

Excalibur Academies Trust
First Aid Policy

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Date	Page	Change	Origin of Change
July 2024		Minor grammatical amendments	Annual review
July 2025		Updated Accident Flow Chart Update Crest with I AM Compliant Automatic external defibrillators (AEDs) no legal requirement for training.	Annual review

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1. Aims

- 1.1 The aim of the policy is to ensure that children and adults in our care receive good quality first aid provision. Systems and processes are agreed across the trust so that each child is given the same care and understanding in our schools. All staff are made aware of this policy and any new members of staff, supply and volunteers are made aware when they are appointed or begin work.
- 1.2 This policy:
- 1.2.1 clearly defines the responsibilities of the staff;
 - 1.2.2 provides a framework for responding to an incident, recording and reporting the outcomes and where appropriate investigate all accidents;
 - 1.2.3 provide equipment and materials to carry out first aid treatment;
 - 1.2.4 make arrangements to provide training to employees, maintain a record of that training and review annually;
 - 1.2.5 ensures good first aid cover is available in the school and on visits;
 - 1.2.6 has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid;
 - 1.2.7 is regularly reviewed and updated.

2. Legislation and guidance

- 2.1 The Health and Safety (First Aid) Regulations 1981 require Excalibur Academies Trust to provide adequate numbers of first aiders, facilities and equipment to enable first aid to be given to employees who are injured or who fall ill at work. These regulations apply to schools in the same way as all other workplaces.
- 2.2 Their requirements deal only with employees and do not specifically cover non-employees such as, pupils and other visitors to the school premises.
- 2.3 Nevertheless, under the provisions of the Health and Safety at Work etc Act 1974, employers have a duty to ensure, so far as is reasonably practicable, the health and safety of non-employees.
- 2.4 Moreover, Health and Safety Executive (HSE) guidance strongly recommends that non-employees are included in an assessment of first aid needs and that provision is made for them.

- 2.5 An assessment must be made of the school's first aid needs in order to establish what provision is required. Factors to consider include the location and size of the school, the number of sites, the number of employees and pupils, the age of pupils, their health needs and activities carried out.
- 2.6 In summary, the minimum requirements for school first aid provision are:
- 2.6.1 a first aid needs assessment;
 - 2.6.2 a written policy on first aid;
 - 2.6.3 an appointed person to take charge of first aid arrangements;
 - 2.6.4 a number of first aiders;
 - 2.6.5 suitably stocked first aid boxes in appropriate locations such as labs and PE departments. There is no mandatory content, but it is recommended that schools consider the content of BS 8599;
 - 2.6.6 a number of first-aid containers for off-site activities/trips;
 - 2.6.7 a list of first aiders easily assessable to all staff;
 - 2.6.8 out of school hours arrangements e.g. lettings and parent evenings.

3. Roles and Responsibilities

- 3.1 Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In schools this includes responsibility for the principal and teachers, non-teaching staff, pupils and visitors (including contractors). Excalibur Academies Trust is the employer.
- 3.2 The employer is responsible, under the Health and Safety at Work Act 1974 (HSWA), for making sure that a school has comprehensive health and safety procedures in place. This should include arrangements for first aid, based on a risk assessment of the school.
- 3.3 The employer should also make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- 3.4 It is the employer's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

- 3.5 The Principal is responsible for: putting policies into practice and for developing detailed procedures.
- 3.6 The Principal should:
- 3.6.1 make sure that parents are aware of the school's health and safety policy, including arrangements for first aid;
 - 3.6.2 that provision for employees does not fall below the required standards; at least one first aid appointed person at all times, it is best practice to have at least one Emergency First Aid at Work (FAW) trained first aider per 25-50 employees, at least one First Aid at Work (FAW) trained first aider per 50 employees, and at least one first aider on each floor.
- 3.7 The academy's appointed persons are responsible for:
- 3.7.1 taking charge when someone is injured or becomes ill;
 - 3.7.2 ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits;
 - 3.7.3 ensuring that an ambulance or other professional medical help is summoned when appropriate.
- 3.8 First aiders are trained and qualified to carry out the role and are responsible for:
- 3.8.1 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;
 - 3.8.2 sending pupils home to recover, where necessary;
 - 3.8.3 filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident and completing the on-line I AM Compliant reporting system;
 - 3.8.4 updating the I AM Compliant accident report with any additional information such as, time off due to accident and updates regarding the injury
 - 3.8.5 keeping their contact details up to date.
- 3.9 Academy staff are responsible for:
- 3.9.1 ensuring they follow first aid procedures;
 - 3.9.2 ensuring they know who the first aiders in school are and carrying a radio to contact them straight away;

- 3.9.3 completing accident reports on I AM Complaint for all incidents they attend where a first aider is not called;
- 3.9.4 updating the I AM Compliant accident report with any additional information such as, time off due to accident and updates regarding the injury
- 3.9.5 informing the Principal or their manager of any specific health conditions or first aid needs.

4. First Aid Accommodation

In schools, the 2012 Education (School Premises) Regulations require a medical space for pupils to be provided and this can, where necessary, be used for giving first aid to staff, pupils or visitors. They should contain essential first aid facilities and equipment, be easily accessible to stretchers and be clearly signposted and identified. They should have washable surfaces and adequate heating, ventilation and lighting, and should display a notice on the door advising of the names, locations and, if appropriate, telephone extensions of first aiders and how to contact them. Hot and cold running water, soap, paper towels and drinking water should also be provided.

5. First Aid Procedures

- 5.1 **In-school procedures**, in the event of an accident resulting in injury:
 - 5.1.1 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;
 - 5.1.2 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;
 - 5.1.3 the first aider will also decide whether the injured person should be moved or placed in a recovery position;
 - 5.1.4 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;
 - 5.1.5 if emergency services are called, a member of senior management will contact parents immediately;
 - 5.1.6 the first aider/relevant member of staff will complete an accident report form using I AM Complaint the same day or as soon as is reasonably practical after an incident resulting in an injury.
- 5.2 **Off-site procedures**, when taking pupils off the school premises, staff will ensure they always have the following:

- 5.2.1 a mobile phone;
 - 5.2.2 a portable first aid kit;
 - 5.2.3 access to information about the specific medical needs of pupils;
 - 5.2.4 parents' contact details.
- 5.3 Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off school premises. These are checked by a member of the Senior Leadership Team and signed by the Principal. There will always be at least one first aider on school trips and visits.

6. First aid equipment

- 6.1 Employers must provide at least one fully stocked first aid container for every work site, and first aid procedures should make sure that someone is responsible for examining the contents of the containers, keeping them stocked, and uploading evidence of checks to I AM Compliant. Additional first aid containers will be needed where there are split sites, split levels and for high-risk areas such as, sports pitches, gyms, labs, workshops etc.
- 6.2 As a minimum the contents of a first aid box should include:
- 6.2.1 a leaflet giving general advice on first aid;
 - 6.2.2 20 individually wrapped sterile adhesive dressings (hypoallergenic plasters can be provided if necessary);
 - 6.2.3 2 sterile eye pads;
 - 6.2.4 4 individually wrapped triangular bandages (preferably sterile);
 - 6.2.5 6 safety pins;
 - 6.2.6 6 medium-sized individually wrapped sterile unmedicated wound dressings;
 - 6.2.7 2 large sterile individually wrapped unmedicated wound dressings;
 - 6.2.8 1 pair of disposable gloves.
- 6.3 The HSE recommend where no specific risk is identified a travelling first aid container should contain the minimum of:
- 6.3.1 a leaflet giving general advice on first aid;
 - 6.3.2 6 individually wrapped sterile adhesive dressings;
 - 6.3.3 1 large sterile unmedicated wound dressing approximately 18cm x 18cm;

- 6.3.4 2 triangular bandages;
 - 6.3.5 2 safety pins;
 - 6.3.6 individually wrapped moist cleansing wipes;
 - 6.3.7 one pair of disposable gloves.
- 6.4 All first aid containers must be marked with a white cross on a green background.

7. Automatic External Defibrillators (AEDs)

- 7.1 Since **2023**, all **state-funded schools in England** have been provided with at least one **AED** as part of a DfE government initiative.
- 7.2 It is the responsibility of the school to maintain the defibrillator after it has been delivered, including replacing consumables such as pads and batteries, and ensuring the device remains in good working order
- 7.2.1 assign one or more staff to be AED coordinators
 - 7.2.2 register your AED on The Circuit, the national defibrillator network, so it is accessible in emergencies
 - 7.2.3 locate in a clearly visible and accessible place
 - 7.2.4 signposted
 - 7.2.5 ensure the coordinator conducts regular checks and maintains documentation
 - 7.2.6 Monthly visual inspections
 - 7.2.7 Checking battery and electrode pad expiry dates
 - 7.2.8 Replacing expired or used components
 - 7.2.9 keeping AED clean, accessible and unobstructed
 - 7.2.10 keep a maintenance log to demonstrate due diligence

8. Record-keeping and reporting

- 8.1 The IAM Complaint on-line reporting system is a question-and-answer site. The Trust only expects you to register significant incidents, see Appendix 1.

- 8.2 In primary schools where pupils bump heads and graze knees, we would not expect these to be entered onto the I AM Complaint site however, we would expect the usual accident reporting approach to be completed and parents notified in head bump incidents.
- 8.3 Guidance to enable schools to report relevant accidents and incidents on I AM Complaint is available on SharePoint.

9. Training

- 9.1 A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE.
- First Aid at Work (FAW) 3-day course
 - Emergency First Aid at Work (EFAW) 1-day course
- 9.2 Both these qualifications permit an employee to be designated as a first aider. An 'appointed person' however, is not the same as a first aider and does not have to undergo first aid training. The FAW and EFAW certificates are valid for three years, the National Education Union strongly recommends that schools use the EFAW course.
- 9.3 Paediatric First Aid covers from infancy up to 18 years of age and the certificate is valid for three years.
- 9.4 Employers must arrange refresher training and retesting of competence before certificated expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. Refreshers courses can be arranged up to three months before the expiry date of their certificate. The new certificate will then take effect from the date of expiry. Schools should keep records of first aiders and certification dates.
- 9.5 There is no legal requirement for school staff to be formally trained to use the Automated External Defibrillator (AED), as the device is designed to be used by untrained individuals in an emergency and provides clear step-by-step instructions.
- 9.6 However, the Trust strongly encourages staff who are interested in becoming familiar with the AED to do so as part of our commitment to maintaining a safe environment.
- 9.7 Staff wishing to receive AED awareness or familiarisation training should contact the school's First Aid Responsible Person (named below), who will coordinate access to appropriate support or training opportunities.

10. Links with other policies

- 10.1 This first aid policy is linked to the:
- 10.1.1 Health and safety policy;

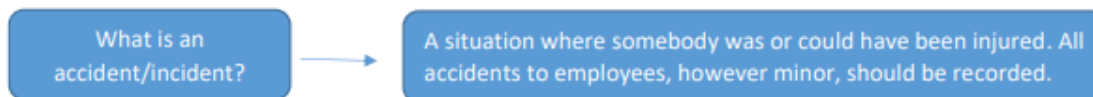
- 10.1.2 Risk Assessment Procedure;
- 10.1.3 Medical Conditions Procedure;
- 10.1.4 Accident Reporting Flow Chart

11. Review and monitoring

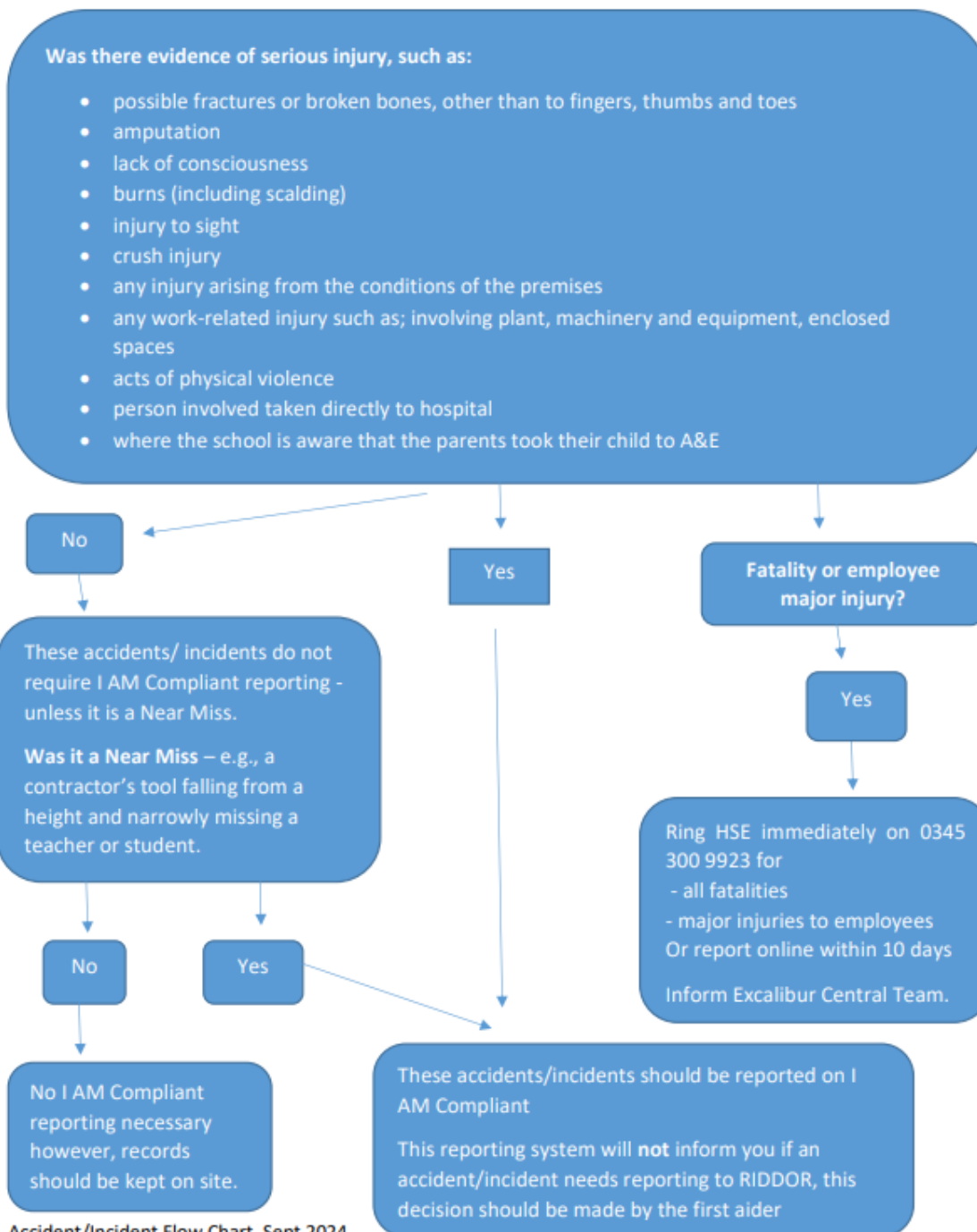
The implementation of this procedure will be monitored by the Principals and Excalibur's Health and Safety Lead, who will make an annual report to the Board of Trustees of the Trust.

Appendix 1: Accident/Incident Flow Chart

Excalibur Academies Trust Accident & Incident Reporting



Is an Accident or Incident Reportable?



Accident/Incident Flow Chart, Sept 2024

Appendix 3: First Aid Monthly Checklist

First Aid Kit – Monthly Checklist



Plasters in a variety of different sizes and shapes	
Small, medium, and large sterile gauze dressings	
At least 2 sterile eye dressings	
Triangular bandages	
Crepe rolled bandages	
Safety pins	
Disposable sterile gloves	
Tweezers	
Scissors	
Alcohol-free cleansing wipes	
Sticky tape	
Thermometer (preferably digital)	
Skin rash cream, such as hydrocortisone or calendula	
Cream or spray to relieve insect bites and stings	
Antiseptic cream	
Painkillers such as paracetamol (or infant paracetamol for children), aspirin (not to be given to children under 16) or ibuprofen	
Antihistamine cream or tablets	
Distilled water for cleaning wounds	
Eye wash and eye bath	

Document change record

Revision	Status	Date	Reviewer	Purpose/Outcome
	Draft	January 2022	Davina Nicholls	
1	Published	February 2022	Davina Nicholls	Made available on SharePoint, all schools within the trust informed
	Approved	July 2022	Board of Trustees	
2	Draft	June 2024	Andrew Twine	Minor updates following review
3	Draft	July & November 2025	Davina Nicholls	Minor updates following review