



FIRST AID POLICY

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Introduction.

This document describes the procedure adopted by **The Harmony Trust** for the provision of first aid within all academies. The Trust aims to promote a culture where First Aid responding, recording, and reporting of the outcomes are discussed in an open and positive way, to improved standards and safe methods of work, thereby ensuring a safe and secure work environment for pupil engagement, staff, and visitors.

Legal

This policy is based on the following:

- EYFS statutory Framework
- DFE guidance on First Aid in schools and Health and Safety in schools
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1992
- The Management of Health and Safety at work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Social Security (Claims and Payments) regulations 1979,
- The Education Independent School Standards Regulations (2014)

Responsibilities.

Board of Trustees

The Board of Trustees has responsibility to ensure H&S legislation is being complied with across all Trust sites. This is delegated to Academy Principals with ongoing support and monitoring from the Trust Health and Safety and Compliance Team .

Chief Executive Officer (CEO)

The CEO has delegated responsibility from the Trust Board to:

- Actively promote a positive Health and Safety culture across the Trust,
- Hold ultimate responsibility for ensuring compliance with all Health and Safety legislation affecting the operations and activities of the Trust and each Academy within the Trust;

Head of Health and Safety and Compliance (with oversight from Asst Director – Safeguarding, Estates and Compliance)

- Ensure that this policy is reviewed periodically, or when there are significant changes to circumstances within the Trust;
- Ensure that a suitable and sufficient assessment of the first aid risks and requirements at each Academy is carried out and reviewed as necessary;
- Report to the Assistant Director Safeguarding, Estates and facilities, who will liaise with the Trust Executive Leadership Team and Board of Trustees as appropriate;
- Ensure that all accidents and injuries are appropriately recorded in all academies;
- Ensure that all notifiable accidents, incidents, diseases and occurrences are reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Ensure that all members of staff are familiar with each academy's first-aid provision.



Academy Executive Principals/Principals

Each Principal is responsible and accountable for the implementation and compliance of this policy within their Academy, ensuring that a positive health and safety culture is encouraged and developed each setting, and that all staff and students understand their responsibilities and adhere to the Trust's Health and Safety Policy. Each Academy Principal shall:

- Ensure that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times as required in their First Aid Needs Risk Assessment.
- Ensure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensure all staff are aware of first aid procedures.
- Ensure appropriate risk assessments are completed and appropriate measures are put in place.
- Undertake, or ensuring that SLT undertake, accident incident investigations, as appropriate, and that appropriate measures are put in place.
- Ensure that adequate space is available for catering to the medical needs of pupils.
- In early Years Foundation Stage provision, Principals will ensure there is always at least one first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.
- Academy Principals will ensure adequate off-site first aid cover is in place for when taking pupils off the academy premises in accordance with their risk assessment.

First Aiders:

- Attend first aid training and refresher training when required
- Ensure the first aid kit is properly stocked and stored. The list of contents should be in the first aid box.
- Attend to incidents requiring first aid and make decisions based on their training and experience.
- Complete accident forms (minor accident forms or current AIRS forms as appropriate)

All school employees:

- Familiarise themselves with the location of the first aid boxes
- Be aware of the emergency procedures
- Support first aiders or SLT in emergency situations

The Office manager

- Arrange for first aid training, to ensure all first aider's certificates are in date, and there are no gaps in the academy.
- Provide details as required by emergency services as necessary

Competence

First aiders are trained and qualified to carry out the role in accordance with the [Health & Safety \(First-Aid\) Regulations 1981](#) and [Guidance on First Aid for 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.
- All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The academy 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.
- Refresher training and retesting of competence will be arranged at least three months before certificates expire.
- Where academies have an Automated External Defibrillator (AED) on site, regular refresher training will be undertaken.
- All academies have trained Mental Health First Aiders to support staff wellbeing in the workplace and to signpost staff to external sources of support. Refresher training for these staff will take place every three years.

First Aid Equipment

- All academies across the Trust will maintain adequate First Aid Equipment in accordance with Health and Safety Executive guidance.
- No medication is to be stored in first aid kits.

Record Keeping and Reporting

- An accident report via the Trust reporting system will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury for each injured party.
- As much detail as possible should be supplied when reporting an accident. The level of detail required will depend on whether the incident is a minor injury for pupils or part of the full AIRS reporting format.
- A copy of adult accident form will be retained on the Trust reporting system for a minimum of three years in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and securely disposed of in accordance with the Trust Retention Policy.
- The Head of compliance, health and safety will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation
- The Health & Safety team will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
- The Academy Principal will notify 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.
- The Executive Leadership Team 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 in line with Ofsted reporting expectations.
- The Academy Principal/Trust Head of Safeguarding will notify the local child protection agencies of any serious accident or injury to, or the death of, a pupil while in our care.

Risk Assessment

The Academy Principal supported by the Office Manager will ensure a First Aid Needs Risk Assessment is conducted for each Academy (Appendix A), taking account of all applicable buildings and facilities, paying particular attention to:

- Practical activities;
- The use of machinery;
- Storage of hazardous substances;
- The use of equipment for sports and physical education.

From this assessment, a judgment will be made regarding how many trained first aiders are required to provide an effective and safe response to accidents and injuries.

- As a general rule, one first aider will be available for every 100 persons at the Academy, although this ratio may vary depending upon the relevant risks and other factors.
- A judgement will also be made regarding how many fixed and portable first-aid containers should be available and where they are to be located.
- Specific consideration will be given to staff or pupils who have special health needs or disabilities.

In determining the level of provision the appointed person each Academy will consider:

- First Aid Provision during lunch times and breaks;
- The adequacy of the provision to account for staff absences;
- The provision of first aid for off-site activities and Academy trips;
- The provision for practical lessons and activities, e.g. science, technology, food technology and physical education.

Hygiene and Infection Control

First aiders will be expected to wear gloves and any other PPE which is appropriate for the circumstances (including aprons, face masks, overalls, face-shields as required). All staff will:

- Follow basic hygiene procedures;
- Clean up any bodily fluid spills eg vomit
- Be made aware as to how to take precautions to avoid transmissible diseases
 - All staff will have access to single use disposable gloves and hand washing facilities.
 - Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.
 - Instructions on the disposal of all used dressings or equipment will be included in the first- aid containers.

Accident and Emergency Procedure

In the event of a major accident, appropriate medical help will be sought immediately by any responsible adult and a qualified first aider will take the lead in this process. The Senior Leadership Team (SLT) of the relevant school will also be instrumental in the decision making process but in terms of treatment for a sick or injured person, the decision of the trained first aider is final.

In non-life threatening situations which require medical attention, SLT will liaise with the first aider to make the decision as to whether the child needs to go to hospital or if they can wait for the parent/carer to come to school. In case of any incident which requires examination by a medical professional, an AIRS form will be completed at the earliest opportunity and a copy sent to the Compliance team.

A decision to call 999 and seek emergency help should **NEVER** be delayed in order to seek out SLT. In obvious life-threatening situations, the first action is to call 999. A first aider and SLT must also be summoned immediately.

Where a decision is less obvious, a first aider should be called immediately (this should be a First Aid at work trained member of staff). A member of SLT should also be called. The decision of the First Aider will then be actioned.

First Aid procedures for a bumped head

- If a child has a bumped head, a first aider will administer the necessary treatment, record the injury on the accident form and ensure a bumped head letter is given to the child to take home. A telephone call home should also be made to ensure parents are made aware. Please be aware of the need to keep medical information confidential so hand the bumped head note directly to the parent if possible.
- The first aider must let the class teacher know to ensure that careful observations of the child after the incident are carried out.
- For head injuries or any other injuries which leave a visible mark (or cause other concerns), a member of SLT will be informed, and a phone call made for parents to come and assess their child themselves if they wish to.

Recording, Reporting Accidents, Injuries and Near Misses

All accidents and injuries will be recorded in a written or electronic form. The record of any first-aid treatment given by first aiders and other appointed persons will include:

- The date, time and place of the incident;
- The name and class of the injured or ill person;
- Details of the injury or illness and what first aid was given;
- What happened to the pupil or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital).
- The name and signature of the first aider or person dealing with the incident.

Serious or significant incidents to pupils will be reported to parents by sending a note home with the pupil and by direct contact with the parent or carer.

In an emergency involving outside medical professionals or services the Principal or the appointed person will follow the Academies established procedures for contacting a parent/carers.

In accordance with the Trust Health & Safety Policy, all staff are responsible for reporting near misses, e.g. any incidents that could have resulted in injury. These should be reported to the Academy Office Manager who will ensure that necessary information is recorded within the Academy accident form and liaise with the principal to undertake investigations to prevent reoccurrence.

AIRS forms should be forwarded to the Trust compliance team and followed up with investigation by SLT. Completed investigation forms should also be forwarded to the Compliance team.

The minor accidents should be analysed by the Office Manager/admin teams and reported/uploaded to sharepoint to the Compliance team every half term. This is so that monitoring can occur and trends noted.

All minor accident forms, AIRS forms and accident analysis, should be uploaded to Sharepoint in the academy's health and safety folders, the online portal containing all key Compliance documentation for the Harmony Trust.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality in



our academies.

Data protection statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the Trust's Data Protection Policy.ata Audit For This Policy					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
First aid policy	Name, address, medical issues, nature of injury and treatment	As needed for H&S reporting person	Principal / SLT, Trust central team, staff or other representative as required as part of the analysis process, medical teams	Kept on file at academy (and Trust central where appropriate) Kept on S2B online	Held as part of H&S retention procedures

As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
		✓

Supporting documents can be found in the Trust URL:

[Universal Resource Library \(URL\) - First Aid - All Documents \(sharepoint.com\)](#)

Appendix A – Checklist for Principals

Appendix B – First aid review to determine 1st aid requirements for academy

Appendix C – Guidance for managing spillages of blood and bodily fluids

Appendix D – Minor accident / incident report form (to be customised for the academy)

Appendix E – Accident and Incident report form

Appendix F – Management response to AIRS form (low level investigation)

Appendix G – Trust response AIRS

Appendix H – Violent Incident Report form

Appendix I – When to report violent incidents

Appendix J – Sample letters related to medical issues and first aid

Appendix A: Principal First Aid checklist

The Principal confirms the following is in place for [REDACTED] Academy

	Initials (Principal)
A member of SLT will have oversight for 1 st aid and will ensure procedures are followed correctly.	
A lead first aider is named and takes the lead on ensuring first aid equipment is in place, is sufficiently stocked and is not beyond its expiry date.	
A first aid review has been completed by the academy within the past two years	
There are sufficient first aiders on site in line with the review	
Full first aid at work	
Paediatric first aid	
Emergency first aid at work	
Defibrillator trained staff	
Other (if relevant)	
First aid is considered for all educational visits (including specific requirements for EYFS pupils)	
All accidents are dealt with in line with the latest first aid training	
All accidents are recorded on the appropriate form <ul style="list-style-type: none"> • Minor incident • AIRS • Violent incident report 	
Minor incident forms are analysed half termly and trends in accidents are identified and acted upon where necessary	
AIRS forms are sent to the health and safety inbox and investigated by a member of SLT	
The school has a risk assessment for first aid	
There is a spillages kit available for the cleaning up of bodily fluids. PPE is available	
Staff have received instruction regarding how to clean up bodily fluids	
Near misses are reported through the AIRS process	
Bumped heads are dealt with in line with policy and parents are informed as soon as possible	
If a significant injury occurs, an investigation takes place and lessons learned are incorporated into policy and practice.	
There is a defibrillator on site for use in emergencies. (Delete if not applicable)	