

First Aid Policy

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Guidance and Legislation:	Sheffield Children's Safeguarding Partnership (SCSP) First Aid Social Security (Claims and Payments) Regulations 1979 Early Years Foundation Stage statutory framework
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Target audience:	All stakeholders in who are responsible for and carry out first aid on staff, students, visitors and any other persons on a Trust Site.
Dissemination via:	SharePoint, Email. Paper copies can be provided if required however the online version is considered the master copy and should be checked for updates regularly.

Version	Section	Amendments	Date	Author
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1. Aims

This policy outlines the approach to first aid across the Trust

This includes Early Years Foundation Stage (EYFS), primary and secondary schools, including all Integrated Resource (IR), Trust Special Educational Need (SEN) and Trust run Alternative Provisions (AP)

The health, safety, and well-being of all individuals across our sites are of paramount importance.

In the event of a medical emergency, we are committed to providing immediate, life-preserving medical treatment to all students, staff, visitors, and any other persons on site. This includes administering first aid and contacting emergency medical services without delay.

Staff are trained to respond to emergencies, and appropriate medical supplies are maintained on-site to support timely intervention.

Our priority is to ensure that every individual receives the necessary care to preserve life until professional medical assistance arrives.

2. Roles and Responsibilities

The minimum legal requirement is to have an 'appointed person' per-site to take charge of first aid arrangements. The appointed person does not need to be a trained first aider.

In schools with Early Years Foundation Stage (EYFS) provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – there will be a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. HSE Guidance states, this should be usually at least the following ratio of first aiders per individuals.

- *1x First Aid at Work (FAW) per 50 individuals and*
- *1x Emergency First Aid at Work (EFAW) (in high-risk areas) per 50 individuals.*

2.1 Appointed Person(s) and First Aiders

Appointed persons are the people who are responsible for checking first aid kits and reordering stock supplies and would liaise with emergency services on site –



First aiders respond to incidents and report the use of first aid stock to the appointed person.

The school's (or Trust central team for Trust office) appointed person(s) 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 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 (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed person and/or first aiders will be displayed prominently around the school site.

2.2 The Trust

The Trustees have ultimate responsibility for health and safety matters (as set out in the Health & Safety Policy). First aid operational matters and day-to-day tasks are delegated to the Trust central team, headteacher and staff members.

2.3 The Trust central team

The Facilities Director and Health and Safety Manager will

- Ensure the policy is followed during annual H&S audits
- Monitor data on H&S incidents to identify trends and provide support or action plans where necessary
- Provide guidance on first aid to schools
- Ensure this First aid policy and any risk assessment templates are up to date and follows legal guidance and best practice
- Report to the Health & Safety Executive (HSE) any Reportable Injuries, Diseases or Dangerous Occurrences Regulations (RIDDOR) accidents/incidents where required - see section 5.2

2.4 The Local Governing Bodies

The responsibilities for Local governing bodies are set out in the health & safety policy.



2.5 The Headteacher (or Facilities Director for Trust central office)

The headteacher 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

2.6 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed person in school are
- Completing online incident reports for all incidents they attend to
- Informing the headteacher or their manager of any specific health conditions or first aid needs

3. First Aid Procedures

3.1 In-school 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 pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers



- If emergency services are called, the school's Office/Business Manager will contact parents/carers immediately
- The first aider or 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
- Where schools have an Early Years Foundation Stage provision, there will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

3.2 Off-site Procedures

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

- A mobile phone
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated 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/carers' contact details
- When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:
 - 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 unmedicated 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



The above is based on the HSE's recommendation for a minimum travelling first aid kit - First Aid kits may be adapted to reflect the first aid needs assessment and arrangements for the trip.

Risk assessments will be completed by competent members of staff with support from the Trust health and Safety Manager prior to any educational visit that necessitates taking pupils off school premises, as set out in the educational visits policy.

Where the trip involves EYFS students, 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 (EYFS).

For all other year groups, there will always be at least 1 first aider on school trips and visits.

4. First Aid Equipment

A typical first aid kit across the Trust will include the following:

- 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 unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

Any sterile wipes that are made available within the first aid kits must be non-alcohol based.

First aid kits are available in appropriate places across the site as per the site's general risk assessment but **MUST** be available in the following applicable areas:

- The medical room
- Main reception desk
- P.E Offices (or taken from the P.E office to a space where P.E is taking place, where appropriate)
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

5. Record-keeping and Reporting



5.1 Incident Reporting

An online incident form will be completed by the first aider or a relevant member of staff on the same day or as soon as possible after an incident resulting in an injury.

<https://forms.office.com/e/yhbVgP1p4H> As much detail as possible should be supplied when reporting an accident as the information may be used in an incident investigation at a later date.

If staff cannot access the online form for any reason, they should speak with their line manager to report incidents where they may be able to complete the report on their behalf.

If there are internet issues at the time of the report, staff can make use of accident report books that are based on site and then follow this up with an online report once internet issues are resolved.

Records held in the first aid and accident book – both in physical form and in online databases – will be retained by the school and Trust for a minimum of 3 years, in accordance with the Trusts Data Retention Policy, and then securely disposed of or deleted, as applicable.

5.2 Reporting to the HSE

The Trust Health and Safety Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Trust Health and Safety Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

5.2.1 School Staff: Reportable Injuries, Diseases or Dangerous Occurrences Regulations (RIDDOR)

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs



- 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident).
In this case, the Trust Health and Safety Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent

5.2.2 Pupils and other people who are not at work (e.g. visitors): Reportable Injuries, Diseases or Dangerous Occurrences Regulations (RIDDOR)

These include:

- Death of a person that arose from, or was in connection with, a work activity
- An injury that arose from, or was in connection with, a work activity and where the person is taken directly from the scene of the accident to hospital for treatment

An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)



5.2.3 Dangerous Occurrences

Dangerous occurrences are events that do not result in an injury but could have done. Examples of these 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

5.3 Notifying Parents/Carers

Schools have autonomy to decide whether they intend to notify the parents/carers of injuries to, or incidents involving, students and the method in which this is communicated.

It is recommended that all Schools react on a case-by-case basis and determine the severity of injury as to whether communication is required.

If a member of staff responding to a first aid incident is unsure of the level of injury sustained, it is recommended that a phone call is made to the parent/carer, and any further treatment/action is determined by the parent/carer.

Early Years settings are required to notify parents/carers of **all** incidents involving, or injury to, their child.

For Early Years students, the EYFS lead, or Office Manager will inform parents/carers 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/carers of students in all year groups **must** be informed as soon as reasonably practicable, if emergency services are called either in a precautionary manner OR to administer treatment to a student.

6. Training

All school staff can 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.



The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

Where a school has an EYFS provision, at all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.