



**Aletheia**  
Academies Trust

# First Aid Policy

February 2026

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# 1. Aims

The aims of our first aid policy are to:

- ▶ Ensure the health and safety of all pupils, staff 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

For primary schools, this policy is based on the advice from the Department for Education on [first aid in schools, health and safety in schools and Keeping Children Safe during community activities, after school clubs and tuition](#) and the following legislation:

For secondary schools, this policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and 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 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

## 3. Roles and responsibilities

In our primary schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be always on the premises.



In all settings – and dependent upon an assessment of first aid needs – we will have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work.

### 3.1 Appointed person(s) and first aiders

The school's appointed person is Kim Barton, who is supported by first aid qualified staff. They are responsible for:

- ▶ Ensuring a qualified person takes 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)

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

### 3.2 The Board of Trustees

The Board of Trustees, as the employer, has ultimate responsibility for ensuring adequate first aid provision across the Trust. Operational responsibility is delegated to Headteachers and the Director of Estates & Infrastructure.



### 3.3 The Governing Body

The governing body has ultimate responsibility for health and safety matters in the school and should appoint where possible, a Governor to lead on health and safety. The governing body delegates operational matters and day-to-day tasks to the headteacher / head of school and staff members.

### 3.4 The Headteacher / Head of School

The headteacher is responsible for the implementation of this policy, including:

- ▶ Ensuring that an appropriate number of first aiders 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 suitable and sufficient risk assessments are completed and appropriate measures are put in place.
- ▶ Ensuring that all staff are aware of the location of equipment and first aid personnel.
- ▶ 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)



### 3.5 Staff

School staff are responsible for:

- ▶ Ensuring they follow first aid procedures.
- ▶ Ensuring they know who the first aiders in school are.
- ▶ Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called.
- ▶ Informing the Headteacher/Head of School or their manager of any specific health conditions or first aid need

### 3.6 First Aid Needs Assessment

- ▶ The Trust will ensure that each school undertakes a suitable and sufficient first aid needs assessment at least annually, and following any significant change to staffing, premises, pupil needs or serious incident.
- ▶ The assessment will consider:
  - The size and layout of the school
  - The number and distribution of pupils and staff
  - Specific hazards (e.g. science labs, DT rooms, sports facilities)
  - The needs of pupils with medical conditions
  - Off-site activities
- ▶ The findings will determine the number and type of first aiders required.



# 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. The Headteacher/ Head of School will also be informed.
- ▶ If emergency services are called, a member of the pastoral team or leadership team will contact parents immediately.
- ▶ The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. Where appropriate the accident/incident reporting form link in the Health and Safety Policy should be used to report more significant incidents.
- ▶ All accidents, incidents and cases of work-related ill-health that are reportable under RIDDOR 2013 shall be reported immediately to the Trust Director of Estates and Infrastructure and the Headteacher/Head of School via the Trust's online accident/incident form.
- ▶ The Trust recognises that responding to a serious incident can be distressing for staff. Following a significant or traumatic incident, first aiders and involved staff will be offered appropriate debrief and wellbeing support.



## 4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- ▶ A school mobile phone
- ▶ A portable first aid kit
- ▶ Information about the specific medical needs of pupils
- ▶ Parents' contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

If a pupil or parent has not provided consent for first aid, an alternative approach (e.g., calling emergency services) will be followed and parents/carers contacted immediately.

For primary schools, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits involving pupils in EYFS, as required by the statutory framework for the Early Years Foundation Stage. On all other trips there will be at least 1 first aider with a current first aid certificate. A paediatric first aid certificate must be renewed every **three years** for compliance with the EYFS framework.

For secondary schools, there will always be at least one first aider on school trips and visits unless a provider provides the appropriate cover.

# 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
- ▶ 20 individually wrapped sterile dressings
- ▶ 6 medium-sized wound dressings
- ▶ 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The Medical Room
- All Classrooms
- The Studio
- The Hub

### **Automated External Defibrillators (AEDs)**

The AEDs are located in:

- The Medical Room
- The ground floor of the New Build.

Use of AEDs is included in the annual first aid training undertaken by all staff.

Regular checks are carried out and recorded.



# 6. Record-keeping and reporting

## 6.1 First aid and accident record book

- An accident form <sup>1</sup>will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in a minor injury. For more significant accidents/incidents, the Trust's [Accident & Incident Reporting](#) form must be completed.
- 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 the relevant member of 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 relevant member of staff will report 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) immediately to the Trust Director of Estates and Infrastructure and the Headteacher/Head of School via the Trust's online Accident & incident Reporting form.

The Headteacher/Head of School will report these to the Health and Safety Executive (HSE) as soon as is reasonably practicable and in any event within 10 days of the incident. Injuries leading to over 7 consecutive days absence must be reported to the HSE within 15 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- ▶ Death

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<sup>1</sup> This may include a report being made on the Management Information System used by the school including information recorded as at appendix 2 reporting form



- ▶ 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)
  - Severe burns covering more than 10% of the body or affecting the eyes, respiratory system, or 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 illnesses like **hand-arm vibration syndrome** or **occupational dermatitis**.
- ▶ 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>

The Headteacher/Head of School and Health and Safety Governor shall investigate incidents that did or could have led to injury or long-term damage to health, to establish both the immediate and underlying causes and establish what needs to be done to prevent a recurrence. A report of the investigation shall be sent to the Trust Director of Estates and Infrastructure.

### 6.3 Notifying parents

For primary schools, the relevant member of staff 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. For secondary schools, the relevant member of staff will inform parents of a serious accident or injury sustained by a pupil.

Parents will be informed of any head injury, including symptoms to monitor and when to seek medical advice.

### 6.4 Reporting to Ofsted and child protection agencies

The relevant member of staff 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 relevant member of staff will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care. Where Early Years provision operates under a separate Ofsted URN, the Headteacher will notify Ofsted within 14 days. Where provision operates under the school URN, notification is not required unless separately registered.

## 7. Training

All school staff undertake first aid training.

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 (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

For primary schools, 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 and is updated at least every 3 years.

Staff are encouraged to renew their first aid training when it is no longer valid.

The Trust recognises that first aid provision may include responding to mental health crises or episodes of acute distress. Where appropriate, staff will be signposted to mental health first aid awareness training or equivalent training to support pupils and colleagues experiencing mental ill health.

## 8. Monitoring arrangements

This policy will be reviewed annually or as appropriate and approved by the Board of Trustees. The first aid provision must be reviewed annually by the headteacher, first aiders, and/or appointed persons. Accident trends and serious incidents will be reviewed at Trust level to identify patterns, areas for improvement and any required amendments to first aid provision or training.

At every review, the policy will be approved by the Headteacher/Head of School and the governing body.

In addition, first aid risk assessments will be reviewed following any serious accident, incident or identified trend in accident data, to ensure that control measures remain appropriate and sufficient.

## 9. Links with other policies

This first aid policy is linked to the

- ▶ Health and safety policy.
- ▶ Policy on supporting pupils with medical conditions.



# Appendix 1: list of first aid trained staff

Staff member's name	Role	Contact details
<b>First Aid at Work</b>		01474 365737 or
Kim Barton	Office Manager	<a href="mailto:bartonk@st-botolphs.kent.sch.uk">bartonk@st-botolphs.kent.sch.uk</a>
Catherine Eves	Admin Assistant	<a href="mailto:evesc@st-botolphs.kent.sch.uk">evesc@st-botolphs.kent.sch.uk</a>
Charlotte Mahoney	HLTA/After School Club Leader	<a href="mailto:mahoneyc@st-botolphs.kent.sch.uk">mahoneyc@st-botolphs.kent.sch.uk</a>
<b>Paediatric First Aid</b>		
Aman Bening	TA	<a href="mailto:beninga@st-botolphs.kent.sch.uk">beninga@st-botolphs.kent.sch.uk</a>
Lesley Busbridge	TA	<a href="mailto:busbridgel@st-botolphs.kent.sch.uk">busbridgel@st-botolphs.kent.sch.uk</a>
Amy Hawkins	HLTA	<a href="mailto:hawkinsa@st-botolphs.kent.sch.uk">hawkinsa@st-botolphs.kent.sch.uk</a>
Marie Reed	TA	<a href="mailto:reedm@st-botolphs.kent.sch.uk">reedm@st-botolphs.kent.sch.uk</a>
Ana Somicu	TA	<a href="mailto:somicua@st-botolphs.kent.sch.uk">somicua@st-botolphs.kent.sch.uk</a>
Simon Stanton	Class Teacher/Forest School Lead	<a href="mailto:stantons@st-botolphs.kent.sch.uk">stantons@st-botolphs.kent.sch.uk</a>
Melissa Walker	TA	<a href="mailto:walkerm@st-botolphs.kent.sch.uk">walkerm@st-botolphs.kent.sch.uk</a>
<b>Emergency First Aid</b> All other staff		



# Appendix 2: accident report form (minor incidents)

Name of injured person		Role/class	
Date and time of incident		Location of incident	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<b>Action taken</b>			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
<b>Follow-up action required</b>			
<i>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</i>			
Name of person attending the incident			
Signature		Date	



## Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
Frist Aid at Work	Kim Barton Catherine Eves Charlotte Mahoney	20/10/23 22/11/24 20/05/25	20/10/26 22/11/27 20/05/28
Paediatric First Aid	Aman Bening Lesley Busbridge Emma Butler Amy Hawkins Marie Reed Ana Somicu Simon Stanton Melissa Walker	08/07/25 10/11/25 25/02/26 04/07/24 20/02/24 23/10/24 21/11/23 08/07/25	08/07/28 10/11/28 25/02/29 04/07/27 20/02/27 23/10/27 21/11/26 08/07/28
Emergency First Aid	All other staff	31/08/23	31/08/26