# The 3-18 Education Trust

# First Aid Policy

*‘Every individual is in a great school.’*

**Approved:** **Spring Term 2026**
**Review:** **Spring Term 2027**

www.3-18education.co.uk

# Our Mission

To celebrate the diverse nature, culture and identity of our individual schools, whilst collaborating and enjoying the benefit of the team.

# Our Values

### Compassionate

To show care and understanding towards others.

### Accomplished

To provide high quality education and training for all.

### Resilient

To be solution focused and able to intelligently manage challenges.

**The 3-18 Education Trust**
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Company Number: 08064698

## Policy Monitoring and Review

### Monitoring

The Deputy Chief Executive Officer will monitor the outcomes and impact of this policy on an annual basis.

### Review

| | |
|---|---|
| Member of Staff Responsible | Deputy Chief Executive Officer<br>Send and Safeguarding Trust Consultant |
| Relevant Guidance/Advice/Legal Reference | • Health and Safety (First Aid) Regulations 1981<br>• Health and Safety at Work etc. Act 1974 and associated regulations<br>• The Management of Health and Safety at Work Regulations 1999<br>• School Premises (England) Regulations 2012<br>• Education (Independent School Standards) Regulations 2014<br>https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education (updated 14/2/2022)<br>Statutory Framework for the Early Years Foundation Stage |
| Policy Adopted By | Board of Trustees |
| Date of Policy | Spring Term 2026 |
| Review Period | Annually |
| Date of Next Review | Spring Term 2027 |

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## 1. Introduction

1.1. This policy sets out the approach to first aid across The 3-18 Education Trust (Trust).

1.2. The aims of the First Aid Policy are to:

- Ensure the health and safety of all staff, students and visitors.
- Ensure that staff, Trustees and Local Governors are aware of their responsibilities concerning first aid.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

## 2. Roles and responsibilities

**General**

2.1. In schools 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.

2.2. 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. The minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided the 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.

2.3. The names of individual school's appointed person(s)/first aider(s) are held at each school as they are live documents. Their names are also displayed prominently around the schools' sites. Notices are displayed prominently around schools detailing the location of the nearest first aid kit and the appointed first aiders.

**Board of Trustees**

2.4. The Board of Trustees has ultimate responsibility for health and safety matters across the Trust but delegates operational matters for health and safety to the Headteacher, which are managed by the School Business Manager/Office Manager, who is one of / the nominated Appointed Person(s) at the individual school.

**The Headteacher**

2.5. The Headteacher is responsible for:

- Ensuring that an appropriate number of first aid trained staff are present in the school at all times.
- Ensuring all staff are aware of first aid procedures including but not limited to the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the school's first aid needs.
- Ensuring staff undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate and suitable space is available to cater for the medical needs of students.
- Reporting incidents to the Health and Safety Executive (HSE) when necessary in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

**The Appointed Person(s)**

2.6. The Appointed Person(s) at each school 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.
- Ensuring there are trained first aiders available on a daily basis.
- Ensuring first aid training is current and refreshed every three years.
- Ensuring any member of staff involved in lunch-time supervision and technicians working in high-risk areas have received first aid awareness training, refreshed annually

**First Aiders**

2.7. 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.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate and SLT are advised.
- 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.
- Keeping their own contact details up to date.

**Trust Staff**

2.8. Trust staff have the following responsibilities:

- Ensuring they follow first aid procedures and know who the Appointed Person(s) and first aiders are within the school site.
- Informing the Headteacher, a member of SLT or for MAT Central Team, their line manager of any specific health conditions relating to themselves.

2.9. Completing accident reports for all incidents they attend to where a first aider / appointed person is not called.

## 3. First Aid Procedure

**First Aid needs risk assessment**

3.1. A First Aid Risk Assessment is completed annually to inform procedures and practices in the school and to ensure suitable first aid provisions are in place.

**On site school procedures**

3.2. In the event of an accident resulting in injury:

- The closest member of staff present will seek the assistance of a qualified first aider who will assess the seriousness of the injury and provide the required first aid treatment.
- 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 left where they are, 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.
- If emergency services are called then reception, SLT and parents will be contacted immediately.

- The First Aider and/or member of staff who witnessed the incident will complete an accident report form on the same day or as soon as is reasonably practical after an incident.

**Off school site procedures**

3.3. When taking pupils off the school premises, staff will ensure they always have the following:
- A mobile phone
- A portable first aid kit
- Information and appropriate medication for any specific medical needs of students
- Parents' contact details if the visit is out of school hours depending on individual school's internal procedures.

3.4. Risk assessments will be completed by the Educational Visits Coordinator prior to any educational visit that necessitates taking students off school premises, including individual risk assessments where required.

3.5. The procedure for on school site accidents will be followed as closely as possible for any off school site accidents (though whether the parents can collect their child will depend on the location and duration of the trip).

3.6. For trips that involve pupils in early years provision, there will always be at least 1 first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## 4. Record Keeping and Reporting

**First Aid and Accident Record Book**

4.1. Where the school has a bespoke medical room, details of first aid given are recorded in the first aid book, which is kept in there. First aid may be recorded in first aid cheque books retained in first aiders personal first aid bags.

4.2. With any injury to the head, pupils are supervised for as long as required and parents are informed by telephone/letter home. For serious head injuries, parents are asked to collect.

4.3. Phone calls home relating to serious injuries are noted in the first aid book or incident form depending on individual school's internal procedures.

4.4. If an accident occurs, the first aider, or relevant member of staff, will complete an accident form, on the same day or as soon as possible after an incident resulting in an injury. The Business Manager/Office Manager keeps these records.

**Reporting to the HSE**

4.5. The Headteacher or Business Manager will keep a record of any accident that results in a reportable specified injury, occupational disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation.

4.6. Website for further guidance: http://www.hse.gov.uk/riddor/

**Notifying parents/carers**

4.7. Either the appointed person, or a member of SLT, 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. Parents will also be informed if emergency services are called.

**Reporting to Ofsted and child protection agencies (early years only)**

4.8. A member of SLT 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.
4.9. Where a pupil is registered with a child protection agency/ies, a member of SLT will also notify local agency/ies of any serious accident or injury to, or the death of, a pupil while in the school's care. Action taken will follow any advice from the agency/ies.

## 5. Training

5.1. All Trust staff are able to undertake first aid training if they would like to.
5.2. All first aiders must have completed an accredited training course and must hold a valid certificate of competence to show this. Each school will keep a register of all trained first aiders, what training they have received and when this is valid until. The register is a live document and can be viewed on request.
5.3. Trust Staff are encouraged to renew their first aid training when it is no longer valid.
5.4. Paediatric First Aid training in Early Years settings will be renewed every three years.

## 6. First Aid Equipment

6.1. A typical first aid kit in each school will include the following (although this list is not prescriptive):

- 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
- Gloves

6.2. No medication is kept in first aid kits.
6.3. First aid kits are stored in multiple locations throughout the schools based on the first aid needs risk assessment. A full list of locations within each school is displayed in each school.

## 7. Mental Health

7.1. Each school will identify a mental health lead. They will support their school to make the best use of existing resources and effort to help improve the wellbeing and mental health of pupils and staff.
7.2. The training of mental health first aiders is encouraged at each school. In addition, occupational health professionals will be utilised when required, to assist in offering the required support and advice.