



**LAURUS**  
TRUST

# **Primary First Aid Policy**

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# Objective

First aid must be provided to any person that we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate.

Contractors who work on site must provide their own first aid. The governing body or trustees will ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment

## Operating Statement:

The school will have:

- A number of suitably stocked first-aid containers
- Qualified personnel to administer first aid as required, both on and off-site

First-aid provision must be available at all times while people are on School premises, and also off the premises whilst on School visits.

## Responsibilities:

### The Employer

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In the school this includes responsibility for all teaching staff, non-teaching staff, pupils and visitors (including contractors).

The employer is responsible, under the Health and Safety at Work etc. Act 1974 (HSWA), for making sure that the Trust has a Health and Safety Policy. This should include arrangements for first aid, based on a risk assessment of the school, and should cover:

Numbers of first aiders/appointed persons – The school will ensure that the statutory minimum number of trained first aiders are available on site.

### Numbers and locations of first-aid containers

The employer will make sure that their insurance arrangements provide full cover for claims arising

from actions of staff acting within the scope of their employment. It is the employer's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise.

### The Governing Body & Trust

The Governing Body & Trust have responsibility for health and safety matters within the school, with leaders and staff also having responsibilities.

The Governing Body & Trust has general responsibility for all the school's policies, even when it is not the employer.

### The Head of School

The Head of School is responsible for putting the policies into practice and for developing detailed procedures.

### Teachers and other School staff.

All staff will be given a list of pupils with pre-existing or known medical conditions with details of their needs and what to do in an emergency. It is the responsibility of all staff to make themselves familiar with the needs of pupils they teach or oversee in and outside of the classroom. An appropriate number of staff will receive appropriate training to enable to meet the needs of pupils with specific medical needs.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those trying to assist in an emergency.

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

### The Lead First Aider

The Lead First Aider is responsible for ensuring the school have a record of all first-aid related incidents that occur within the School. They will keep a central record of all first-aid treatment given by a first aider/ appointed person. They are responsible for ensuring the first-aid containers are stocked and re-stocked as necessary. They are also responsible for ensuring the first aid room is kept hygienically clean and has all the equipment and facilities required.

Parents of children with known medical conditions are to give their consent to the school to administer prescribed medication if necessary.

## First Aider's Main Duties

First Aiders must complete a training course of Level 3 or above in either First Aid or Paediatric First Aid if they are required to deliver first aid to pupils in school.

Within the School, the main duties of a first aider are to:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at the school.
- When necessary, ensure that an ambulance or other professional medical help is called.

All staff are able to request an ambulance or other professional medical help.

## Calling the emergency services

When you dial 999 you are not calling an ambulance but alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the telephone to an emergency evacuation by air ambulance. Calling 999 should not be delayed let the emergency services decide the appropriate course of action based on the information that you give them.

## Selection of First Aiders

Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so on a voluntary basis. When selecting first aiders, the Governing Body/Head of School should consider the individuals:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties, first aider must be able to leave to go immediately to an emergency.

# First Aid—needs and expectations

Employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel. The regulations do not oblige employers to provide first aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non-employees.

The Health and Safety Commission (HSC) guidance recommends that organisations, such as schools which provide a service for others should include them in their risk assessments and provide for them. In light of their legal responsibilities for those in their care, schools should consider carefully the likely risks to pupils and visitors, and make allowance for them.

## Reassessment of First-Aid Provision

The Head of School should ensure that there is a regular review of the School's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

## Providing Information

The employer or the manager with the delegated function must inform all staff (including those with reading and language difficulties) of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the School's first-aid needs.

## Contacting First-Aid Personnel

The school staff should know how to contact a first aider. Staff and pupils should be informed by the display of the first-aid notices in staff work rooms. The information should be clear and easily understood. Notices must be displayed in a prominent place in the building. Including first-aid information in induction programmes will help ensure that new staff and pupils are told about the first-aid arrangements.

## Risk Assessment of First-Aid Needs

The School will include staff, pupils, and visitors when carrying out risk assessments for first aid

needs. Staff will liaise with SENDCo where appropriate in the preparation of risk assessments for pupils with physical disabilities.

Hazards and temporary hazards, such as building maintenance work, should be considered and suitable short-term measures put in place.

## Specific Needs

It is important that staff or pupils with special health needs or disabilities are catered for.

# Equality Impact Statement

Names and title of people involved with this assessment	Rachel Robinson Assistant Trust Director of Inclusion
Impact assessment carried out with regard to identified characteristics	<input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Sex <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Religious belief <input checked="" type="checkbox"/> Sexual Orientation <input checked="" type="checkbox"/> Gender Reassignment
Summary of any issue/proposed changes	<ul style="list-style-type: none"> <li>• <i>Update Lead First Aider responsibilities to include ' The Lead First Aider is responsible for ensuring the school have a record of all first-aid related incidents that occur within the school' p5</i></li> <li>• <i>Remove examples of when to call an ambulance p5</i></li> </ul>
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