

Thomas Telford Multi Academy Trust



First Aid Policy

Redhill Primary Academy

and

Thomas Telford Primary Free School



Signed

A handwritten signature in black ink, appearing to read 'Dara Carroll'.

Mr Dara Carroll

Chair of Governors

September 2025

Contents

1. Aims	3
2. Legislation and guidance	3
3. Roles and responsibilities	3
4. First aid procedures	4
5. First aid equipment.....	5
6. Record-keeping and reporting.....	6
7. Training	8
8. Monitoring arrangements	8
9. Links with other policies	8
Appendix 1: list of Appointed Persons and Trained First Aiders.....	10
Appendix 2: Accident Report Form.....	10
Appendix 3: First Aid Training Log.....	11

.....

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person(s) are Mrs Claire Whiting who 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 (see section 7) 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, 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 first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The Local Governing Board

The Local Governing Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.3 The Headteacher

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
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

Our schools' staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed person (s) in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 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 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 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, the Administration team will contact parents immediately

- The first aider/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
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

4.2 Off-site procedures

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

- A mobile phone
- A portable first aid kit, 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' 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

Risk assessments will be completed by the teacher or responsible adult prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one 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.

5. First aid equipment

A typical first aid kit in our school 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.

First aid kits at Redhill Primary Academy are stored in:

- Entrance to KS2 playground
- Technology area
- The school kitchens
- School vehicles
- The school office
- KS1 area

First aid kits at Thomas Telford Primary Free School are stored in:

- Ground floor – office area
- Ground floor – reception area
- First floor – top of stairs
- First floor – by external exit

6. Record-keeping and reporting

6.1 First aid and accident record sheet

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the office administrator
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

6.2 Reporting to the HSE

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

The Office Manager will report these to the Health and Safety Executive 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.

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) 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 Office 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
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

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 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)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm) <http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The office team will inform parents of any serious accident or head 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.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher 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.

The Headteacher will also notify Family Connect and the Multi Academy Trust of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff are able to 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 schools will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

The schools 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.

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

8. Monitoring arrangements

This policy will be reviewed by the office manager every year.

At every review, the policy will be approved by the Headteacher/Chair of Governors

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of Appointed Persons and Trained First Aiders

STAFF MEMBER'S NAME – REDHILL PRIMARY ACADEMY	ROLE
Claire Whiting	Headteacher (Appointment Person)
Mel Selvey	Administrator (Part-time)
Fay Hurford	Senior Administrator
Amy Steele	Administrator
Debbie Davies	TA/Breakfast Club Lead
Sam McDonald	TA
Kat Bradburn	TA
Tina Menzies	TA
Mike Follows	Site Manager
Faye Bailey	TA
Vicky Birkett	TA/ASC Lead
Amanda Frost	Nursery Administrator
Deb Sankey	Nursery
Miranda Brisco	Nursery
Amy Phillips	TA
Sam Ward	TA
Claire Kirkpatrick	TA
Sam Short	TA
Rebecca Smith	Nursery
Sarah Thorpe	Nursery Teacher
Gemma Myatt	TA
Pippa St John	TA
Tom Griffiths	Sports Coach
Gemma Marfleet	TA
Steph Hughes	TA
Lecky Phillips	TA

STAFF MEMBER'S NAME – REDHILL PRIMARY ACADEMY	ROLE
Tom Hodgkison	Teacher/Trip Lead
Lauren Davey	TA
Lucy Broxton	TA
STAFF MEMBER'S NAME – THOMAS TELFORD PRIMARY FREE SCHOOL	ROLE
Claire Whiting	Headteacher (Appointment Person)
Paula Aribas	Administrator
Fay Hurford	Office Manager
TBC	Caretaker
TBC	Sports Coach
Chloe Walker	TA
Karen Mills	TA
Jody Wiggins	TA
Abigail Turner	TA
Danni Furnival	TA
Amberly Maree	TA
Victoria Deakin	TA

Appendix 2: accident report form

Name of injured person		Role/Class	
Date and time of incident		Location of incident	
incident details			
Describe in detail what happened, how it happened and what injuries the person incurred.			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
Follow-up Action required			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.			
Name of person attending the incident			
Signature		Date	

Appendix 3: First aid training log

Redhill Primary Academy

Staff who attended	Name/type of training	Date attended	Date for training to be updated (where applicable)
<i>Lucy Broxton</i>	IQL Level 3 Award in Paediatric First Aid	12/07/2024	11/07/2027
<i>Lauren Davey</i>	FAA Level 3 Award in Paediatric First Aid	26/06/2024	25/06/2027
<i>Melanie Proctor</i>	FAA Level 3 Award in Paediatric First Aid	10/05/2024	09/05/2027
<i>Amy Steele</i>	FAA Level 3 Award in Paediatric First Aid	19/04/2024	18/04/2027
<i>Tom Hodgkison</i>	FAA Level 3 Emergency First Aid at Work	19/04/2024	18/04/2027
<i>Alexis Phillips</i>	FAA Level 3 Award in Paediatric First Aid (2 Day Refresher)	19/04/2024	18/04/2027
<i>Stephanie Hughes</i>	FAA Level 3 Award in Paediatric First Aid (2 Day Refresher)	15/03/2024	14/03/2027
<i>Gemma Marfleet</i>	FAA Level 3 Award in Paediatric First Aid	24/11/2023	23/11/2026
<i>Mel Selvey</i>	FAA Level 3 Award in Paediatric First Aid	24/11/2023	23/11/2026
<i>Tom Griffiths</i>	FAA Level 3 Award in Paediatric First Aid (2 Day Refresher)	11/10/2023	10/10/2026
<i>Pippa St John</i>	FAA Level 3 Award in Paediatric First Aid (2 Day Refresher)	22/09/2023	21/09/2026
<i>Gemma Myatt</i>	FAA Level 3 Award in Paediatric First	23/06/2023	22/06/2026

	Aid		
<i>Sarah Thorpe</i>	FAA Level 3 Award in Paediatric First Aid	10/02/2023	09/02/2026
<i>Fay Hurford</i>	FAA Level 3 Award in Paediatric First Aid (2 Day Refresher)	01/12/2022	30/11/2025
<i>Rebecca Smith</i>	FAA Level 3 Award in Paediatric First Aid	18/11/2022	17/11/2025
<i>Sam Short</i>	FAA Level 3 Award in Paediatric First Aid	18/11/2022	17/11/2025
<i>Claire Kirkpatrick</i>	FAA Level 3 Award in Paediatric First Aid	14/10/2022	13/10/2025
<i>Sam Ward</i>	FAA Level 3 Award in Paediatric First Aid (2 Day Refresher)	15/07/2022	14/07/2025
<i>Amy Phillips</i>	FAA Level 3 Award in Paediatric First Aid (2 Day Refresher)	15/07/2022	14/07/2025
<i>Miranda Brisco</i>	FAA Level 3 Award in Paediatric First Aid (2 Day Refresher)	13/05/2022	12/05/2025
<i>Deborah Sankey</i>	FAA Level 3 Award in Paediatric First Aid	09/04/2022	08/04/2025
<i>Amanda Frost</i>	FAA Level 3 Award in Paediatric First Aid (2 Day Refresher)	11/03/2022	10/03/2025
<i>Vicky Birkett</i>	FAIB Paediatric First Aid	18/01/2022	17/01/2025
<i>Faye Bailey</i>	FAA Level 3 Award in Paediatric First Aid (2 Day Refresher)	03/12/2021	02/12/2024
<i>Mike Follows</i>	FAA Level 3 Emergency First Aid at Work	24/11/2021	23/11/2024
<i>Yvette Preen</i>	FAA Level 3 Award in Paediatric First	17/11/2021	16/11/2024

	Aid		
<i>Tina Menzies</i>	FAA Level 3 Award in Paediatric	30/10/2021	29/10/2024
<i>Kat Bradburn</i>	FAA Level 3 Award in Paediatric First Aid (2 Day Refresher)	17/09/2021	16/09/2024
<i>Sam McDonald</i>	FAA Level 3 Award in Paediatric First Aid (2 Day Refresher)	11/09/2021	10/09/2024
<i>Debbie Davies</i>	FAA Level 3 Award in Paediatric First Aid (2 Day Refresher)	17/09/2021	16/09/2024

Thomas Telford Primary Free School

Staff who attended	Name/type of training	Date attended	Date for training to be updated (where applicable)
Paula Aribas	IQL Level 3 Award in Paediatric First Aid	TBC	TBC
Fay Hurford	FAA Level 3 Award in Paediatric First Aid	TBC	TBC
Caretaker	FAA Level 3 Award in Paediatric First Aid	TBC	TBC
Sports Coach	FAA Level 3 Award in Paediatric First Aid	TBC	TBC
Chloe Walker	FAA Level 3 Emergency First Aid at Work	TBC	TBC
Karen Mills	FAA Level 3 Award in Paediatric First Aid (2 Day Refresher)	TBC	TBC
Jody Wiggins	FAA Level 3 Award in Paediatric First Aid (2 Day Refresher)	TBC	TBC
Abigail Turner	FAA Level 3 Award in Paediatric First	TBC	TBC

	Aid		
Danni Furnival	FAA Level 3 Award in Paediatric First Aid	TBC	TBC
Amberly Maree	FAA Level 3 Award in Paediatric First Aid	TBC	TBC
Victoria Deakin	FAA Level 3 Award in Paediatric First Aid	TBC	TBC