Shires Multi Academy Trust
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First Aid Policy

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Chair of Trust Board 	**Review Frequency: Annually**
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Point 5 Location of First Aid kits, Appendix 1 and Appendix 3 to be completed by Individual Schools - Headteacher to approve local details.	

ABSTRACT

This policy sets out Shires MAT's arrangements for effective first aid provision across its academies. It defines roles, responsibilities, equipment, training, recording and reporting procedures, and ensures staff respond promptly and consistently to accidents, illness and medical emergencies involving pupils, staff and visitors.

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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;

- Department for Education "First Aid in Schools, Early Years and Further Education";
- Statutory Framework for the Early Years Foundation Stage (EYFS);
- Health and Safety (First Aid) Regulations 1981;
- Health and Safety at Work etc. Act 1974;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

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:

- In EYFS settings, at least one person holding a current full Paediatric First Aid (PFA) certificate will be present and available at all times when children are present.
- A PFA-qualified member of staff must accompany EYFS children on all outings.
- The academy will ensure sufficient numbers of PFA-qualified staff are available to cover staff absences, educational visits and emergency situations.
- Paediatric First Aid qualifications must be renewed every three years.

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/Head of School

The Headteacher/Head of School 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

3.5 First Aid Needs Assessment

Each academy will undertake a documented First Aid Needs Assessment which will be reviewed annually or following any significant change.

The assessment will consider:

- Number of pupils, staff and visitors
- Age range and specific medical needs of pupils
- Layout of the premises and split-site arrangement
- Educational visits and off-site activities
- Practical subjects and higher-risk activities
- Out-of-hours activities and lettings
- Availability of emergency services
- Numbers of trained first aid personnel required

The findings will determine the level of first aid provision required within each academy.

4. First aid procedures

4.1 Updated practise procedures

If a casualty is found injured, unwell, or collapsed, first responders must strictly follow the updated **DR C ABCDE**:

1. Immediate Action Steps (D, R, C)

- D – Danger: Ensure the area is entirely safe. Turn off machinery or clear chemicals before approaching.
- R – Response: Gently shake the casualty's shoulders and loudlyspeak. If they are unresponsive, immediately call 999 (on loudspeaker) and send a colleague for the AED. Do not delay this call.
- C – Catastrophic Bleeding: Spot check for life-threatening, pouring, or spurting wounds immediately. Apply direct, heavy pressure or a tourniquet if available before moving to the airway.

2. Airway & Resuscitation Steps (A, B)

- A – Airway: Gently tilt the head back and lift the chin to open the airway.
- B – Breathing: Look, listen, and feel for normal breathing for no more than 10 seconds. If they are not breathing normally, commence age specific CPR:

- Children/Pupils: Give 5 initial rescue breaths, then perform continuous cycles of 15 compressions to 2 breaths.
- Adults (Staff/Visitors): Begin with 30 chest compressions, then perform cycles of 30 compressions to 2 breaths.
- AED Use: Turn on the AED as soon as it arrives. Follow its voice prompts as directed, ensuring no one touches the casualty during analysis or shocks.

3. Continued Evaluation (C, D, E)

If the casualty is breathing or once resuscitation allows, evaluate the remaining factors:

- C – Circulation: Check for signs of shock (pale, cold, or clammy skin). Keep the casualty warm and elevate legs if safe.
- D – Disability: Assess neurological responsiveness and look for medical alert jewellery (e.g., diabetic tags).
- E – Exposure: Visually inspect the casualty from head to toe for hidden secondary injuries while protecting their dignity and preventing hypothermia

4.2 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
- 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
- Any pupil sustaining a head injury will be monitored and parents/carers informed on the day of the incident.
- Where concussion is suspected, parents/carers will be advised to seek appropriate medical assessment and follow NHS guidance regarding rest and return to normal activities.

For pupils identified with high-risk medical conditions that may require sudden emergency intervention (including, but not limited to, anaphylaxis, epilepsy, and haemophilia), first

responders must immediately cross-reference the pupil's IHP. Emergency medication and specialised treatment protocols detailed within the IHP must take immediate precedence alongside standard emergency services protocols.

4.2.1 Post-Incident Emotional Support & Mental Health First Aid (MHFA)

The Trust recognizes that physical accidents and medical emergencies can induce severe psychological distress.

Crisis Response: Where a pupil or staff member experiences a sudden mental health crisis, panic attack, or severe emotional trauma, a trained Mental Health First Aider (MHFA) will be summoned to provide immediate psychological first aid.

Post-Incident Care: Following any serious physical injury or distressing medical event, the attending first aider or manager must coordinate a mandatory post-incident emotional check-in for the casualty. If appropriate, a referral or warm handover will be made to the academy's MHFA team or counselling services to support long-term recovery and debriefing.

4.3 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, including direct access to copies of Individual Healthcare Plans (IHPs) and associated emergency medication.
- 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

5.1 First Aid Kits

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Resuscitation Face Shield

- Foil Blanket
- Sterile Saline Eye Wash
- Finger Dressings
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Nitrile gloves
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

5.2 First Aid Kit Locations

First aid kits are stored in:

- The School Office
- In all classrooms
- The school Kitchen

5.3 Automated External Defibrillators (AEDS)

Where an AED is provided, its location will be clearly identified and communicated to staff.

- AEDs will be checked in accordance with manufacturer guidance.
- Emergency services should always be called immediately in the event of a suspected cardiac arrest.
- First aid and CPR training will include awareness of AED use.
- The location of any AED will be included in the Academy Emergency Plan and communicated to visitors where appropriate.

All AED's within the Trust must be registered on The Circuit (the national defibrillator network)

5.4 Specialised Bleed Control Provision

In strict alignment with updated HSE guidance on managing life-threatening injuries, dedicated Catastrophic Bleed Control Kits are permanently stationed in high-risk environments.

These include all Design & Technology workshops, art/technician preparation rooms, and commercial school kitchens.This provision extends full safeguarding coverage to both pupils and staff members particularly technicians and catering personnel operating heavy machinery or sharp implements.

Staff working in these areas receive specific briefing on the deployment of trauma dressings and tourniquets.

5.5 Control of Substances Hazardous to Health (COSHH) & Biohazard Disposal

- To maintain strict hygiene standards and prevent cross-contamination, all bodily fluids, soiled dressings, and used protective gloves must be treated as clinical waste.
- Disposal: Soiled items must be sealed in yellow biohazard bags and disposed of via the academy's designated clinical waste bins (located in the medical room), never via standard refuse bins.
- Sanitisation: Any affected environmental surfaces must be immediately cordoned off and disinfected using approved biohazard spill kits by trained site staff.

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.
- Accident records relating to pupils will be retained in accordance with the Trust's Records Retention Schedule.
- Records relating to staff accidents will be retained in line with legal requirements and RIDDOR guidance.

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
  - 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

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).

The academy will monitor qualification expiry dates and ensure first aid training is renewed before certificates lapse.

Suitable numbers of staff will hold:

- First Aid at Work (FAW)
- Emergency First Aid at Work (EFAW)
- Paediatric First Aid (PFA), where required
- Condition-specific training where identified through individual healthcare plans

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. Anaphylaxis and Allergy Response

The academy will maintain emergency procedures for pupils at risk of anaphylaxis.

Relevant staff will receive training in recognising and responding to severe allergic reactions, including the administration of adrenaline auto-injectors where required. Please read the Shires MAT Trust Allergy Policy.

9. Monitoring arrangements

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

10. 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
- Shires MAT Trust Allergy Policy
- Trust Mental Health and Wellbeing Policy / MHFA Provision

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

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Nicola McElvany	School Administrator	nmcelvany@fps.shiresmat.org.uk
Iona McQueen	SENDCo, Mental Health Lead and Class Teacher	imcqueen@fps.shiresmat.org.uk
Vikki Rutter	Teaching Assistant and Midday Supervisor	vrutter@fps.shiresmat.org.uk
Karen Davis	Teaching Assistant, Cleaner in charge and Miday.	kdavis@fps.shiresmat.org.uk

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)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			