



Inspiring All to Excellence



Edge Hill Academy

First Aid Policy

Document Control

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Introduction

Edge Hill Academy is committed to promoting and safeguarding the welfare of children and young persons in accordance with Safeguarding Children in Education, under the provisions of the Education Act 2002. First Aid provision in school encompasses everyone present in the school: Children, staff, and visitors to the school site.

This policy outlines our daily policy, practice, and procedures for first aid within our school. It should be read in conjunction with the following school-based policies:

- Child Protection & Safeguarding
- Medicines in School
- Asthma
- Health and Safety
- Educational Visits
- SEND
- Equality Policy
- Accessibility Plan

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 advice from the Department for Education on [first aid in schools](#) and [health and safety 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 School Premises \(England\) Regulations 2012](#), which require that suitable space be provided to cater for the medical and therapy needs of pupils.

3. Roles and Responsibilities

3.1 Appointed person(s) and first aiders

The academy at present has 14 trained paediatric first aiders.

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;
- Keeping their contact details up to date.

Our school's paediatric first aiders are listed in appendix 1. Their names will also be displayed around the school.

3.2 The local authority and governing board

The Trust Board has ultimate responsibility for health and safety matters in the Trust, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.3 Headteacher

The Headteacher is responsible for the implementation of this policy (maintaining a culture of safety and wellbeing), including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school 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 school are;
- Completing accident reports for all incidents they attend to where a first aider is not called;
- Informing the Headteacher 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 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, the Headteacher or the School Administrator team will contact parents immediately.
- The relevant member of staff will complete an accident report and / or log on My Health and Safety on the same day or as soon as is reasonably practical after an incident resulting in an injury.

Type of Accident	Example	Action	When
Minor	<ul style="list-style-type: none">• Grazes• Minor bumps to the head.	<ul style="list-style-type: none">• Details logged in first aid book.• Treated on the playground / mobile or office.	Same day
Possibly requiring medical or dental treatment	<ul style="list-style-type: none">• Severe cuts / lacerations• Impact injury (bang or blow) to the head (the head is defined as whole head & face)	<ul style="list-style-type: none">• Details logged by first aider in first aid book.• Parent called or messaged (dependent on need) to inform them that the pupil has had a blow to the head and bumped head letter sent home.• A triage process will include escalation of contacting parents to collect the child and seek further professional guidance in relation to the injury e.g., symptoms of concussion/ a laceration that may require further treatment other than a compress.• My Health and Safety report completed by office manager and verified by Headteacher.	Same day

Severe	<ul style="list-style-type: none"> • Major injuries e.g., Broken bones (not fingers) • Loss of limbs • Accident resulting in over 7-day injury • Where injured party leaves site in an ambulance (not reportable if taken to hospital as a precaution but the examination shows no injury) • Death 	<ul style="list-style-type: none"> • Details logged. • My Health and Safety Report completed. • Reported to H & S executive under Riddor. 	Within 24 hours
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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;
- Information about the specific medical needs of pupils;
- Access to parents' contact details.

Risk assessments must be completed by the lead member of staff and approved by a Senior Leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits in Key Stage 2.

5. First Aid Equipment

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in every classroom on a shelf with a First Aid Point sign above. Also, in the medical room and also the mobile (near the playground). All boxes are replenished every 12 months or when equipment is needed.

6. Record Keeping and Reporting

6.1 First aid and accident record book

- A minor accident form is completed if the injury needs only very minor first aid e.g., a wipe, cold compress, plaster, or ice pack for a short time.
- An AIRS 1 accident form (Accident/Near Miss/Violence at Work Reporting Form (1.05)) will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury. This will be completed on the My Health and Safety profile as sanctioned by SCC.
- As much detail as possible should be supplied when reporting an accident.
- 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, an AIRS 1 form will be kept until the child is 21 years old.

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 Health and Safety Executive (via the SCC) as soon as is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences 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).
 - 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.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident).
- Where an accident leads to someone being taken to hospital.
- 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.

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 teaching assistant 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.

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 school'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 local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school 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 school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid. A matrix will be populated ongoing to ensure that all staff's training needs are renewed and compliant with current legislation.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements and is updated at least every 3 years.

8. Monitoring Arrangements

This policy will be reviewed by the Headteacher in conjunction with the Health & Safety Forum every 2 years and through the Health and Safety provider through the Audit.

At every review, the policy will be approved by the full governing board.

9. Links with Other Policies

This first aid policy is linked to:

- Health and safety policy
- Educational Visits Policy
- Risk Assessment Policy
- Policy on supporting pupils with medical conditions.
- Infectious Diseases Policy

Appendix 1: List of Paediatric First Aiders

Staff Member Name

Qualified First Aiders

Expiry Date

Role

Mark Lloyd (Forest School Outdoor 2 days)	16/5/24	Forest School
Sally Hall (Forest School Outdoor 2 days)	16/5/24	Forest School
Becky Collyer	07/7/24	Teacher
Jas Bhatia	13/7/24	T.A
Aaron Carvell	5/10/24	Teacher
Sue Stokes	30/11/25	Office Manager
Scarlett Roe	30/11/25	Lunchtime Supervisor
Holly Smithard	27/9/25	Lunchtime Supervisor
Lauren Elson	27/9/25	Lunchtime Supervisor
Alison Vernon	27/9/25	Office Admin
Jane Foster	12/9/26	Teacher
Bekah Sangster	12/9/26	Teacher
Michelle Fairbrother	12 /9/26	Lunchtime Supervisor
Kayleigh Pughsley	12/9/26	Lunchtime Supervisor