy are

- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider 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-academy 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 the academy, 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 Headteacher/Deputy Headteacher will contact parents immediately
- The first aider 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 academy 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 leader prior to any educational visit that necessitates taking pupils off school premises.

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

## **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:

Academy	Location of first aid kits
Blenheim Park	Medical room and one in each classroom.
Greenpark	Main office, DT room, every classroom, kitchen
Reffley	Medical room, one set located in each year group.

## **6. Record-keeping and reporting**

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

- An accident form will be completed by the first aider/relevant staff member 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
- A copy of the accident report form will also be added to the pupil's educational record by academy office staff.
- Records held in the first aid and accident book will be retained by the school 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 Headteacher 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 Headteacher 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 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 class teacher or a member of the Senior Leadership Team (SLT) 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 Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil 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 Headteacher will also notify Norfolk Children’s Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the academy’s care.

## **7. Training**

All academy 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 3).

The academy will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the academy will arrange 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 Chief Executive Headteacher annually. 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
Nikki Taylor	Headteacher	01485 528368
Lorrayne Starr	Teacher	01485 528368
Jo Riseborough	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
Sarah Cranstoun	TA/MSA	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
Mandy Hurn	MSA	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
Vicky Fysh	Teacher	01553772018

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
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
Alex Hill	Teaching Assistant	01553772018
Ramune Eikens	Teaching Assistant	01553772018
Jessica Hoare	Teacher	01553772018
Sarah Waterfield	Teacher	01553772018
Eddie McGahren	Secretarial Assistant	01553772018
Rabia Chaudhry	Teaching Assistant	01553772018
Petra Weissova	Teaching Assistant	01553772018
Helen Barwick	Teacher	01553772018
Fiona Boss	Teaching Assistant	01553772018
Mia Howell	Teaching Assistant	01553772018
Kimberly Dover	Teacher	01553772018
Eleanor Parle	Teaching Assistant	01553772018

### Reffley

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Susie Royal	Teaching Assistant	01553671045
Michelle Twaite	Office administrator	01553671045
Claire Hodgson	Teaching Assistant	01553671045
Helen Hill	Teaching Assistant	01553671045
Jane Bowman	Teaching Assistant	01553671045
Julie Hammond	MSA	01553671045
Libby (Elizabeth) Pearson	Teaching Assistant	01553671045
Maxine Pearman	Teaching Assistant	01553671045
Sarah Ellis	Teaching Assistant	01553671045

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Susan Hamer	MSA	01553671045
Lynne Smith	Office administrator	01553671045
Pediatric First Aid		01553671045
Kirstie Nicholson	Class teacher	01553671045
Caitlin Reed	Teaching Assistant	01553671045
Susie Royal	Teaching Assistant	01553671045
Lizzy Swales	Teaching Assistant	01553671045
Kizzie Aarons	Teaching Assistant	01553671045
Wendy Brown	Teaching Assistant	01553671045
Zoe Bunting	Teaching Assistant	01553671045
Helen Hill	Teaching Assistant	01553671045
Jane Bowman	Teaching Assistant	01553671045
Lynne Smith	Office Administrator	01553671045
Leanne Howell	Teacher	01553671045
Adam Punchard	Teacher	01553671045

**Appendix 2: accident report form**

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred.			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

**Appendix 3: first aid training log**  
**Blenheim**

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
Emergency First Aid at Work Level 3	Nikki Taylor	03/9/23
Emergency First Aid at Work Level 3	Jo Riseborough	03/9/23
Emergency First Aid at Work Level 3	Clare Endersby	03/9/23
Emergency First Aid at Work Level 3	Michael Nodes	03/9/23
Emergency First Aid at Work Level 3	Suzette Daniels	03/9/23
Emergency First Aid at Work Level 3	Sarah Cranstoun	03/9/23
Emergency First Aid at Work Level 3	Lisa Black	03/9/23
Emergency First Aid at Work Level 3	Rachel Way	03/9/23
Emergency First Aid at Work Level 3	Megan Way	03/9/23
Emergency First Aid at Work Level 3	Jacki Rockley	03/9/23
Paediatric First Aid	Lorrayne Starr	10/10/24
Emergency Paediatric First Aid	Mandy Hurn	03/10/24
Emergency Paediatric First Aid	Chris Marsh	03/10/24
Paediatric Infant & Child First Aid	Sarah Cranstoun	02/09/23
Paediatric Infant & Child First Aid	Lisa Black	02/09/23
Paediatric Infant & Child First Aid	Rachel Way	02/09/23
Paediatric Infant & Child First Aid	Megan Way	02/09/23

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
<b>Child First Aid</b>		
<b>Paediatric Infant &amp; Child First Aid</b>	Jacki Rockley	02/09/23
<b>Diabetic Training</b>	Megan Way	This is ongoing training with parents and diabetic nurse

### Greenpark

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
<b>Emergency First Aid</b>	Wendy Poucher	21/10/23
<b>Emergency First Aid</b>	Heidi Wright	21/10/23
<b>Emergency First Aid</b>	Anna Squires	21/10/23
<b>Emergency First Aid</b>	Kevin Wales	21/10/23
<b>Emergency First Aid</b>	Russell Jones	21/10/23
<b>Emergency First Aid</b>	Jill Graver	21/10/23
<b>Emergency First Aid</b>	Sue Crumpler	21/10/23
<b>Emergency First Aid</b>	Dawn Stevens	21/10/23
<b>Paediatric First Aid</b>	Sarah Pearson	21/10/23
<b>Paediatric First Aid</b>	Vicky Fysh	17/9/24
<b>Paediatric First Aid</b>	Jordan Garrett	21/10/23
<b>Paediatric First Aid</b>	Adam Stanton	30/6/25
<b>Paediatric First Aid</b>	Giorgia Micco	30/6/25
<b>Paediatric First Aid</b>	Katie Rye	30/6/25
<b>Paediatric First Aid</b>	Victoria York	30/6/25
<b>Paediatric First Aid</b>	Alex Hill	30/6/25
<b>Paediatric First Aid</b>	Ramune Eikens	21/10/23
<b>Paediatric First Aid</b>	Jessica Hoare	21/10/23

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
<b>Paediatric First Aid</b>	Sarah Waterfield	19/10/25
<b>Paediatric First Aid</b>	Eddie McGahren	21/10/23
<b>Paediatric First Aid</b>	Rabia Chaudhry	30/6/25
<b>Paediatric First Aid</b>	Petra Weissova	21/10/23
<b>Paediatric First Aid</b>	Helen Barwick	30/6/25
<b>Paediatric First Aid</b>	Fiona Boss	30/6/25
<b>Paediatric First Aid</b>	Mia Howell	30/6/25
<b>Paediatric First Aid</b>	Kimberly Dover	30/6/25
<b>Paediatric First Aid</b>	Eleanor Parle	30/6/25

#### Reffley

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
<b>Training – Emergency first aid</b>	Julie Hammond	21/10/2023 – L3
<b>Training – Emergency first aid</b>	Kizzie Aarons	21/10/2023 – L3
<b>Training – Emergency first aid</b>	Libby (Elizabeth) Pearson	21/10/2023 – L3
<b>Training – Emergency first aid</b>	Maxine Pearman	21/10/2023 – L3
<b>Training – Emergency first aid</b>	Michelle Twaite	21/10/2023 – L3
<b>Training – Emergency first aid</b>	Sarah Ellis	02/09/2023
<b>Training – Emergency first aid</b>	Susan Hamer	21/10/2023 – L3
<b>Training – Emergency first aid</b>	Lynne Smith	21/10/2023 – L3
<b>Training – Emergency first aid at work – 3</b>	Michelle Twaite	07/09/2025

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
<b>days</b>		
<b>Training – Emergency first aid at work – 3 days</b>	Susie Royal	07/09/25
<b>Training – Paediatric First Aid</b>	Leanne Howell	02/09/23
<b>Training – Paediatric First Aid</b>	Adam Punchard	02/09/23
<b>Training – Paediatric First Aid</b>	Nicola Anderson	01/09/2023
<b>Training – Paediatric First Aid</b>	Kirstie Nicholson	01/09/2023
<b>Training – Paediatric First Aid</b>	Caitlin Reed	01/09/2023
<b>Training – Paediatric First Aid</b>	Susie Royal	01/09/2023
<b>Training – Paediatric First Aid</b>	Lizzy Swales	01/09/2023
<b>Training – Paediatric First Aid</b>	Wendy Brown	02/09/2023
<b>Training – Paediatric First Aid</b>	Zoe Bunting	02/09/2023
<b>Training – Paediatric First Aid</b>	Helen Hill	02/09/2023
<b>Training – Paediatric First Aid</b>	Jane Bowman	02/09/2023
<b>Training – Paediatric First Aid</b>	Lynne Smith	02/09/2023