

First Aid Policy

Document Management Information

Applicable to:	All staff in all academies and Central Support Services including individuals employed by the Trust, contractors, and agency staff All Members and Trustees
Dissemination:	The policy will be available to staff via the Trust's Policy Centre and website
Implementation:	Establish a structured and consistent approach for managing incidents, including the appropriate recording, reporting, and follow-up of outcomes.
Training:	Academy-based First Aiders will receive relevant training in First Aid, and/or Paediatric First Aid
Review frequency:	Annually
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Executive Policy Owner:	Kyle Taylor - Chief Finance and Operations Officer
Approval by:	Level 2 - Finance and Audit Committee
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Revision History

Document Version	Description of Revision	Date Approved
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1. Introduction

This policy outlines the commitment of THAT to ensuring the safety and physical wellbeing of all students, staff, visitors, and contractors, by preventing and effectively responding to first aid incidents.

The policy establishes a clear framework for compliance with relevant first aid legislation and promotes a culture of awareness, preparedness, and responsibility. It supports safe learning and working environments through robust procedures, regular training, and continuous review.

This policy is informed by:

- The statutory framework for the Early Years Foundation Stage (EYFS), which outlines specific requirements for paediatric first aid provision in early years settings.
- Non-statutory guidance from the Department for Education (DfE) on first aid and health and safety in schools and colleges.
- Guidance from the Health and Safety Executive (HSE) on incident reporting and the application of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), 2013, within educational settings.

It also reflects compliance with the following legislation:

- Health and Safety (First Aid) regulations, 1981 - requiring employers to provide adequate and appropriate equipment, facilities, and trained personnel to administer first aid.
- Management of Health and Safety at Work Regulations, 1992 and 1999 - requiring employers to assess risks and implement necessary control measures, including training and information provision.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), 2013 - setting out the legal requirements for reporting certain incidents to the HSE and maintaining records.

Social Security (Claims and Payments) Regulations, 1979 - specifying rules for the retention of accident records.

2. Aims

The purpose of this policy is to:

- Promote and safeguard the health, safety, and physical wellbeing of all staff, students, and visitors within the school environment.
- Ensure that all staff and Trustees clearly understand their roles and responsibilities in relation to the health and safety and the provision of first aid.

3. Responsibilities

Area of Responsibility	Responsible Person(s)	Supported By
First Aid Policy - development and review	Head of Estates	CFOO, Trust External Health & Safety Advisor
Weekly checks of first aid kits and supplies	Office Staff, First Aiders	
First aid incident response and coordination	First Aiders	Principal

Incident reporting (e.g. injuries, near-misses)	First Aiders, Office Staff, Head of Estates (specifically for RIDDOR)	Principal
Record keeping	First Aiders, Office Staff	
Training (First Aid and/or Paediatric First Aid)	Principal (<i>Coordinate training</i>)	Appointed Person (delegated by Principal)

Provision of First Aid personnel

In schools with Early Years Foundation Stage (EYFS) provision, it is a statutory requirement that at least one member of staff holding a current Paediatric First Aid (PFA) certificate is always present on the premises when children are in attendance. Additionally, a qualified PFA holder must be present on all off-site visits.

Across all educational settings, employers are required to ensure that sufficient appropriately trained first aiders are available to respond to incidents involving staff and students. The required number of first aiders must be determined through a formal assessment of first aid needs, which should consider:

- The number of employees and students.
- The nature of activities undertaken.
- The size, layout, and location of the school site.

Principal's will need to designate an Appointed Person within each school. This individual is responsible for overseeing first aid arrangements, including equipment and emergency procedures. While they are not required to hold a formal first aid qualification, it is considered best practice for appointed persons to receive basic emergency first aid training.

Appointed Persons and First Aiders

Each academy must designate one or more appointed persons who are responsible for:

- Taking charge in the event of illness or injury.
- Ensuring that first aid kits are adequately stocked and replenished as needed and any dated equipment is in date.
- Arranging for emergency medical assistance, such as calling an ambulance, when appropriate.

A list of the academy's appointed persons and first aiders is available in each school, is kept up to date by the Appointed Person, and their names will be clearly displayed throughout the academy premises.

The Board of Trustees

The Board of Trustees hold overall accountability for health and safety across the Trust. While strategic oversight remains with the board, responsibility for the implementation of day-to-day health and safety procedures is delegated to Principals and designated staff members within each academy.

Where applicable, operational responsibilities may also be delegated to the appointed person(s) and/or first aider(s) based at the Trust's Central office.

The Principal

The Principal is responsible for ensuring the effective local implementation of this policy. This includes:

- Ensuring that enough appointed persons and/or trained first aid personnel are always available on-site and that their staff are aware of who the qualified first aiders are
- Where applicable, ensuring that first aiders hold valid qualifications, maintain up-to-date training, and remain competent to carry out their duties.
- Making sure all staff are familiar with first aid procedures, including the location of first aid equipment and facilities, the identity and roles of first aid personnel, and the process for reviewing and monitoring the academy's first aid requirements.
- Ensuring that appropriate risk assessments are conducted and that suitable control measures are implemented.
- Undertaking, or delegating to relevant managers, the completion of risk assessments where necessary, and ensuring that appropriate actions are taken.
- Ensuring that adequate facilities are available to meet the medical needs of students.
- Reporting suspected notifiable incidents to the Head of Estates/CFOO for support and to determine whether the incident is in fact reportable.

Academy Staff

All academy staff have a responsibility to support the effective delivery of first aid procedures by:

- Following the academy's established first aid protocols.
- Being aware of who the designated appointed persons and/or first aiders are within the academy.
- Completing accident reports for any incidents they respond to where a first aider or appointed person is not involved.
- Informing their line manager, of any personal health conditions or specific first aid requirements.

4. First Aid Procedures

Procedures

In the event of an accident or injury occurring on academy premises:

- The nearest member of staff will assess the situation and, if necessary, seek assistance from a qualified first aider or appointed person to administer the appropriate first aid.
- The first aider or appointed person will evaluate the severity of the injury and determine whether additional support is required, either from another staff member or emergency services. They will remain with the injured individual until further help arrives.
- The first aider will decide whether the injured person should be moved or placed in the recovery position, based on their assessment.
- If a student is deemed too unwell to remain in school, the Pastoral/Office Staff will contact the student's parent/carer to arrange collection. Upon their arrival, the first aider will advise on appropriate next steps.
- If emergency services are contacted, the Pastoral Lead/Office Staff will notify the student's parent/carer immediately.
- The first aider or designated staff member will complete an accident report form on the same day of the incident or as soon as reasonably practicable.

Off-site procedures

When taking students of academy premises, staff must carry:

- A school mobile phone.
- A portable first aid kit, tailored to the academy's first aid needs assessment, including at minimum (based on HSE guidance):
 - General first aid advice leaflet.
 - 6 sterile adhesive dressings.
 - 1 large sterile dressing.
 - 2 sterile triangular bandages.
 - 2 safety pins.
 - Moist cleansing wipes.
 - 2 pairs of disposable gloves.
- Medical information for students.
- Emergency contact details for parents/carers.

For trips involving a minibus, or similar vehicle, the vehicle must contain a clearly marked first aid box with at least:

- 10 foil-packed antiseptic wipes.
- 1 conforming bandage (min 7.5cm wide).
- 2 triangular bandages.
- 24 assorted adhesive dressings.
- 3 large sterile ambulance dressings (min. 15cm x 20cm).
- 2 sterile eye pads.
- 12 safety pins.
- 1 pair of rust-proof blunt-ended scissors.

A risk assessment will be completed by the designated staff member prior to any off-site visit.

In the event of an off-site accident, procedures outlined in section 4.1 will be followed, with adjustments based on trip location and duration.

5. First Aid Equipment

First aid kits across all academies are based on HSE minimum standards and adapted to meet the Trust's first aid needs assessments. A typical kit includes:

- General first aid advice leaflet.
- 20 sterile adhesive dressings (assorted sizes).
- 2 sterile eye pads.
- 2 sterile triangular bandages.
- 6 safety pins.
- 6 medium sterile unmediated wound dressings.
- 2 large sterile unmedicated wound dressings.
- 3 pairs of disposable gloves.

Note: First aid kits do not contain medication.

Kits are stored in key locations, including:

- Medical room.
- Reception desk.
- School hall.

- Science laboratories.
- Design and technology classrooms.
- School kitchens.
- School vehicles.
- Central Team office.

6. Record-Keeping and Reporting

First aid and accident records

- An accident record will be completed by the designated first aider or relevant staff member on the same day or as soon as reasonably practicable following an injury.
- Reports will include full details of the accident/incident.
- Accident records will be retained for a minimum of 3 years in line with regulation 25 of the Social Security (Claims and Payments) Regulations, 1979, or longer if required by the Trust's insurer, and then securely disposed of.

Reporting to the HSE (RIDDOR)

The Head of Estates will report any incident that meets the criteria under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), 2013. The RIDDOR guidance and procedures will be followed.

- [How to make a RIDDOR report, HSE.](#)

Notifying parents/carers (EYFS only)

For students in EYFS provision, the Office Staff will notify parents/carers of any accident or injury, and any first aid administered, on the same day or as soon as reasonably practicable. Parents/carers will also be informed if emergency services are contacted.

7. Training

First Aiders are individuals who have received appropriate training and certification. Their responsibilities include:

- Acting as first responders during incidents involving injury or illness, assessing the situation, and providing immediate and suitable care.
- Deciding when it is appropriate for a student to be sent home to recover, in conjunction with the principal
- Completing an incident report on the same day of the incident or as soon as reasonably possible thereafter.
- Keeping their contact information current.

First aid training, and/or paediatric first aid training, is provided to relevant staff and their certificates are stored on the Trust Learning Management System which allows monitoring of when refresher training is required.

Only staff who have completed an approved training course and hold a valid certificate of competence may act as designated first aiders. The academies maintain a register of trained first aiders, including details of their training and certificate expiry dates.

Refresher training will be arranged before certificates expire. If a certificate lapses, the full course must be retaken before the staff member resumes first aider duties.

A training log for Central Team members is maintained within the Central Team office.

For academies with Early Years Foundation Stage (EYFS) provision

At least one member of staff on site at any time must always hold a current paediatric first aid (PFA) certificate, in line with EYFS statutory requirements. PFA certificates are renewed every 3 years.

8. Links with Other Policies

The First Aid Policy is linked to the:

- THAT Health and Safety Policy.
- Supporting Pupils with Medical Conditions Policy.

Appendix 1: The Abbey School - First Aid Needs Assessment

Academy context			
Date of assessment	5 November 2025		
Staff on roll	162		
Students on roll	1,088		
Age range	11-18		
Nursery provision	N/A		
The First Aid Needs Assessment indicates the minimum requirements are			
Information	Required	Considerations	
Information to all employees about what they need to do in case of emergency	Yes	N/A	
First aid personnel	Required	Number needed	Considerations
First-aider with a First Aid at Work (FAW) Certificate	Yes	3	
Additional/back-up first-aiders to cover absence and school trips	Yes	4	
First-aider with additional training	Yes	3	<i>These 3 members of staff can form part of the numbers above.</i> Additional specific awareness training for allergy management RE anaphylaxis, specific medical awareness such as asthma or diabetes.
Appointed person	Yes	1	Can be a designated first-aider. Manages First Aid arrangements such as calling the emergency services and takes responsibility of first aid kits.
First aid equipment and facilities	Required	Number needed	Considerations
First aid kit	Yes		Kits should be within 60 seconds reach, with one kit on each floor of the building as a minimum.
Defibrillator	Yes		
First aid room/zone	Yes		
Bleed kit	Yes		Ideally affixed near the defibrillator for public use.

Appendix 2: Deanwood Primary School - First Aid Needs Assessment

Academy context			
Date of assessment	5 November 2025		
Staff on roll	36		
Students on roll	233		
Age range	3-11		
Nursery provision	Yes		
The First Aid Needs Assessment indicates the minimum requirements are			
Information	Required	Considerations	
Information to all employees about what they need to do in case of emergency	Yes	N/A	
First aid personnel	Required	Number needed	Considerations
First-aider with a First Aid at Work (FAW) Certificate	Yes	1	
Emergency 1-day Paediatric First Aid at Work (PFA) Certificate	Yes	1	
Full 2-day Paediatric First Aid at Work (PFA) Certificate	Yes	1	
Additional/back-up first-aiders to cover absence and school trips	Yes	1	
First-aider with additional training	Yes	1	<i>This member of staff can form part of the numbers above.</i> Additional specific awareness training for allergy management RE anaphylaxis, specific medical awareness such as asthma or diabetes.
Appointed person	Yes	1	Can be a designated first-aider. Manages First Aid arrangements such as calling the emergency services and takes responsibility of first aid kits.
First aid equipment and facilities	Required	Number needed	Considerations
First aid kit	Yes		Kits should be within 60 seconds reach, with one kit on each floor of the building as a minimum.
Defibrillator	Yes		
First aid room/zone	Yes		
Bleed kit	Yes		Ideally affixed near the defibrillator for public use.

Appendix 3: The Howard School - First Aid Needs Assessment

Academy context			
Date of assessment	5 November 2025		
Staff on roll	179		
Students on roll	1,486		
Age range	11-18		
Nursery provision	N/A		
The First Aid Needs Assessment indicates the minimum requirements are			
Information	Required	Considerations	
Information to all employees about what they need to do in case of emergency	Yes	N/A	
First aid personnel	Required	Number needed	Considerations
First-aider with a First Aid at Work (FAW) Certificate	Yes	3	
Additional/back-up first-aiders to cover absence and school trips	Yes	4	
First-aider with additional training	Yes	3	<i>These 3 members of staff can form part of the numbers above.</i> Additional specific awareness training for allergy management RE anaphylaxis, specific medical awareness such as asthma or diabetes.
Appointed person	Yes	1	Can be a designated first-aider. Manages First Aid arrangements such as calling the emergency services and takes responsibility of first aid kits.
First aid equipment and facilities	Required	Number needed	Considerations
First aid kit	Yes		Kits should be within 60 seconds reach, with one kit on each floor of the building as a minimum.
Defibrillator	Yes		
First aid room/zone	Yes		
Bleed kit	Yes		Ideally affixed near the defibrillator for public use.

Appendix 4: Hurstmere School - First Aid Needs Assessment

Academy context			
Date of assessment	5 November 2025		
Staff on roll	113		
Students on roll	893		
Age range	11-16		
Nursery provision	N/A		
The First Aid Needs Assessment indicates the minimum requirements are			
Information	Required	Considerations	
Information to all employees about what they need to do in case of emergency	Yes	N/A	
First aid personnel	Required	Number needed	Considerations
First-aider with a First Aid at Work (FAW) Certificate	Yes	3	
Additional/back-up first-aiders to cover absence and school trips	Yes	4	
First-aider with additional training	Yes	3	<i>These 3 members of staff can form part of the numbers above.</i> Additional specific awareness training for allergy management RE anaphylaxis, specific medical awareness such as asthma or diabetes.
Appointed person	Yes	1	Can be a designated first-aider. Manages First Aid arrangements such as calling the emergency services and takes responsibility of first aid kits.
First aid equipment and facilities	Required	Number needed	Considerations
First aid kit	Yes		Kits should be within 60 seconds reach, with one kit on each floor of the building as a minimum.
Defibrillator	Yes		
First aid room/zone	Yes		
Bleed kit	Yes		Ideally affixed near the defibrillator for public use.

Appendix 5: Miers Court Primary School - First Aid Needs Assessment

Academy context			
Date of assessment	5 November 2025		
Staff on roll	46		
Students on roll	418		
Age range	4-11		
Nursery provision	External provision on site		
The First Aid Needs Assessment indicates the minimum requirements are			
Information	Required	Considerations	
Information to all employees about what they need to do in case of emergency	Yes	N/A	
First aid personnel	Required	Number needed	Considerations
First-aider with a First Aid at Work (FAW) Certificate	Yes	1	
Emergency 1-day Paediatric First Aid at Work (PFA) Certificate	Yes	1	
Full 2-day Paediatric First Aid at Work (PFA) Certificate	Yes	1	
Additional/back-up first-aiders to cover absence and school trips	Yes	1	
First-aider with additional training	Yes	1	<i>This member of staff can form part of the numbers above.</i> Additional specific awareness training for allergy management RE anaphylaxis, specific medical awareness such as asthma or diabetes.
Appointed person	Yes	1	Can be a designated first-aider. Manages First Aid arrangements such as calling the emergency services and takes responsibility of first aid kits.
First aid equipment and facilities	Required	Number needed	Considerations
First aid kit	Yes		Kits should be within 60 seconds reach, with one kit on each floor of the building as a minimum.
Defibrillator	Yes		
First aid room/zone	Yes		
Bleed kit	Yes		Ideally affixed near the defibrillator for public use.

Appendix 6: The Rowans AP Academy - First Aid Needs Assessment

Academy context			
Date of assessment	5 November 2025		
Staff on roll	48		
Students on roll	83		
Age range	5-16		
Nursery provision	No		
The First Aid Needs Assessment indicates the minimum requirements are			
Information	Required	Considerations	
Information to all employees about what they need to do in case of emergency	Yes	N/A	
First aid personnel	Required	Number needed	Considerations
First-aider with a First Aid at Work (FAW) Certificate	Yes	1	
Emergency 1-day Paediatric First Aid at Work (PFA) Certificate	Yes	1	
Full 2-day Paediatric First Aid at Work (PFA) Certificate	Yes	1	
Additional/back-up first-aiders to cover absence and school trips	Yes	1	
First-aider with additional training	Yes	1	<i>This member of staff can form part of the numbers above.</i> Additional specific awareness training for allergy management RE anaphylaxis, specific medical awareness such as asthma or diabetes.
Appointed person	Yes	1	Can be a designated first-aider. Manages First Aid arrangements such as calling the emergency services and takes responsibility of first aid kits.
First aid equipment and facilities	Required	Number needed	Considerations
First aid kit	Yes		Kits should be within 60 seconds reach, with one kit on each floor of the building as a minimum.
Defibrillator	Yes		
First aid room/zone	Yes		
Bleed kit	Yes		Ideally affixed near the defibrillator for public use.

Appendix 7: Temple Mill Primary School - First Aid Needs Assessment

Academy context			
Date of assessment	5 November 2025		
Staff on roll	35		
Students on roll	230		
Age range	3-11		
Nursery provision	Yes		
The First Aid Needs Assessment indicates the minimum requirements are			
Information	Required	Considerations	
Information to all employees about what they need to do in case of emergency	Yes	N/A	
First aid personnel	Required	Number needed	Considerations
First-aider with a First Aid at Work (FAW) Certificate	Yes	1	
Emergency 1-day Paediatric First Aid at Work (PFA) Certificate	Yes	1	
Full 2-day Paediatric First Aid at Work (PFA) Certificate	Yes	1	
Additional/back-up first-aiders to cover absence and school trips	Yes	1	
First-aider with additional training	Yes	1	<i>This member of staff can form part of the numbers above.</i> Additional specific awareness training for allergy management RE anaphylaxis, specific medical awareness such as asthma or diabetes.
Appointed person	Yes	1	Can be a designated first-aider. Manages First Aid arrangements such as calling the emergency services and takes responsibility of first aid kits.
First aid equipment and facilities	Required	Number needed	Considerations
First aid kit	Yes		Kits should be within 60 seconds reach, with one kit on each floor of the building as a minimum.
Defibrillator	Yes		
First aid room/zone	Yes		
Bleed kit	Yes		Ideally affixed near the defibrillator for public use.

Appendix 8: Thames View Primary School - First Aid Needs Assessment

Academy context			
Date of assessment	5 November 2025		
Staff on roll	49		
Students on roll	461		
Age range	3-11		
Nursery provision	Yes		
The First Aid Needs Assessment indicates the minimum requirements are			
Information	Required	Considerations	
Information to all employees about what they need to do in case of emergency	Yes	N/A	
First aid personnel	Required	Number needed	Considerations
First-aider with a First Aid at Work (FAW) Certificate	Yes	1	
Emergency 1-day Paediatric First Aid at Work (PFA) Certificate	Yes	1	
Full 2-day Paediatric First Aid at Work (PFA) Certificate	Yes	1	
Additional/back-up first-aiders to cover absence and school trips	Yes	1	
First-aider with additional training	Yes	1	<i>This member of staff can form part of the numbers above.</i> Additional specific awareness training for allergy management RE anaphylaxis, specific medical awareness such as asthma or diabetes.
Appointed person	Yes	1	Can be a designated first-aider. Manages First Aid arrangements such as calling the emergency services and takes responsibility of first aid kits.
First aid equipment and facilities	Required	Number needed	Considerations
First aid kit	Yes		Kits should be within 60 seconds reach, with one kit on each floor of the building as a minimum.
Defibrillator	Yes		
First aid room/zone	Yes		
Bleed kit	Yes		Ideally affixed near the defibrillator for public use.

Appendix 9: Waterfront UTC - First Aid Needs Assessment

Academy context			
Date of assessment	5 November 2025		
Staff on roll	42		
Students on roll	388		
Age range	14-19		
Nursery provision	N/A		
The First Aid Needs Assessment indicates the minimum requirements are			
Information	Required	Considerations	
Information to all employees about what they need to do in case of emergency	Yes	N/A	
First aid personnel	Required	Number needed	Considerations
First-aider with a First Aid at Work (FAW) Certificate	Yes	2	
Additional/back-up first-aiders to cover absence and school trips	Yes	2	
First-aider with additional training	Yes	2	<i>These 2 members of staff can form part of the numbers above.</i> Additional specific awareness training for allergy management RE anaphylaxis, specific medical awareness such as asthma or diabetes.
Appointed person	Yes	1	Can be a designated first-aider. Manages First Aid arrangements such as calling the emergency services and takes responsibility of first aid kits.
First aid equipment and facilities	Required	Number needed	Considerations
First aid kit	Yes	4	Kits should be within 60 seconds reach, with one kit on each floor of the building as a minimum.
Defibrillator	Yes	1	
First aid room/zone	Yes	1	
Bleed kit	Yes	1	Ideally affixed near the defibrillator for public use.