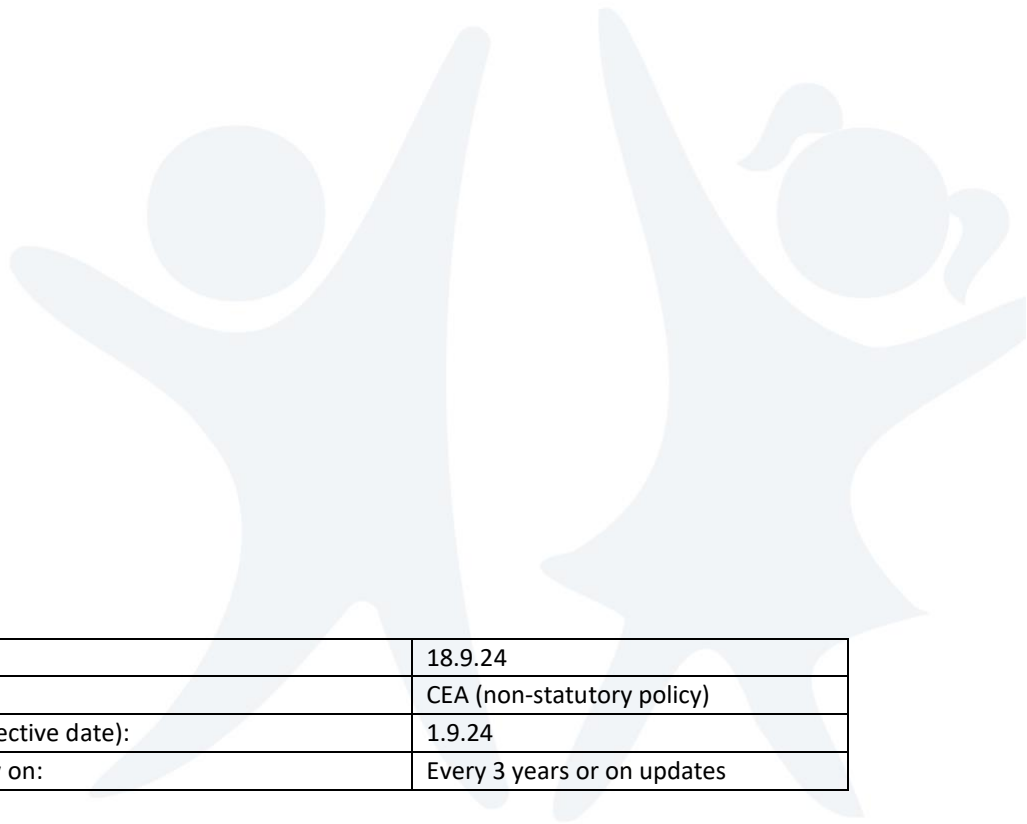


# First Aid Policy 2024-27



Date approved:	18.9.24
Approved by:	CEA (non-statutory policy)
Date adopted by the MAT (i.e. effective date):	1.9.24
This policy is scheduled for review on:	Every 3 years or on updates

## Contents

Policy Statement .....	3
Scope .....	3
Aims & Principles .....	3
Legislation and Guidance .....	4
Roles and responsibilities .....	4
First aiders.....	4
First aiders in the central MAT team .....	5
The Board of Directors .....	5
The Headteacher.....	5
School staff.....	5
First aid procedures .....	6
In-school procedures .....	6
Off-site procedures .....	6
Central office procedures .....	7
First aid equipment .....	8
Record-keeping and reporting .....	8
First aid and accident record book .....	8
Reporting to the HSE.....	8
School staff: reportable injuries, diseases or dangerous occurrences .....	9
Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences .....	10
Notifying parents/carers (early years only) .....	10
Reporting to Ofsted and child protection agencies (registered early years providers ONLY) .....	10
Training .....	10
Breach of Policy.....	11
Appendix 1: list of [trained first aiders] .....	12
Appendix 2: First Aid training log.....	13
Appendix 3: Accident report form .....	14

## Policy Statement

This policy outlines Manor Multi Academy Trust's ('we' / 'our' / 'us') expectations of our employees' ('you') in relation to First Aid.

We are committed to equality and value diversity. As such we are committed to fulfilling our Public Sector Equality Duty (Equality Duty) obligations and expect all staff and volunteers to share this commitment.

This policy should also be applied in accordance with our Health and Safety Policy. Copies of all policies and procedures can be accessed via the **All MAT Staff** area on Teams.

The Equality Duty requires us to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, and victimisation.
- Advance equality of opportunity.
- Foster good relations between people who share protected characteristics, such as age, gender, race and faith, and people who do not share them.

If you consider that any of our practices, policies or procedures may be indirectly discriminatory, you should report your concerns and the basis for them to your line manager, who will take appropriate action and ensure that you receive a written response in respect of the concerns that you have raised.

This policy does not form part of your contract of employment. We reserve the right to amend or withdraw this policy at any time.

We are responsible for ensuring the effective implementation of this policy. As part of equality monitoring, we will review and monitor the operation and impact of the policy on a regular basis and in accordance with the policy review date. As part of this monitoring and review this policy will be equality impact assessed.

## Scope

This policy applies to employees, workers, agency workers, consultants, casual workers, contractors and volunteers.

## Aims & Principles

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and Directors 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

## Legislation and Guidance

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 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our trust's funding agreement and articles of association.

## Roles and responsibilities

### First aiders

The first aiders at each school 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 on [training](#)) 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 as, or as soon as is reasonably practicable after, an incident (see the template in [Appendix 3](#))
- Keeping their contact details up to date

Each school's appointed person(s) and/or first aiders are listed in [Appendix 1](#). Their names will also be displayed prominently around the school site.

## First aiders in the central MAT team

For the Trust's central team, first aid would be provided by the first aider for the school in which the central staff member is working.

Other than sending pupils home, their responsibilities for the central team office are the same as those listed above for school-based staff.

## The Board of Directors

The board has ultimate responsibility for health and safety matters across the Trust, but delegates operational matters and day-to-day tasks to the Headteacher and staff members of each school.

## The Headteacher

The Headteacher is responsible for local implementation of the policy, 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; including but not limited to the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the school's first aid needs
- 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 on [record-keeping and reporting](#))

## School staff

All 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 3](#)) for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

## First aid procedures

### 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 the scene until help arrives
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the Headteacher will contact parents/carers immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

For school with an EYFS provision, there will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

### 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 including, at 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
- Information about the specific medical needs of pupils
- Parents/carers' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

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

The procedure in the [in-school procedures](#) section above will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

For schools with an EYFS provision, there will always be at least 1 first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least 1 first aider on school trips and visits.

## Central office procedures

- 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 the scene until help arrives
- If the injured person hasn't provided their consent to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury



## First aid equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (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 sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room/ Disabled Toilet – Brindley Heath
- The Medical Room – Foley Infant
- First Aid equipment is also distributed in classrooms.
- First Aid kits are easily available to staff during lunch and break times.

## Record-keeping and reporting

### First aid and accident record book

- An accident form will be completed by the member of staff attending to the accident on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident report form in [Appendix 3](#)
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the school business manager or equivalent.
- 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.

### Reporting to the HSE

The HT 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 HT will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and



dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

## School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other 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 injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the HT will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and where the person is taken directly from the scene of the accident to hospital for treatment

\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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>

## Notifying parents/carers (early years only)

The class teacher will inform parents/carers 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. Parents/carers will also be informed if emergency services are called.

## Reporting to Ofsted and child protection agencies (registered early years providers ONLY)

The CEO/CEA 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 HT will also notify the Multi Agency Safeguarding Hub of any serious accident or injury to, or the death of, a pupil while in the school’s care.

## Training

All 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 (see [Appendix 2](#)).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

For schools with EYFS provision, at all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the EYFS statutory framework. The PFA certificate will be renewed every 3 years.

## Breach of Policy

Any breaches of this Policy will be managed under the Trust's Disciplinary Policy and Procedure, which can be located in the **All MAT Staff** area on Teams.



## Appendix 1: list of [trained first aiders]

**School name:** Brindley Heath and Foley Infant Academies

Staff member's name	Role	Contact details
Jimmy Martin (FAW – full)	Headteacher	01384 872343
Amy Norris (FAW – full)	Deputy Headteacher	01384 872343
Sue Thompson(FAW – full)	Office Admin Assistant	01384 872382
Jacqui Allsopp (PFA)	Teaching Assistant	01384 872382
Helen Evans (PFA)	Teaching Assistant	01384 872343
Claire Gwilliam (PFA)	Office Manager	01384 872382
Kellie Halsey (PFA)	Teaching Assistant	01384 872382
Kerrie Lawson (PFA)	HLTA	01384 872382
Amy Price (PFA)	Teaching Assistant	01384 872343
Karen Smart (PFA)	Teaching Assistant	01384 872343
Sue Thompson (PFA)	Office Admin Assistant	01384 872343



## Appendix 2: First Aid training log

**School name:**

Name/type of training	Staff who attended (individuals or groups)	Date attended	Date for training to be updated (where applicable)
First Aid at Work	Jimmy Martin Amy Norris Sue Thompson	June 2024 June 2024 October 2023	June 2027 June 2027 October 2026
Paediatric First Aid	Jacqui Allsopp Helen Evans Claire Gwilliam Kellie Halsey Kerrie Lawson Amy Price Karen Smart Sue Thompson	February 2022 February 2022 February 2022 February 2022 July 2024 February 2022 February 2022 February 2022	February 2025 February 2025 February 2025 February 2025 July 2027 February 2025 February 2025 February 2025
First Aid essentials	Gill Callaghan Keeley Harvoutt Luan Heyworth Jo O'Donoghue Rebecca Sandford Karen Rose Sara Jane Smith Sadie Sprague Donna Whitehurst	June 2022 May 2022 March 2024 April 2024 September 2023 April 2024 April 2024 March 2024 April 2024	June 2025 May 2025 March 2027 April 2027 September 2026 April 2027 April 2027 March 2027 April 2027
Asthma Awareness	Whole school staff	April/May 2024	April/May 2025
Managing medication	Luan Heyworth Jenny James Sadie Sprague Sue Thompson Claire Gwilliam	April 2024 April 2024 April 2024 April 2023 April 2024	April 2027 April 2027 April 2027 April 2026 April 2027
Epipen Training	Sue Thompson	March 2024	March 2027

## Appendix 3: Accident report form

**School name:**

<b>Name of injured person:</b>		<b>Role/class:</b>	
<b>Date and time of incident:</b>		<b>Location of incident:</b>	
<b>Incident details</b>			
Describe in detail what happened, how it happened and what injuries the person incurred.			
<b>Action taken</b>			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
<b>Follow-up action required</b>			
Outline what steps the school/central office will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.			
<b>Name of person attending the incident:</b>			
<b>Signature:</b>		<b>Date:</b>	