



Shires Multi Academy Trust

1366 Evesham Rd, Astwood Bank, Redditch, B96 6BD
 hello@shiresmat.org.uk | www.shiresmat.org.uk

First Aid Policy

Policy Name: First Aid Policy	Policy Reference: MAT-SP15
Owner/Reviewer: COO, CEO	Review Date: 16th February 2026
Approved by: COO, CEO	Approval Date: 16th February 2026
Chair of Trust Board 	Review Frequency: Annually
	Date of Next Review: Spring Term 2027
Headteacher to approve local details.	

Contents

1. Aims
 2. Legislation and guidance
 3. Roles and responsibilities
 4. First aid procedures
 5. First aid equipment
 6. Record-keeping and reporting
 7. Training
 8. Monitoring arrangements
 9. Links with other policies
- Appendix 1: list of appointed persons(s) for first aid and/or trained first aiders]
- Appendix 2: accident report form
- Appendix 3: first aid training log

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils 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

2.1 Academies with Early Years Foundation Stage

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools and health and safety in schools](#), and the following legislation set out in 2.2:

Academies without Early Years Foundation Stage

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation set out in 2.2:

2.2 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 funding agreement and articles of association.

3. Roles and responsibilities

In Academies with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times. Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has considered the nature of employees’ work, the number of staff, and the location of the academy. The appointed person does not need to be a trained first aider. All academies should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

3.1 Appointed person(s) and first aiders

All academies will appoint a person(s) who 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 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)

- › Keeping their contact details up to date

Appointed First Aiders are listed in appendix 1. Their names will also be displayed prominently around the appropriate academy.

3.2 The Trust Board

The Shires MAT Trust Board has ultimate responsibility for health and safety matters in its Academies, but delegates responsibility for the strategic management of such matters to the academy's governing committee. The governing committee delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.3 The Headteacher

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

- › Ensuring that an appropriate number of appointed persons and/or 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
- › 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 6)

3.4 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/appointed person is not called
- › Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-academy 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

Shires Multi Academy Trust

1366 Evesham Rd, Astwood Bank, Redditch, B96 6BD

hello@shiresmat.org.uk | www.shiresmat.org.uk

- 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
- If emergency services are called, the Academy will contact parents immediately
- The first aider/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

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 Academy's nominated person prior to any educational visit that necessitates taking pupils off school premises.

Academies with Early Years Foundation Stage provision will ensure:

There will always be at least 1 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.

Academies without Early Years Foundation Stage provision will ensure:

There will always be at least one first aider on academy trips and visits.

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

No medication is kept in first aid kits.

First aid kits are stored in:

- › The medical room
- › Teacher's classrooms – small 'grab' bags
- › Year's 1, 2 and 3 shared areas
- › School office
- › The school kitchen

6. Record-keeping and reporting

6.1 First aid and accident record on Arbor

- › An accident form 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
- › 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
- › The accident report form will also be added to the pupil's educational record through Arbor.
- › 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 school business manager/administrator or delegated person 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 school business manager/administrator or delegated person 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.

Reportable injuries, diseases or dangerous occurrences 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)
 - Any scalding requiring hospital treatment

Shires Multi Academy Trust

1366 Evesham Rd, Astwood Bank, Redditch, B96 6BD
hello@shiresmat.org.uk | www.shiresmat.org.uk

- 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
- › 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)

<http://www.hse.gov.uk/riddor/report.htm>

Academies with Early Years Foundation Stage provision

6.3 Notifying parents

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.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher 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 Headteacher or DSL will also notify the relevant local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. 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 (see appendix 3).

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

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.

8. Monitoring arrangements

This policy will be reviewed annually and approved by the Trust Board

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Children with healthcare needs who cannot attend school

Appendix 1: list of [appointed persons(s) for first aid and/or trained first aiders]

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
James Walker	Pediatric First Aid	jwalker@vfs.endeavourschools.org
Joanne Merrick	Pediatric First Aid	jmerick@vfs.endeavourschools.org
Sophie Thomas	Pediatric First Aid	sthamas@vfs.endeavourschools.org
Carolyn Petrucci	Pediatric First Aid	cpetrucci@vfs.endeavourschools.org
Tina Gittins	Pediatric First Aid	tgittins@vfs.endeavourschools.org
Anya Rollins	Pediatric First Aid	arollins@vfs.endeavourschools.org
Cathy Lees	Pediatric First Aid	clees@vfs.endeavourschools.org
Jo Downing	Pediatric First Aid	jdowning@vfs.endeavourschools.org
Georgia Warman	Pediatric First Aid	gwarman@vfs.endeavourschools.org
Kelly Greenhouse	Pediatric First Aid	kgreenhouse@vfs.endeavourschools.org
Helen Colcombe	First Aid at Work	hcolcombe@vfs.endeavourschools.org
Mille Baldwin	First Aid at Work	abaldwin@vfs.endeavourschools.org
Dawn Duggan	First Aid at Work	dduggan@vfs.endeavourschools.org
Helen Whyte	First Aid at Work	hwhyte@vfs.endeavourschools.org

Appendix 2: accident report form (on Arbor)

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			
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			
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)
Millie Baldwin	First Aid at Work	July 2023	July 2026
Helen Whyte	First Aid at Work	July 2023	July 2026
Dawn Duggan	First Aid at Work	July 2023	July 2026
Pediatric First Aid	James Walker	November 2024	November 2027
Pediatric First Aid	Tina Gittins	February 2025	February 2028
Pediatric First Aid	Carolyn Patrucci	February 2025	February 2028
Pediatric First Aid	Georgia Warman	February 2025	February 2028
Pediatric First Aid	Catherine Lees	March 2025	March 2028
Pediatric First Aid	Jo Downing	March 2025	March 2028
Pediatric First Aid	Jo Merrick	March 2025	March 2028
Pediatric First Aid	Sophie Thomas	March 2025	March 2028
Pediatric First Aid	Anya Rollins	September 2025	September 2028
Pediatric First Aid	Kelly Greenhouse	October 2025	October 2028
First Aid at Work	Carolyn Petrucci	October 2025	October 2028