



# First Aid Policy

Version:	V1.0
Policy Type:	Estates – Statutory
Approval date:	14 July 2025
Approved by:	Trust Board
Next review:	Summer 2027

Together we **Exceed**



# Contents

1. Statement of Intent .....	2
2. Legal Framework .....	2
3. Roles and Responsibilities .....	3
4. First Aid Provision .....	4
5. First Aiders.....	5
6. Automated External Defibrillators (AEDs) .....	5
7. Accommodation .....	6
8. Emergency Procedures .....	6
9. Reporting Accidents and Record Keeping.....	8
10. Offsite Visits and Events .....	8
11. Storage of Medication .....	9
12. Illnesses and Allergies .....	9
13. Consent.....	9
14. Monitoring and Review .....	10

## 1. Statement of Intent

- 1.1 Exceed Academies Trust is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils, and visitors.
- 1.2 Our schools will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils, and visitors.
- 1.3 This policy aims to:
- Ensure that our schools have adequate, safe, and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
  - Ensure that staff and pupils are aware of the procedures in the event of any illness, accident, or injury.
  - Ensure that medicines are only administered at the school when express permission has been granted for this.
  - Ensure that all medicines are appropriately stored.
  - Promote effective infection control.
- 1.4 Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

## 2. Legal Framework

- 2.1 This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:
- Health and Safety at Work etc. Act 1974
  - The Health and Safety (First Aid) Regulations 1981
  - The Road Vehicles (Construction and Use) Regulations 1986
  - The Management of Health and Safety at Work Regulations 1999
  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
  - DfE (2015) 'Supporting pupils at school with medical conditions'
  - DfE (2019) 'Automated external defibrillators (AEDs)'
  - DfE (2021) 'Statutory framework for the early years foundation stage'
  - DfE (2022) 'First aid in schools, early years and further education'
- 2.2 The policy is implemented in conjunction with the following policies:
- Health and Safety Policy
  - Lone Working Policy
  - Records Management Policy
  - Administering Medication Policy
  - Supporting Pupils with Medical Conditions Policy

### 3. Roles and Responsibilities

#### 3.1 The Estates Team is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Monitoring First Aid training were required.

#### 3.2 The headteacher is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that the relevant first aid risk assessments/needs assessments for each school have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within our schools based upon the needs assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that adequate equipment and facilities are provided on the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

#### 3.3 Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident, or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident, or injury.

#### 3.4 First aid staff are responsible for:

- Completing and renewing training as dictated by the school and or the Estates Team.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

- 3.5 The appointed person (to oversee first aid provision) is responsible for:
- Overseeing the school's first-aid arrangements.
  - Taking charge when someone is injured or becomes ill.
  - Looking after the first-aid equipment, e.g., restocking the first aid container and ensuring supplies are 'in date'.
  - Ensuring that an ambulance or other professional medical help is summoned when appropriate.
  - Calling the emergency services where necessary.
  - Maintaining injury and illness records as required.
  - Partaking in first aid training, and refresher training where appropriate, to ensure they have knowledge of:
    - What to do in an emergency.
    - How to assess and monitor a casualty.
    - First aid for the unconscious casualty.
    - First aid for someone who is having a seizure.
    - Maintaining injury and illness records as required.
    - Paediatric first aid.

## 4. First Aid Provision

- 4.1 Our schools will routinely re-evaluate their first aid arrangements through a risk assessment, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.
- 4.2 Each school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:
- 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-sized individually wrapped sterile unmedicated wound dressings.
  - 3 pairs of disposable gloves
- 4.3 All first aid containers will be identified by a white cross on a green background.
- 4.4 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.
- 4.5 First aid boxes are located in designated areas around our schools.

## 5. First Aiders

- 5.1 The main duties of a first aider are to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.
- 5.2 Our schools will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.
- 5.3 Our schools are mindful that many standard first aid at work training courses do not include resuscitation procedures for children and will consequently ensure that they have an appropriate number of staff trained in Paediatric First Aid as well following on from the schools individual First Aid needs assessment/risk assessment.
- 5.4 First aiders will ensure that their first aid certificates are kept up to date through liaison with the Office Manager or Headteacher.
- 5.5 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.
- 5.6 First aid notices will be clearly displayed throughout our schools 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.
- 5.7 Our schools 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.
- 5.8 In line with government guidance, and taking into account staff to child ratios, our schools will ensure that there is at least one member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises and available at all times when pupils are present and accompanying pupils on any and all outings taken.
- 5.9 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.
- 5.10 When selecting first aiders, our schools will follow the criteria laid out in government guidance, considering the individual's:
  - 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.
- 5.11 The trust expects each school to have a minimum of 1 trained Mental Health First Aider to assist in recognising the warning signs of mental ill health.

## 6. Automated External Defibrillators (AEDs)

- 6.1 Some schools have procured an AED through the DfE's 'AEDs for schools programme', and these are located in obvious places within the schools. The schools that do not currently have an AED will have one provided by the DfE in the foreseeable future and are aware of where their nearest AED is located.

- 6.2 All staff members and pupils will be made aware of the AED's location and what to do in an emergency.
- 6.3 No training is needed to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened; however, staff members who are first aiders will be trained in cardiopulmonary resuscitation (CPR), as this is an essential part of first aid and AED use.
- 6.4 The emergency services will always be called where an AED is used or requires using.
- 6.5 AEDs are checked onsite by a designated member of staff on a regularly basis to ensure the AEDs and pads are in-date, check the battery and ensure it had not been tampered with. These checks recorded and are monitored by the trusts Estates Team for compliance.

## 7. Accommodation

7.1 The school's first aid room or area 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.

7.2 The first aid room or area 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 or area should include a wash basin or is situated near a wash basin.

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

7.3 The first aid room or area will:

- 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.
- 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.
- Have a wash basin or wash basin nearby

## 8. Emergency Procedures

8.1 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.

8.2 If called, a first aider will assess the situation and take charge of first aider 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.

- 8.3 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.
- 8.4 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 casualty 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 casualties.
- 8.5 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.
  - If the parent arrives at school before the ambulance has arrived, the parent will accompany their child in the ambulance.
  - 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.
- 8.6 Once the above action has been taken, details of the incident will be reported promptly to:
- The headteacher.
  - The parents of the pupil.
  - The Estates Team
- 8.7 The school will then carry out an investigation into the incident, to discover the root cause so that corrective action can be taken to prevent similar incidents from happening again.
- Secure the scene and examine it.
  - Collect witness statements and details.
  - Analyse information and draw conclusions.
  - Identify suitable control measures.
  - Plan/implement remedial actions.
- 8.8 The Exceed Investigation template should be used.

## 9. Reporting Accidents and Record Keeping

- 9.1 In the event of 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, a member of staff 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.
- 9.2 A list of emergency contacts will be kept at the school office.
- 9.3 The appointed person will ensure that records are kept of any injuries, accidents and 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 of the first aider or person dealing with the incident.
- 9.4 Any injury or accident that may require reporting to RIDDOR, the headteacher will take immediate guidance from the Estates team prior to reporting to the HSE.
- 9.5 All records will be filed and stored in line with the Records Management Policy.

## 10. Offsite Visits and Events

- 10.1 Before undertaking any offsite 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 risk assessment is then uploaded to the Evolve portal.
- 10.2 Our schools 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.
- 10.3 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.

## 11. Storage of Medication

- 11.1 Medication is only administered to pupils when parental consent has been given. Medication will be stored securely and appropriately in accordance with individual product instructions. Medication will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine. Where individual pupils have been given the responsibility for keeping medication with them, this will be noted in the interests of safety.
- 11.2 Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.
- 11.3 An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g., an EpiPen.
- 11.4 Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented, and staff will be trained to deal with medical conditions where applicable. Examples of this include epilepsy, diabetes, and anaphylaxis. A disclaimer will be signed by the parents in this regard.
- 11.5 Pupils will have any medication stored and, where appropriate administered, in accordance with their needs.
- 11.6 See Administering Medication Policy and Supporting Pupils with Medical Conditions Policy.

## 12. Illnesses and Allergies

- 12.1 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.
- 12.2 A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.
- 12.3 The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

## 13. Consent

- 13.1 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 each school year.

13.2 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.

## 14. Monitoring and Review

14.1 This policy will be reviewed annually by the Estates Team, and any changes will be communicated to all members of staff.

14.2 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.