Part of the Branches Education Group

FIRST AID POLICY

Approved By	R Warhurst	Head Teacher	Aug 2026
Amendments Made			
Linked Policies	Health and safety Policy, Risk assessment Policy, Administration of Medication Policy		
Signed	R Warhurst	Head Teacher	Aug 2026
	L De Hayes	Governance Chair	Aug 2026
Date Next Review	Aug 2027		

CONTENTS

1.0 AIMS 3

2.0 TERMINOLOGY 3

3.0 LEGISLATION AND GUIDANCE 3

4.0 ROLES AND RESPONSIBILITIES 4

4.1 First Aiders 4

4.2 The Proprietor and Directors 4

4.3 Headteacher 4

4.4 Staff 5

5.0 FIRST AID PROCEDURES 5

5.1 In School Procedures 5

5.2 If Emergency Services are Required 5

5.3 Off-site procedures 6

5.4 First aid equipment 6

6.0 REPORTING AND RECORD KEEPING 7

6.1 First Aid and Accident Records 7

6.2 Reporting to the HSE 7

6.3 Notifying Parents or Carers 8

7.0 STAFF TRAINING 8

8.0 MONITORING 8

9.0 LINKS WITH OTHER POLICIES 8

1.0 AIMS

The aims of this First Aid Policy are to:

- Ensure the health, safety, welfare, and wellbeing of all pupils, staff, visitors, and contractors.
- Ensure that staff, leaders, the Proprietor, and those responsible for governance understand their responsibilities in relation to first aid, health and safety, and safeguarding.
- Provide a clear framework for responding to accidents, injuries, illnesses, and medical emergencies.
- Ensure that appropriate first aid provision, equipment, facilities, and trained personnel are available at all times.
- Ensure accidents, injuries, and incidents are appropriately recorded, reported, monitored, and reviewed.
- Promote a culture of safety and risk awareness throughout the school community.

2.0 TERMINOLOGY

First Aid is the immediate assistance or treatment provided to a person who is injured or becomes unwell before professional medical treatment is available. First aid aims to preserve life, prevent a condition from worsening, and promote recovery.

A First Aider is a person who has successfully completed an approved First Aid at Work or Emergency First Aid at Work training course and holds a valid qualification appropriate to their role and responsibilities.

An Appointed Person is an individual designated to take charge of first aid arrangements when required, including calling emergency services and maintaining first aid equipment, although they are not necessarily qualified to administer first aid.

3.0 LEGISLATION AND GUIDANCE

This policy has been developed with regard to current legislation and guidance, including:

- Health and Safety at Work etc. Act 1974.
- Health and Safety (First Aid) Regulations 1981.
- Management of Health and Safety at Work Regulations 1999.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- Social Security (Claims and Payments) Regulations 1979.
- First Aid in Schools, Early Years and Further Education, Department for Education (updated February 2022).
- Keeping Children Safe in Education (KCSIE) 2026.*(Where first aid arrangements interact with safeguarding, pupil welfare, and record keeping.)*
- Education (Independent School Standards) Regulations 2014.
- Independent School Standards Guidance (April 2026).
- Supporting Pupils at School with Medical Conditions, Department for Education.

4.0 ROLES AND RESPONSIBILITIES

4.1 First Aiders

The school will ensure that an appropriate number of suitably trained First Aiders are available during the school day, on educational visits, and during activities where pupils or staff may require first aid support.

All staff receive basic first aid awareness training appropriate to their role. Staff are responsible for:

- Taking appropriate action when a person becomes ill, injured, or requires medical assistance.
- Ensuring that any concerns relating to a pupil's welfare or wellbeing are reported in accordance with safeguarding procedures.
- Promptly reporting accidents, injuries, illnesses, and near misses in line with school procedures.
- Seeking assistance from a qualified First Aider where necessary.

Qualified First Aiders are responsible for:

- Acting as first responders to accidents, injuries, illnesses, and medical emergencies.
- Assessing the situation and providing immediate and appropriate first aid treatment within the scope of their training.
- Determining whether further medical assistance, emergency services, or hospital treatment is required.
- Ensuring that parents/carers are informed of significant injuries, illnesses, or accidents involving pupils.
- Maintaining and checking first aid equipment and reporting any shortages, defects, or replenishment needs.
- Completing accident and incident records as soon as reasonably practicable following an event.
- Maintaining valid first aid qualifications and attending refresher training as required.

Some staff members hold enhanced first aid qualifications appropriate to their specialist roles, including practical curriculum areas such as Physical Education, Science, Design Technology, and Food Technology. Where possible, these staff should be contacted first when an incident occurs within their area of responsibility.

4.2 The Proprietor and Directors

Branches Education Group has overall responsibility for ensuring compliance with health and safety legislation and maintaining appropriate first aid arrangements across its schools.

Strategic oversight of health and safety matters is delegated to the Group Health and Safety Manager. Operational management and day-to-day implementation are delegated to the Headteacher and appropriately designated members of staff.

The Proprietor and Directors will ensure that:

- Appropriate first aid arrangements are in place.
- Sufficient resources are allocated to meet statutory requirements.
- Health and safety systems are regularly reviewed and monitored.
- Serious incidents are investigated and acted upon where appropriate.

4.3 Headteacher

The Headteacher is responsible for implementing this policy and ensuring that:

- A suitable number of appropriately trained First Aiders are available at all times.
- First Aid qualifications are maintained, monitored, and renewed as required.
- Staff understand first aid procedures and their individual responsibilities.
- Appropriate risk assessments are completed, reviewed, and acted upon.
- Risk assessments for pupils, activities, educational visits, premises, and curriculum areas are regularly reviewed and updated.
- Suitable first aid equipment and facilities are available and maintained.
- Appropriate accommodation is available for pupils who are ill, injured, or receiving medical treatment.
- Accidents, incidents, and trends are monitored and reviewed to improve safety.
- Incidents reportable under RIDDOR are notified to the Health and Safety Executive (HSE) within the required timescales.

4.4 Staff

All staff are responsible for:

- Following the school's first aid procedures.
- Taking reasonable care of their own health and safety and that of others.
- Reporting accidents, injuries, illnesses, hazards, and concerns promptly.
- Completing accident and incident records where required.
- Familiarising themselves with pupils' medical needs, risk assessments, healthcare plans, and emergency procedures relevant to their role.

- Ensuring that safeguarding concerns arising from injuries, accidents, illnesses, or patterns of incidents are reported in accordance with the school's safeguarding procedures and Keeping Children Safe in Education (KCSIE) 2026.

5.0 FIRST AID PROCEDURES

5.1 In-School Procedures

In the event of an accident, injury, illness, or medical emergency:

- The nearest appropriately trained First Aider will take charge of the situation and provide first aid within the limits of their training.
- The First Aider will assess the casualty and determine the appropriate course of action, including whether emergency services are required.
- Where there is any doubt regarding the severity of an injury or illness, emergency medical advice should be sought by contacting NHS 111 or, where appropriate, 999.
- Staff will only move an injured person where it is safe and necessary to do so and will follow appropriate first aid guidance regarding positioning and ongoing care until further assistance arrives.
- Parents/carers will be informed as soon as reasonably practicable of any significant accident, injury, illness, or first aid intervention involving their child.
- Where a pupil is considered unfit to remain in school, parents/carers will be contacted and asked to collect their child.
- Appropriate first aid records will be completed as soon as reasonably practicable following the incident.
- Any safeguarding concerns arising from an injury, accident, illness, or pattern of incidents will be reported in accordance with the school's safeguarding procedures and Keeping Children Safe in Education (KCSIE) 2026.

5.2 If Emergency Services Are Required

Where emergency medical assistance is required:

- A member of staff will dial 999 and provide the emergency operator with all relevant information.
- The caller will provide details of:
    - the nature of the incident,
    - the casualty's condition,
    - whether the casualty is conscious and breathing,
    - any known injuries,
    - the casualty's age and date of birth (where known),
    - the location of the incident and school postcode.

- Staff will obtain and make available any relevant information including:
    - medical conditions,
    - allergies,
    - medication,
    - emergency contacts,
    - social worker details (where applicable),
    - healthcare plans or risk assessments.
- Parents/carers will be contacted immediately and kept informed of developments.
- On arrival, emergency services personnel will assume responsibility for the casualty and staff will support as directed.
- If a pupil is transported to hospital and a parent/carer is not immediately available, an appropriate member of staff will accompany or follow the pupil and remain with them until parental responsibility can be resumed.
- A full accident/incident report will be completed as soon as reasonably practicable following the incident.
- Where required, incidents will also be reported under RIDDOR procedures.

Note: Where only one member of staff is present, they must exercise professional judgement and take any action reasonably necessary to secure urgent medical assistance whilst maintaining the safety of all pupils.

5.3 Off-Site Procedures

When taking pupils off-site, staff will ensure that the following are available:

- School mobile telephone.
- Portable first aid kit.
- Relevant pupil medical information and healthcare plans.
- Emergency contact details.
- Copies of relevant risk assessments.
- Any medication required for individual pupils.

Risk assessments will be completed and approved by the Headteacher or designated senior leader before any educational visit or off-site activity takes place.

All educational visits will be accompanied by an appropriately trained First Aider where identified through the visit risk assessment. This will be recorded within the visit documentation.

5.4 First Aid Equipment

First aid kits are located in:

- Medical Room.
- Reception.
- Dining Room.
- Staff Room.
- Meeting Room.
- School vehicles (where applicable).
- Educational visit bags and off-site activity packs.

The school will maintain first aid kits in accordance with current risk assessments and recognised good practice guidance. First aid supplies will be checked regularly and replenished as required.

No medication is stored in standard first aid kits.

All medication is stored securely and administered in accordance with the school's **Administration of Medication Policy** and **Supporting Pupils with Medical Conditions Policy**.

6.0 REPORTING AND RECORD KEEPING

6.1 First Aid and Accident Records

- An accident or incident record will be completed as soon as reasonably practicable following any injury, illness, accident, or significant first aid intervention.
- Records will include as much factual detail as possible, including the nature of the incident, treatment administered, witnesses, and any actions taken.
- A copy of the record will be retained securely on the pupil's or staff member's file, as appropriate.
- Accident and incident records will be maintained in accordance with statutory requirements, data protection legislation, and the school's records retention schedule.
- Records held within the Accident Book will be retained for a minimum of three years in accordance with the Social Security (Claims and Payments) Regulations 1979, unless a longer retention period is required due to safeguarding, insurance, or legal considerations.
- Any safeguarding concerns arising from injuries, accidents, illnesses, or recurring incidents will be reported and recorded in accordance with the school's safeguarding procedures and Keeping Children Safe in Education (KCSIE) 2026.

6.2 Reporting to the HSE

The Headteacher will maintain records of any accident, injury, disease, or dangerous occurrence that is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Where a report is required, the Headteacher or delegated responsible person will notify the Health and Safety Executive (HSE) within the statutory timescales.

Reportable incidents may include:

- Death.

- Specified injuries, including:
    - Fractures (excluding fingers, thumbs, and toes).
    - Amputations.
    - Permanent or temporary loss of sight.
    - Serious crush injuries.
    - Serious burns or scalds.
    - Loss of consciousness caused by head injury or asphyxia.
    - Injuries resulting from work in confined spaces requiring hospital treatment or resuscitation.
- Incidents resulting in an employee being unable to undertake their normal duties for more than seven consecutive days.
- Certain occupational diseases.
- Specified dangerous occurrences and near-miss events as defined by RIDDOR.

The school will also record and investigate near misses and significant incidents to identify learning opportunities and reduce future risks.

Information regarding RIDDOR reporting can be found on the Health and Safety Executive website:

https://www.hse.gov.uk/riddor/

6.3 Notifying Parents and Carers

Parents/carers will be informed as soon as reasonably practicable of any significant accident, injury, illness, medical intervention, head injury, or first aid treatment involving their child.

Where emergency services are involved, parents/carers will be contacted immediately and kept informed of developments.

The school will maintain appropriate records of communications with parents/carers relating to accidents and injuries.

7.0 STAFF TRAINING

All staff will receive appropriate first aid awareness information as part of their induction process and ongoing professional development.

The school will ensure that:

- Sufficient numbers of staff hold recognised first aid qualifications appropriate to the school's needs assessment.
- Appropriate first aid cover is available at all times during the school day, during extracurricular activities, and on educational visits.
- Staff working in higher-risk curriculum areas receive any additional training identified through risk assessment.
- First aid training is renewed in accordance with certification requirements and recognised good practice.

- Records of first aid qualifications, training dates, expiry dates, and refresher training are maintained and monitored.

Enhanced first aid training may be provided for staff working in areas such as:

- Science.
- Physical Education.
- Food Technology.
- Design Technology.
- Forest School.
- Educational Visits.

The school will regularly review its first aid training needs as part of its wider health and safety arrangements and risk assessment process.

9.0 LINKS WITH OTHER POLICIES

This policy should be read alongside the following policies and procedures:

- Health and Safety Policy.
- Risk Assessment Policy.
- Administration of Medication Policy.
- Supporting Pupils with Medical Conditions Policy.
- Safeguarding and Child Protection Policy.
- Educational Visits Policy.
- Emergency Planning and Critical Incident Policy (where applicable).
- SEND Policy (where applicable).
- Behaviour Policy.
- Intimate Care Policy (where applicable)