

# First Aid Policy

Date	Revised amendment details	By whom
Oct 2021	Policy template drafted	Ops Group
Nov 2021	Policy template approved by Trust Board	Trustees
March 2022	Policy template adopted and implemented at a local level	Senior Leadership
Dec 2024	Proposed date for review subject to statutory update as required.	Trustees

## Usage note:

This document is a local template policy for schools to use and should be considered alongside TEFAT's Trust-wide Health and Safety policy.

We hope that it will support you with the drafting of your locally owned policy. It provides a required structure for your policy overall and content for each item. There are sections of the policy that require input for each school's procedures.

Please contact Trish, Jem or Madison if you have any questions in regard to the drafting of this policy.



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## Elliot Foundation Academies Trust Values

### 1. Put children first

- a. We trust and value your professionalism
- b. We share the responsibility for the learning and welfare of all of our children
- c. Our purpose is to improve the lives of children

### 2. Be safe

- a. Don't assume that someone else will do it
- b. Look after yourself, your colleagues and all children
- c. We are all responsible for each other's safety and well being
- d. Discuss any concerns with an appropriate member of staff

### 3. Be kind & respect all

- a. People are allowed to be different as are you
- b. Kindness creates the positive environment we all need to flourish
- c. This kindness should extend to ourselves as well as to others

### 4. Be open

- a. If you can see a better way, suggest it
- b. If someone else suggests a better way to you, consider it
- c. We exist to nurture innovators and support those who take informed risks in the interests of children

### 5. Forgive

- a. We all make mistakes
- b. Admit them, learn from them and move on

### 6. Make a difference

- a. Making the world a better place starts with you
- b. Model the behaviour that you would like to see from others



## Related Policies and Documents

- Health and Safety local policy and Trust-wide policy
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Health and Safety (First-Aid) Regulations 1981(as amended)
- DfE Guidance on [First aid in schools](#)
- DfE Guidance on [Health and Safety: advice for schools](#)
- [Statutory Framework for the Early Years Foundation Stage](#)
- TEFAT Supporting Pupils with Medical Needs policy

## 1. Policy aims and scope

- 1.1. To ensure the health and safety of all staff, pupils and visitors in school through the effective delivery of First Aid; this can prevent loss of life or reduce the severity of an incident or condition
- 1.2. To ensure that staff are aware of their own responsibilities and aware of who has first aid responsibilities
- 1.3. To provide a framework for responding to an incident, how incidents are recorded and how the outcomes are reported

## 2. Roles and responsibilities

### The Trust will:

- Agree the Trust Health and Safety Policy and by doing so recognise the statutory responsibilities that the Trust holds.
- Delegate operational matters and day-to-day tasks to each school and their staff members, including the adoption and implementation of the locally owned First Aid Policy.

### The Principal will:

- Adopt and implement the local policy
- Ensure that an appropriate number of personnel are present in the school at all times, having appropriate qualifications/training and are competent to perform their role
- Ensure that the first aiders names are displayed prominently around the school site and a register is kept which includes what training they have received
- Ensure all staff are aware of procedures (as detailed in this policy)
- Ensure all responsible individuals undertake risks assessments and appropriate measures are in place
- Ensure that adequate space is available to cater to the specific medicals needs of pupils in the school



- Escalate or report specific incidents to Estates and Health & Safety Director, Trish Martin, or Regional Director and Safeguarding Lead, Caroline Oliver, (depending on the nature of the incident) where necessary.

### **Staff members will:**

- Ensure they are aware of and follow first aid procedures and be aware of who the first aiders are
- Ensure all accidents are reported and recorded in line with TEFAT's protocol
- Inform the Principal or their line manager of any specific health conditions or any first aid needs that they have

All staff, both teaching and non-teaching, are responsible for dealing with minor incidents requiring first aid and will follow the guidance set out in the relevant section of TEFAT's Health and Safety guidance documents.

### **The Appointed Person and First Aider will:**

#### **The Appointed Person<sup>1</sup>:**

- Take charge when someone is injured or becomes ill
- Ensure there is an adequate supply of medical materials in first aid kits, and replenish the contents of these kits as and when needed
- Ensure that an ambulance or other professional medical help is summoned when appropriate

#### **The First Aider<sup>2</sup>:**

- Act as first responders to any incidents; they will assess the situation with any injured or ill person (s), and provide immediate and appropriate treatment
- Can send pupils home to recover, where necessary, in accordance with the school's protocols
- Complete an accident report on the same day, or as soon as reasonably practicable, after an incident

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<sup>1</sup> An Appointed Person is defined as someone who is in charge of the first aid arrangements. This includes looking after the equipment, facilities and calling the emergency services. You can have more than one appointed person and they do not need to have any formal training. They may be a different individual to the First Aider.

<sup>2</sup> A First Aider is someone who has undertaken training appropriate to the circumstances and must hold a valid certificate of competence.

### 3. Procedures

#### 3.1. Standard procedures:

##### On Site

In the event of an injury at Elm Road School

- The closest member of staff present will assess the seriousness of the injury and if necessary 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.
- 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, Mr Venables (Principal) or if not available the School office team will contact parents immediately.
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury.

Qualified first aiders in school: Most staff have basic First Aid Training. Paediatric First Aid certificates are held by

Anastasia Gant

Hayley Haylock

In the event of a minor injury occurring in school, a first aider will deal with the injury and record this on Scholarpack along with any treatment given. A note will be sent home at the end of the day to inform parents of the actions taken. If the first aiders deem it necessary to have follow up care (such as checked by a hospital) parents will be informed straight away to collect their child and seek additional measures.

##### Off Site

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.



- 3.2. Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the academy site.
- 3.3. In the case of a medical emergency, parents must be informed. The appointed person must arrange for and accompany (if necessary) the injured pupil to be transported to A&E by ambulance.
- 3.4. Parents will be asked to complete and sign a medical consent form when their child is admitted to the academy, which includes emergency contact numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.
- 3.5. The location of first aid boxes will be marked by a green cross, the contents of which will be regularly checked by a qualified First Aider and managed in line with the Supporting pupils at school with medical conditions policy.

#### **4. Record-keeping and reporting**

At Elm Road School, all first aid incidents will be recorded in the First Aid book and then transferred onto Scholapack.

- 4.1. All details of any first aid administered must be recorded in the first aid treatment book or the staff accident book, a copy of which is kept by the school office. These must be regularly checked by someone to identify patterns, i.e. an area where accidents frequently occur.
- 4.2. Staff must inform the parent / carer of any first aid administered on the same day or as soon as reasonably practicable.
- 4.3. An incident report form should be completed as per the incident reporting procedure detailed in the relevant section of TEFATs Health and Safety



guidance.



- 4.4. Serious incidents, illness, injury or death of a pupil while in the school's care will be reported to Ofsted, local child protection agencies and TEFAT must be notified in line with protocol.
- 4.5. In cases where an accident is **reportable**, such as assault or an allegation against an adult e.g wrong medication administered or an injury to a child caused by a teacher or adult, then TEFAT must be contacted in the first instance and Trust advice subsequently followed with reference to contacting the Police and LADO.

## 5. Qualified and registered First Aid trained individuals in school

Staff Member's Name	Role	Contact details
Hayley Haylock	Teaching Assistant	hhaylock@elmroad.org
Anastasia Gant	Teaching Assistant	agant@elmroad.org

## 6. Appendix 1: EYFS First Aid Consideration

- 6.1. The relevant staff must have the appropriate qualifications, training, skills, knowledge and a clear understanding of their roles and responsibilities and the people around them.
- 6.2. All staff must receive induction training so they are aware of what their roles and responsibilities entail. Training must include information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues. Staff must also be supported to complete any other relevant training to improve quality of learning and development.
- 6.3. There must be at least one member of staff with a paediatric first aid (PFA) certificate on the school site at all times whilst children are present and also accompany them on outings. The certificate must be for a full course consistent with the criteria set out in [Annex A of the EYFS Statutory Framework](#). PFA training must be renewed every three years.
- 6.4. Staff must have sufficient understanding of English; to ensure they can liaise with agencies/medical professionals and read instructions on medicine etc.
- 6.5. Each child must be assigned a key person which helps to ensure that every child's needs are met.

