

First Aid Policy

Document Title	First Aid Policy
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Version Number	Version 3
Approved by	Audit and Risk Committee on behalf of TPT Board
Effective From	1 st October 2025
Due for Revision	1 st October 2026

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Document Control Table

Document History			
Version	Date	Author	Note of Revisions
V1	Dec 2023	T Hardy	First Trust-wide First Aid Policy
V2	Sep 2024	T Hardy	Read, Review and Amend The Prospect Trust First Aid Policy
V3	Sep/Oct 2025		Read, Review and Amend The Prospect Trust First Aid Policy

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 Governance Volunteers 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

The Health and Safety (First-Aid) Regulations 1981, state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and provide qualified first aid personnel.

The Management of Health and Safety at Work Regulations 1992, 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, 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 sets 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.

Academies, including free schools, if applicable, add/amend: This policy complies with our funding agreement and articles of association.

3. Roles and Responsibilities

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 layout and location of the school. The appointed person does not need to be a trained first aider.

3.1. Appointed person(s) and first aiders

Each Academy must have a minimum of 1 x First Aider to 2 classes (allow for absence). The First Aiders responsibilities are to:

- Take charge when someone is injured or becomes ill
- Ensure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits (monthly checks)
- Ensure that the Emergency Services or other professional medical help is summoned when appropriate
- First aiders are trained and qualified to carry out the role 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 as, or as soon as is reasonably practicable after, an incident (this can be done by any responsible person)
- Keeping their contact details up to date

A list/register of all First Aiders are held by the Academies and the Trust Health & Safety Manager

3.2. The Trust

The Trust has ultimate responsibility for Health & Safety matters in the Academies (including First Aid), but delegates operational matters and day-to-day tasks to the Principals and Head Teachers.

3.3. The Principals and Head Teachers

The Principals and Head Teachers are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of First Aiders 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 and First Aid needs of staff and students
- Reporting specified incidents to the HSE when necessary (through the Health & Safety Manager)

3.4. Staff

All staff are responsible for:

- Ensuring they follow First Aid policies and procedures
- Ensuring they know who the First Aiders are
- Completing accident reports for all accidents / incidents they attend to where a First Aider is not available
- Informing the Principal / Head Teacher or their manager of any specific health conditions or First Aid needs

4. First aid procedures

4.1. On-site 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 the 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 student 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 (this will be managed by the Appointed Medical / First Aid Representative).

If emergency services are called, the Principal/Head Teacher will contact parents immediately.

The First Aider (or responsible person) will complete an accident report form on the same day or as soon as is reasonably practicable after an accident/incident resulting in an illness/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 including, at minimum:

The following are based on the HSE's recommendation for a minimum travelling first aid kit:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

(This is a recommended list)

When transporting pupils using a minibus or other large vehicle, the Academy will make sure the vehicle is equipped with a clearly marked first aid box containing a recommended minimum of:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

(This is a recommended list)

Risk assessments will be completed by the Risk Holders prior to any educational visit that necessitates taking pupils off school premises. Risk Holders must liaise with Academy Trips/Visits Coordinators.

5. First aid equipment

A typical First Aid Box in our school will include the following:

The following is based on the HSE's recommendation for a minimum First Aid Box:

- A leaflet giving general advice on First Aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile wound dressings
- 2 large sterile individually wrapped wound dressings
- 3 pairs of disposable gloves
- No medication is kept in first aid kits

(This is a recommended list)

It is recommended to store First Aid Boxes in:

- The Medical / First Aid Rooms
- Receptions
- School Halls
- Within Departments
- Science Labs, Tech Classrooms and PE Departments
- Kitchens
- On vehicles

There are a number of Automatic Defibrillators (AEDs) located around the Academies:

The Sixth Form College Farnborough:

- AED 1 – Caretakers Office
- AED 2 – Sports Complex
- AED 3 – Prospect Theatre
- AED 4 – John Guy Foyer
- AED 5 – Guardians Hut

Tomlinscote School:

- AED 1 – C Block – Ground Floor – Tutor Pigeon Holes
- AED 2 – Sports Centre – PE Office
- AED 3 – R Block – Reception
- AED 4 – 4G Pitch – inside the cage – Code C159X

Frimley Church of England Junior School:

- AED 1 – Reception

St Marks Church of England Primary School:

- AED 1 – School Office / Reception

6. Record-keeping and reporting

6.1. First aid and accident record book

An accident form will be completed by a First Aider and/or competent 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. (Annex A).

For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the Academy.

Accident Report Forms will be retained by the Academy 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 Health & Safety Manager 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 Medical / First Aid Representatives for each academy are to forward possible RIDDOR reportable accidents to the Health & Safety Manager. The Health & Safety Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the accident. (see Reference B).

7. Training

All school staff are able to undertake First Aid Training if they would like to.

All First Aider must have completed a training course and must hold a valid certificate of competence to show this. The Trust and the Academies will keep a register of all trained First Aiders, what training they have received and when this is valid until.

The Academies, Human Resources and the Health & Safety Manager will arrange retraining / requalification before their First Aid certificates expire. In cases where a certificate expires, the Academies, Human Resources and the Health & Safety Manager will arrange for staff to retake the full First Aid course before being reinstated as a first aider.

There are 3 First Aid Qualifications recognised by the Trust:

- Full First Aid at Work – 3 days training (including AED training)
- Emergency First Aid at Work – 1 day training (including AED training)
- Annual Certificate in First Aid Awareness (National College) – 50 minutes training (only to be used as an interim solution until First Aid at Work training can be delivered)

8. Monitoring arrangements

This policy will be reviewed by the Health & Safety Manager and the Executive Team annually. At every review, the policy will be approved by the Audit and Risk Committee.

9. References:

A. The Health and Safety (First-Aid) Regulations 1981:

<https://www.hse.gov.uk/pubns/books/l74.htm>

B. RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:

<https://www.hse.gov.uk/riddor/>

C. SafeSmart – For reporting Accidents, Incidents and Near Missed:

<https://www.safesmart.co.uk>

Appendix 1 – Accident Record

Accident Record

Report Number

About the person who had the accident	
Name	
Year	
Form/Class	

About the person reporting the accident	
Name	
Form/Class/Dept	

Details of the accident	
When it happened (date and time)	
Where it happened	
How did it happen	
Details of Injury (if any)	
Treatment given	

Details of person giving treatment	
Name	
Form/Class/Department	
Signature and date	

A copy of this form is to be sent to the individual's parent/guardian (on request). The original is to be sent to the medical office/room for confidential storage. A copy must also be sent to The Prospect Trust Health & Safety Manager.

Investigation Y/N

Risk Assessment Y/N

RIDDOR Reportable Y/N