



THE ST. BART'S ACADEMY

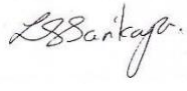
— TRUST —

First Aid Policy

April 2023
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The St. Bart's Academy Trust

First Aid Policy

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Approved by Trust Board:		Lisa Sarikaya Chief Executive Officer
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Date	Section Amended	Signature
21/03/2023	TSB Policy Adopted – v16	S. Cope
7/11/2023	Updated Legal Framework / Updated Emergency procedures	S. Cope
3/7/2025	Updated list of Academy first aiders	J. Craig
06/07/26	Updated list of Academy first aiders	J Craig



Contents

Statement of intent	3
1. Legal framework	4
2. Roles and responsibilities	4
3. First aid provision.....	5
4. First aiders and appointed persons.....	6
5. Automated external defibrillators (AEDs).....	7
6. Emergency procedures.....	8
7. Reporting accidents and record keeping.....	8
8. Offsite visits and events.....	10
9. Monitoring and review	10

Statement of intent

St Bart's Multi-Academy Trust is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by each Academy in regard to all staff, pupils and visitors.

Each Academy will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the Academy has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.

1. Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Statutory framework for the early years foundation stage'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

2. Roles and responsibilities

The **Local Governing Committee (LGC)** is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- The LGC has ultimate responsibility for health and safety matters but delegates operational and day-to-day responsibility to the Principal of each academy.

The **Principal** is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the Academy's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the Academy first aiders and how to contact them if necessary.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the Academy specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the Academy based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the Academy site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the Academy.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at the Academy.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training before a First Aid training certificate expires ☐ Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

Academies should have at least one ‘appointed person’ to oversee first aid provision. The appointed person is not the same as a first aider, and therefore must not conduct any first aid for which they have not been trained. The appointed person should, at least, be trained in emergency procedures as outlined below. More information on the role of the appointed person can be found [here](#).

The **appointed person** is responsible for:

- Overseeing the Academy’s first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Partaking in an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - How to assess and monitor a casualty.
 - First aid for the unconscious casualty.
 - First aid for someone who is having a seizure.
 - Maintaining injury and illness records as required.
 - Paediatric first aid.

3. First aid provision

The Academy will routinely re-evaluate its first aid arrangements through a risk assessment at least **annually**, to ensure that these arrangements continue to be appropriate for hazards and risks on the Academy premises, the size of the Academy, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the Academy.

The Academy will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the Academy will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid
- individually wrapped sterile plasters of assorted sizes
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large and medium-sized sterile, individually wrapped, unmedicated wound dressings
- disposable gloves
- Scissors
- Cold compresses
- Burns dressings
- Eye wash *

No medication is kept in first aid kits.

* Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. Eye baths/eye cups/refillable containers should not be used for eye irrigation.

All first aid containers will be identified by a white cross on a green background and must be stored in clearly identifiable locations within the building.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid kits should be kept in minibuses or other such vehicles.

First aid arrangements must also be in place where academy premises are used outside of 'normal' hours, e.g. for letting. Arrangements must be in place to ensure a first aid kit / telephone is available to persons who may require its use.

4. First aiders and appointed persons

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

The Academy will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the Academy before certificates expire.

All newly qualified entrants to the early year's workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, are required to hold either a full PFA or an emergency PFA certificate.

The Academy will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Principal.

First aiders will be responsible for ensuring all first aid kits are properly stocked and maintained.

The appointed person will be responsible for maintaining supplies.

First aid notices will be clearly displayed throughout the Academy with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

Surname	First Name	Role	Qualification
Calvert	Valerie	Teaching Assistant	First Aid at Work 1 Day EFAW
Buckley	Sarah	Midday/ after school club	First Aid at Work 1 Day EFAW
Johnson	Joanne	SEN support practitioner	First Aid at Work 1 Day EFAW
Sharrock	Amanda	Assistant SENCO	First Aid at Work 1 Day EFAW
Edwards	Hannah	Home school links	First Aid at Work 1 Day EFAW
Edwards	Hannah	Home school links	First aid in the workplace 3 days
Hibbits	Sarah	Teaching assistant	Paediatric First Aid
Lanaghan	Kerry	Midday/ after school club	Paediatric First Aid
Dean	Julie	Teaching Assistant	Paediatric First Aid
Johnson	Joanne	SEN support practitioner	Paediatric First Aid
Collinson	Kate	Teaching Assistant	Paediatric First Aid
Forster	Lucy	Teacher/ forest school	Paediatric First Aid
Edwards	Hannah	Home school links	Paediatric First Aid
Mayhew	Dawn	Teaching assistant	Paediatric First Aid

The current first aid appointed person(s) are:

Hall	Olivia	Teacher	Paediatric First Aid
Cullum	Tracy	EYFS Lead	Paediatric First Aid
Kharchenko	Gemma	Teaching Assistant	Paediatric First Aid
Henshall	Emily	EYFS apprentice	Paediatric First Aid

The Academy will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the Academy.

In line with government guidance, and taking into account staff to child ratios, the Academy will ensure that there is at least one member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken.

All staff members will be made aware that agreeing to become a first aider for the Academy is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders, the Academy will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

5. Automated external defibrillators (AEDs)

The Academy has an AED which is located in the main corridor opposite the school office.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an **annual** basis.

6. Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aid administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- The Academy will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The Principal.
- The parents of the victim(s).

Responding to an incident can be stressful for the first aider. Following the incident, the first aider may require support such as a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page ['Promoting and supporting mental health and wellbeing in schools and colleges'](#)

7. Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, a staff member will telephone the pupil's parent as soon as possible. Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

A list of emergency contacts will be kept on the Academy MIS Arbor.

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.

The recording, reporting and investigation of all accidents must follow the SBMAT Accident and Incident Reporting & Investigation Procedure.

The accident record should include:

- the date, time and location within academy (or other if academy trip) of incident
- the name and year group of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards, whether they were fit to remain at the academy and whether parents were contacted immediately afterwards.
- name and signature of the first aider or person dealing with the incident.

A duplicated copy of the above accident record will be sent home to parents / carers if it is judged by the staff member completing the accident record that this is appropriate in the circumstances.

The Principal will ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years.

- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the Health and Safety Executive (HSE).

The SBMAT Health & Safety Consultant will ensure that any injury or accident that must be reported to the HSE under RIDDOR obligations is reported in a timely and detailed manner.

The following accidents must be reported to the HSE involving pupils, staff or other people working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than seven days.

Reportable major injuries are:

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

For fuller definitions, see HSC/E website guidance on RIDDOR 2013, and information on Reporting.

All records will be filed and stored in line with the **SBMAT Records Management Policy**.

8. Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The Academy will take a portable first aid kit on all offsite visits.

During EYFS off site visits there will always be at least one first aider with a current paediatric first aid certificate, as required by the statutory framework for the Early Years Foundation Stage.

Where an academy trip and/or visit does not involve Early Years Foundation Stage children, there will always be at least one first aider.

In any medical emergency, pupils' parents will be contacted as soon as practicable. If the child's parent cannot be contacted, attempts will be made to contact other emergency contacts provided for the child.

9. Monitoring and review

Each academy's accident records will be regularly monitored and analysed by the Senior Leadership Team and the SBMAT Health and Safety consultant in order to identify trends, areas for improvement and future training needs.

This policy will be reviewed every **four** years (or when current guidance is updated) by the Trust and any changes will be communicated to all members of staff.



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