

First Aid Policy

Create Learning Trust



Approved by	Date	Review Schedule	Date of Review
Business, Risk and Audit Committee	March 2026	1 year	March 2027

1. Introduction

At Create Learning Trust, we are aware that whilst children and adults are in school, they may require first aid treatment from time to time. This can be due to injury or ill health. With this in mind, all schools in the academy trust have members of staff who have been trained in first aid.

Appropriate first aid equipment is available in school, to be used in the child/adults best interest and with great care. Where it is judged necessary, emergency services will be called or the child/adult will be escorted to hospital. Our first aid practice in every school is informed by current government guidance on best practice in first aid in schools, as laid out here: [First aid in schools, early years and further education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Create Learning Trust aims to:

- Ensure the health and safety of all staff, children and visitors.
- Ensure that all schools have staff trained in first aid.
- Ensure that the Early Years Foundation Stage in all of the schools in the trust is provided with Paediatric first aiders, in line with the requirements of the EYFS statutory framework
- Ensure that staff, trustees and local governance committees are aware of their responsibilities with regards to first aid.
- To provide a framework for responding to an incident and recording and reporting the outcomes.
- Ensure that all first aid procedures are clearly communicated to staff.
- Ensure that first aid kits are available at all sites in Create Learning Trust and are taken on school trips and residential.
- Ensure that all first aid kits are appropriately stocked across all sites.
- Ensure that RIDDOR accidents are reported to trustees.

2. Roles and Responsibilities

At least one member of staff who has a current paediatric first aid certificate must be on the premises at all times.

All schools in Create Learning Trust will appoint designated first aiders. They are responsible for:

- Acting as a first responder to any incidents, assessing an injured adult/child and providing immediate and appropriate first aid.
- Ensuring that there is an adequate supply of medical materials in all first aid kits and stock is replenished – this role is completed by a designated person in each school.
- Contacting emergency services or other professional medical help.
- Recording details of the accident/injury and informing the Headteacher in the event of a child or adult attending hospital for treatment.

Names of all appointed/trained first aiders are listed in each individual schools first aid policy, as an appendix. This is a policy managed at school level.

Trust Board:

The Create Learning Trust Board has ultimate responsibility for health and safety matters but delegates operational and day-to-day responsibility to the Headteacher of each school.

Headteachers:

The Headteacher of each school is responsible for the implementation of this policy, including:

- Ensuring that an appropriate level of first aid personnel are present in the school.
- Ensuring that all first aiders have appropriate levels of qualification, (Paediatric First Aid in EYFS).
- Ensuring that all staff in the school are aware of first aid procedures.
- Ensuring that adequate space is available for catering to the medical needs of pupils;
- Reporting specified incidents to the HSE when necessary – using accident form provided by Director of Operations and within the trust health and safety policy – advice will be sought from Jeanne Fairbrother Associates service level agreement as to whether an accident is RIDDOR reportable or not. JFA report to HSE on behalf of the school and provide a summary sheet to the Headteacher.

Staff:

School staff are responsible for:

- Ensuring they follow first aid procedures; as detailed in the schools individual first aid policy and as instructed by the schools Headteacher.
- Ensuring they know who the first aiders are in the school.
- Completing accident reports for all incidents they attend to.
- Supporting the Headteacher complete accident records in the event of a child or adult receiving treatment at hospital.

Record Keeping and Reporting

At Create Learning Trust, all accidents are recorded in an Accident Record book. This is to be completed by the first aider on the same day as the incident/injury occurred.

Accident records will be held in each school within the trust for a minimum of 3 years until disposal.

All accidents reportable under either the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) must be recorded by the Headteacher alongside the first aider who addressed the accident/injury.

Headteachers will complete the accident form provided by the Director of Operations in the event of the following situations:

- All injuries to adults – claims can be made for up to three years

- All injuries to children where they have directly attended hospital for treatment – claims can be made for up to the age of 18 plus an additional three years.

All schools in Create Learning Trust will follow this procedure and will be advised by Jeanne Fairbrother, after the completion of an accident form. A report will be made to the Health and Safety Executive as soon as possible if necessary.

RIDDOR reportable incidents include:

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 scalping 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:

<http://www.hse.gov.uk/riddor/report.htm>

A review of accidents is provided to the Business, Risk and Audit Committee.

Informing Parents

First aiders will inform parents of any accident or injury sustained by a pupil on the same day of the occurrence.

3. Training

All staff have the opportunity to be trained in first aid. At all times, schools in the trust will have at least two staff members with a current paediatric first aid certificate, meeting the requirements set out in the Early Years Foundation Stage statutory framework. Paediatric first aid training will be updated every three years.

All first aiders in Create Learning Trust schools must have completed a training course in first aid and hold a valid certificate to show the completion of a suitable course. All staff must renew their first aid training when their certificate is no longer valid. First aiders are trained and qualified to carry out the role in accordance with the Health & Safety (First-Aid) Regulations 1981 and Guidance on First Aid for Schools.

4. Equipment

All first aiders must know where first aid kits are stored in school. First Aid kits will be located in agreement with the Headteacher of each school in Create Learning Trust.

Personal Protective Equipment (PPE) is available and should be used, particularly if there is a risk of contamination with blood or bodily fluids. PPE should also be worn by first aiders caring for a child or adult with an infectious illness.

5. Impact

At Create Learning Trust, we strive to ensure that all children, staff and visitors are kept safe. In the event of first aid, all schools in the trust will provide the appropriate treatment, given by members of staff with a strong knowledge of first aid as well as relevant, Department for Education approved first aid qualifications.

If medical/emergency treatment is required, first aiders will act quickly and professionally. Parents/Carers will be informed in the event of their child requiring first aid treatment. If this treatment is an emergency, Parents/Carers will be informed immediately.

6. Policy Review

The first aid policy has been reviewed and approved by Trustees of the Create Learning Trust Board in March 2026 at Business, Risk and Audit Committee. To ensure best practice, the policy will be reviewed again in March 2027.

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