



## First Aid Policy

**Date completed: September 2025**

**Completed by: Sarah Dakin**

**Review: September 2027**

### **Introduction**

The Trustees accept their responsibility under the Health and Safety (First Aid) Regulation 1981 and acknowledge the importance of providing first aid for employees, pupils and visitors within the school. The key principles of the policy and the implementation of it within school are:

- Trust board duty to approve, implement and review this policy
- Individual responsibility on all employees
- Duty to report, record and, where appropriate, investigate all accidents
- Recording of all occasions where first aid is administered to employees, pupils and visitors
- Provision of equipment and materials to carry out first aid treatment
- Arrangements to provide training for employees and to maintain a record of that training, reviewable annually.
- Establishment of a procedure for managing accidents in school which require first aid treatment
- Provision of information to employees on the arrangements for first aid
- Undertaking a risk assessment of the first aid requirements of the school.

### **Risk Assessments**

Risk assessments should be completed in all areas that offer risk to the safety of pupils, including classrooms, dining hall and the playground. Classroom risk assessments should be written by individual teachers alongside a designated SLT member and shared with relevant staff. SLT are responsible for other areas in school including – forest area, track, playgrounds, hall and staffroom.

## **Practical First Aid Arrangements**

First aid boxes in the school are located in all classrooms. In addition there are first aid kits on the school minibuses. The contents of these boxes are checked on a regular basis by the Site team. Class teams are asked to contact Site team should anything be needed. Site will retain a log of the contents of each box/kit.

Staff attending an accident should use the nearest first aid box to access materials to deal with the accident, if possible. If the contents of the boxes become depleted, staff should inform the Site Team.

Children's medication is to be kept either in a locked filing cabinet within the classroom or the locked medical cabinets (Medical cabinet 1 located in the Wild and Free area, Medical cabinet 2 located at the end of the green corridor next to the upper playground exit). The Class team/Medical lead alongside the school nurse is responsible for checking expiry dates. The nurse will create any relevant medication plans (see Medical Needs policy). Copies of these are stored in the child's medication and on CPOMs. All medication must be labelled with the child's name and details. When administering medication staff must check the details carefully and complete the relevant form that is stored with the medication. This process requires 2 staff members and is inline with Medical Administration training completed annually by staff.

## **Off-site procedures**

When taking pupils off the school 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 will be completed by the lead member of staff using Evolve prior to any educational visit that necessitates taking pupils off school premises.

## **Pupils with medical conditions**

A list is available in all classrooms of all pupils who have a serious allergy or medical condition and this is shared with all staff via briefing. If staff become aware of any condition not on these lists please inform the appointed person.

## **Reporting to Parents**

If a pupil receives more than a minor injury this should be recorded and reported to parents. Staff should, therefore, report all accidents to a pupil's class teacher so that parents/carers may be informed prior to the end of school. Bumps to the head suffered by any pupil must always be reported to parents who should be given the choice whether or not to collect them from

school. If the member of staff is unsure as to whether to contact parents or not, they should speak to a member of the SLT or the School Nurse. Accident forms are completed directly onto CPOMs so that they can be reviewed and reported on.

Pupils who begin to feel unwell during the school day should be taken to the School Nurse in the first instance. The School Nurse or a member of SLT team will decide whether or not parents need to be informed or be asked to collect them from school.

### **Transport to Hospital or Home**

A member of the Senior Leadership Team will determine the sensible and reasonable action to take depending on the circumstances of each case. Where the injury is an emergency an ambulance will be called by the School Office, following which the parents will be called. Where hospital treatment is required but not in an emergency, the School Office will contact the parents in order for them to take over responsibility for the pupil.

### **Duties of Staff**

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are (posters are visible around school)
- Completing accident reports for all incidents they attend to where a first aider is called (attach to CPOMs for **Sarah Dakin** to review)
- Informing the Head teacher or their manager of any specific health conditions or first aid needs

The School is required to maintain a record of injuries and accidents to employees and pupils. These records are to be retained on the system for a minimum of three years. All accident forms are recorded on the school system and on CPOMs and those that have required further treatment are reported to the Councils Health & Safety team and are then archived in line with the information management policy and retention of records. All accidents and dangerous occurrences, however minor, arising out of or in connection with work and school activities must be reported to the School's Health and Safety office. The requirement applies to accidents involving staff, pupils, parents, contractors, visitors and members of the public.

### **Information on First Aid Arrangements**

SLT will inform all employees at the School of the following:

- the arrangements for reporting and recording accidents
- the arrangements for first aid
- those employees with first aid qualifications

- the location of first aid boxes

They will also ensure that:

- an appropriate number of trained first aid personnel are present in the school at all times
- that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- all staff are aware of first aid procedures
- appropriate risk assessments are completed and appropriate measures are put in place
- that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

### **First Aiders in 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 (Site Team)
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

### **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.

Specific staff training is also available via the school nurse depending on the needs of the class and staff. This will be identified in the summer term and undertaken in September.

### **Defib in school**

The AED is located at: **main reception** and is accessible during school hours.

The AED is designed to be used by trained staff in an emergency. It provides clear, step-by-step voice instructions to guide users through the process. However, designated staff have received training in the use of the AED as part of their first aid certification.

The device is checked regularly, by Office staff, to ensure it is in working condition, with inspections and maintenance recorded in the First Aid Log. Expiry dates on pads and batteries are monitored and replacements ordered in advance as needed.

In the event of a suspected cardiac arrest:

- Call emergency services immediately (999).
- Begin CPR.
- Retrieve and use the AED as instructed until emergency responders arrive.

The presence of an AED on site supports our commitment to providing a safe and responsive environment for all pupils, staff, and visitors.

|                                                                              |                                                                           |                                                                  |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------|
| <b>Task/Activity: First Aid</b> on and off<br>RA004 First Aid provision site | <b>Date assessment completed:</b><br>Updated 7 <sup>th</sup> October 2025 | <b>Review Date:</b><br>1 <sup>st</sup> December 2026             |
| <b>Brief Details of Task/Activity</b><br>First Aid provision on and off site | <b>Assessment completed by:</b><br>Andrew Needham / Sarah Dakin           | <b>Signature:</b><br><i>Andrew Needham</i><br><i>Sarah Dakin</i> |

| What are the hazards?<br><br>e.g. slip/trip hazards, electricity, manual handling, work equipment | Who might be harmed and how?<br><br>e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc... | What are you already doing to control the hazard?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | What further action or additional controls are required<br><br>(if necessary)                                   | Risk rating<br><br>(after control measures) | Action by who                | Action by when | Date completed |
|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------------------|----------------|----------------|
| Stairs, ramps, playground equipment, behaviours that challenge                                    | Injury to Pupils – this may be minor (scratch) to significant (break)                                                                                    | <ul style="list-style-type: none"> <li>• A sufficient number of first aiders to provide first aid treatment for pupils in school.</li> <li>• List of paediatric first aiders displayed around school.</li> <li>• First aid boxes in every class</li> <li>• Playground equipment maintained within their guidelines.</li> <li>• If a child has an accident this is recorded through the Ladywood accident and incident recording procedure and HR manager is informed</li> <li>• When an accident occurs where a child/adult has come to serious harm and where an ambulance has had to be</li> </ul> | <ul style="list-style-type: none"> <li>• List of dates for training refreshers organised by CPD lead</li> </ul> | D                                           | Staff<br>SLT<br>Office staff |                | 7.10.25        |

| What are the hazards?<br><br>e.g. slip/trip hazards, electricity, manual handling, work equipment | Who might be harmed and how?<br><br>e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc... | What are you already doing to control the hazard?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | What further action or additional controls are required<br><br>(if necessary)                                                                         | Risk rating<br><br>(after control measures) | Action by who                | Action by when | Date completed |
|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------------------|----------------|----------------|
|                                                                                                   |                                                                                                                                                          | called , a RIDDOR report is filled in.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                       |                                             |                              |                |                |
| Stairs, ramps, playground equipment, manual handling, equipment and behaviours that challenge     | Injury to Staff/visitors – this may be minor (scratch) to significant (break)                                                                            | <ul style="list-style-type: none"> <li>•A sufficient number of first aiders to provide first aid treatment for staff in school</li> <li>•List of emergency first aid at work displayed around school.</li> <li>•First aid boxes in every class</li> <li>•Playground equipment maintained within their guidelines.</li> <li>•If a member of staff has an accident this is recorded through the Ladywood accident and incident recording procedure and HR manager is informed.</li> <li>•When an accident occurs where a child/adult has come to serious harm and where an ambulance has had to be called or a visit to hospital, a RIDDOR report is filled in.</li> </ul> | <ul style="list-style-type: none"> <li>• List of dates for training refreshers organised by CPD lead</li> </ul> EFAW ratio – before/after school 1:50 | D                                           | Staff<br>SLT<br>Office staff |                | 7.10.25        |
| Educational visit<br>RTA<br>Injury on visit<br>Medical emergency                                  | Pupil Staff<br>Bruise<br>Scratch<br>Fracture<br>Asthma attack/epilepsy                                                                                   | <ul style="list-style-type: none"> <li>•First aid box (regularly checked) on each minibus</li> <li>•Staff mobile phone for emergency use</li> <li>•First aider to be available for each trip (CPD Log)</li> <li>•Pupils with known medical needs to be identified and medication taken on visit</li> </ul>                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Medical needs identified on individual Educational visit risk assessment for individual pupils</li> </ul>    | D                                           | Class staff<br><br>SLT       |                | 7.10.25        |

| What are the hazards?<br><br>e.g. slip/trip hazards, electricity, manual handling, work equipment | Who might be harmed and how?<br><br>e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc... | What are you already doing to control the hazard?                                                                                                                                                                                                                                                                                           | What further action or additional controls are required<br><br>(if necessary)                                               | Risk rating<br><br>(after control measures) | Action by who                                      | Action by when | Date completed |
|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|----------------------------------------------------|----------------|----------------|
| Inadequate first aid equipment/kits                                                               | Pupils, staff , visitors<br><br>Injuries could be serious or life threatening if not dealt with quickly and appropriately                                | <ul style="list-style-type: none"> <li>•First aid kits kept well stocked in accordance with H&amp;S guidelines.</li> <li>•Specific responsibility designated to Site Staff to restock kits</li> <li>•Defibrillators(where present) are maintained in accordance with manufacturer's instructions and checks logged by Site Staff</li> </ul> |                                                                                                                             | D                                           | Site, All staff                                    |                | 7.10.25        |
| Inadequate information about trained first aiders                                                 | Pupils, staff , visitors<br><br>Injuries could be serious or life threatening if not dealt with quickly and appropriately                                | <ul style="list-style-type: none"> <li>•We have an appropriate number of first aiders available during working hours.</li> <li>•First aider lists are displayed throughout sites.</li> <li>•First aid assistance is called on the walkie-talkie</li> <li>•</li> </ul>                                                                       | <ul style="list-style-type: none"> <li>• List of staff for training.</li> <li>• Refreshers organised by CPD lead</li> </ul> | D                                           | First aid lead to disseminate information to staff |                | 7.10.25        |
| Defibrillator faults / lack of training                                                           | Pupils, staff , visitors<br><br>Injuries could be serious or life threatening if not dealt with quickly and appropriately                                | <ul style="list-style-type: none"> <li>•Defib training included with first aid courses.</li> <li>•Regular checks on the functionality, battery, pads and back-ups available. SLT</li> <li>•Signs displayed through the areas highlighting the location of the defib.</li> <li>•Expiry date known</li> </ul>                                 |                                                                                                                             |                                             | SLT                                                |                | 7.10.25        |
| Bite, scratch whilst completing intervention with the Mentor Dog                                  | Dog, Pupils, staff, visitors,                                                                                                                            | <ul style="list-style-type: none"> <li>First aid kit (refilled regularly) by Tim Earnest (Site)</li> <li>•First Aid kit kept with the dog.</li> <li>•Procedures to follow to keep dog</li> </ul>                                                                                                                                            | Communicate information with staff regarding the mentor dog.                                                                |                                             | Staff Intervention leads                           |                | 7.10.25        |



| What are the hazards?<br><br>e.g. slip/trip hazards, electricity, manual handling, work equipment | Who might be harmed and how?<br><br>e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc... | What are you already doing to control the hazard?                                                                                                                                                                                                                               | What further action or additional controls are required<br><br>(if necessary) | Risk rating<br><br>(after control measures) | Action by who             | Action by when | Date completed |
|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------------------------------|---------------------------|----------------|----------------|
|                                                                                                   |                                                                                                                                                          | calm.                                                                                                                                                                                                                                                                           |                                                                               |                                             |                           |                |                |
| Burns                                                                                             | Pupils, staff, visitors,<br><br>Injuries could be serious if not dealt with quickly and appropriately                                                    | <ul style="list-style-type: none"> <li>•Burn first aid kits kept in the office at LL and Main site.</li> <li>•All staff aware where these are kept, as the first few minutes from a burn are the most critical.</li> </ul>                                                      |                                                                               |                                             | Staff<br>SLT              |                | 7.10.25        |
| Hazardous materials around school                                                                 | Staff<br>Children                                                                                                                                        | <ul style="list-style-type: none"> <li>•Site checks are undertaken by site manager</li> <li>•Cleaners use chemicals but are trained on the use of these as well as the storage of these.</li> <li>•Staff aware of chemicals/substances and how they are best stored.</li> </ul> |                                                                               |                                             | Site<br>Staff<br>Cleaners |                | 7.10.25        |
| Inadequate amount of first aiders on site (paediatric and whole school)                           | Staff children                                                                                                                                           | <ul style="list-style-type: none"> <li>•All teachers receive first aid training,</li> <li>•First aid training is kept up to date with identified staff.</li> </ul>                                                                                                              | Spreadsheet kept of dates for staff needing refresher courses.                |                                             | Staff and SD              |                | 7.10.25        |
|                                                                                                   |                                                                                                                                                          | <ul style="list-style-type: none"> <li>•</li> </ul>                                                                                                                                                                                                                             |                                                                               |                                             |                           |                |                |

| CATEGORIES OF LIKELIHOOD |                                                                       | CATEGORIES OF CONSEQUENCE SEVERITY |                                                                                           |
|--------------------------|-----------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Highly Likely</b>     | Expected to happen/reoccur, possibly frequently.                      | <b>Catastrophic</b>                | Incident could result in <u>one or more fatalities</u> .                                  |
| <b>Possible</b>          | Might happen/reoccur at some time depends on circumstances.           | <b>Major</b>                       | Major injury resulting in incapacity, hospitalisation >24 hours.                          |
| <b>Unlikely</b>          | Not expected to happen/reoccur but possible in certain circumstances. | <b>Significant</b>                 | Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours. |
| <b>Very Unlikely</b>     | Would only occur in very exceptional circumstances.                   | <b>Minor</b>                       | Small cut, bruise, abrasion, basic first aid treatment provided.                          |
|                          |                                                                       | <b>Negligible</b>                  | Some discomfort, self-help. No treatment required.                                        |

| RISK RATING         |                      |                 |                 |                      |
|---------------------|----------------------|-----------------|-----------------|----------------------|
|                     | <b>Highly Likely</b> | <b>Possible</b> | <b>Unlikely</b> | <b>Very Unlikely</b> |
| <b>Catastrophic</b> | <b>A</b>             | <b>A</b>        | <b>B</b>        | <b>E</b>             |

|             |   |   |   |   |
|-------------|---|---|---|---|
| Major       | A | B | C | E |
| Significant | B | C | D | E |
| Minor       | C | D | E | E |
| Negligible  | E | E | E | E |

| RISK CLASSIFICATIONS |                                                                                                                                                                                                                        |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A                    | <b>Unacceptable risk</b> , requires immediate attention. Work <u>should not be started or continued</u> until the level of risk has been reduced.                                                                      |
| B                    | <b>High risk</b> , requires immediate attention. Control measures must be identified and put into place as soon as possible.                                                                                           |
| C                    | <b>Medium risk</b> , requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short. |
| D                    | <b>Low risks</b> , confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further.                                                                                                       |
| E                    | <b>Trivial risk</b> , no further action required but review at regular intervals to ensure controls remain effective.                                                                                                  |