FIRST AID POLICY

Date of approval by the Trust Board	**14 October 2026**
Review cycle	**Annual**

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 regard to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on advice from the Department for Education on first aid in schools, health and safety 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
- **The Children's Wellbeing and Schools Act 2026 (Section 34)**. Which require that schools publish a dedicated Allergy and Anaphylaxis policy
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This policy complies with the Trust's Funding Agreement and Articles of Association.

3. Roles and responsibilities

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 taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

In case of a viral outbreak, employers should discuss their updated risk assessment with first aiders and appointed persons for their input and so they are confident about providing the right assistance.

3.1 Appointed person(s) and first aiders

The school's appointed persons/first aiders 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 accident.
- Keeping their contact details up to date

The schools' appointed persons/first aiders will be listed as an Appendix 1. Their names will also be displayed prominently around the school.

3.2 The Trust Board

The Trust Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to each provision's Local Governing Body, Headteacher and staff members.

Members of the Trust's Executive Team are covered by the arrangements in any of the Trust's schools they may be attending.

3.4 The Headteacher

The Headteacher in each provision 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)

3.5 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 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-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
- If emergency services are called, the Office will contact parents immediately
- The first aider/relevant member of staff will complete an accident report on the same day or as soon as is reasonably practical after an incident resulting in an injury

During a viral outbreak first aiders will follow Health and Safety Executive (HSE) guidance . They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

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 Headteacher/EVC prior to any educational visit that necessitates taking pupils off school premises.

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

During a viral outbreak we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

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 securely dependent on school site - please refer to local arrangements.

6. Reporting to the HSE/Local Health & Safety nominated person for Alternative Learning Trust

All trust schools buy into Sutton Health and Safety SLA who are the nominated Health and Safety Lead for accidents and incidents.

The Headteacher of each provision will ensure that all accidents and injuries are reported to the nominated Trust Health and Safety Lead through AMS (Accident Monitoring System). The trust buys into Sutton Health& Safety Team and their Hleath and Safety Lead will define if an incident is RIDDOR reportable and take appropriate action. The Trust 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 Health and Safety Lead will report these to the Health and Safety Executive as soon as is reasonably practicable.

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
    - 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

6.1 Notifying parents

The Headteacher of the provision 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.

6.2 Reporting to Ofsted and child protection agencies

The Headteacher of the provision 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 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.

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. Certificates are valid for three years.

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.

Schools need to have a reasonable number of qualified first aiders to cover staff absence and should be support staff and not teachers where practicable.

8. Links with other policies

This First Aid Policy is linked to the

- Health and Safety Policy
- Risk Management Policy
- Policy on Supporting Pupils in Schools with Medical Conditions
- Allergy and Anaphylaxis policy

Person(s) responsible for updating this policy

Chief Executive Officer
Chief Operating Officer

Appendix 1: List of First Aiders

SVCE	**0203 252 2020**
KS4 North	**0208 771 5602**
KS4 South	**0208 604 1414**
KS3	**0208 680 0949**

Name	Location
Ian Jones	SVC East
Lucie Smith	SVC East
Mel Laidlaw-Anderson	SVC East
Roy Tonkin	SVC East
Georgia Kemp-Wilson	KS3
Jessica McLaughlin	KS3
Malak Mouaki Benani	KS3
Joel Ogbonna	KS3
Jahmahl King	KS3
Ursula Jardine	Assessment Centre
Esther Oloyede	Assessment Centre
Lewis Alexander	KS4 North
Jeremy Owusu Ansah	KS4 North
Umu Wilson	KS4 North
Jill Williamson	KS4 South & KS4 North
Nuton Stephenson	KS4 South
Paul Harvey	KS4 South
Vanessa Bonsu-Anane	KS4 South