



First Aid Policy

Policy type	Statutory/Non-Statutory
Author	Keith Curtis
Last updated	August 2026
Reviewed	Adrian Ball
Approved by	Adrian Ball
Release date	August 2026
Review cycle	Annually
Description of changes	Rebranding from DEMAT to Grace Schools



Contents

1	Application of this Policy	3
2.	Associated Policies and Documents	3
3.	Version control	3
4.	Purpose and Scope	3
5.	Policy Statement	4
6.	Roles and Responsibilities	4
7.	Procedures	5
8.	First Aid Equipment	5
9.	Medicines on Site	5
10.	Contacting Emergency Services	6
11.	Reporting to HSE	6
12.	Notifying Parents	6
13.	Exclusion of Sick Children/Employees on Site	6
14.	Training	6
15.	First Aiders	7
16.	Information for Staff/Visitors on Site	7
17.	Accommodation	7
18.	Reporting/Record Keeping	7
19.	Guidance Documents	8
20.	Legal Duties Under the Equality Act 2010	8



1. Application of this Policy

The policy is applicable to all employees (permanent and temporary) of Grace Schools. Where applicable, it is also applicable to all Volunteers supporting Grace Schools.

2. Associated Policies and Documents

This Policy/Procedure should be read in conjunction with the following Grace Schools Policies/Procedures:

- [Health and Safety \(First Aid\) Regulations 1981](#)
- [Health and Safety at Work etc. Act 1974 and associated regulations](#)
- [School Premises \(England\) Regulations 2012](#)
- [Education \(Independent School Standards\) Regulations 2014](#)
- [First aid in schools, early years and further education - GOV.UK \(www.gov.uk\)](#)
- Incident Reporting in Schools EDIS1 (HSE.gov.uk)
- Statutory guidance on supporting pupils with medical conditions
- Grace Schools Health and Safety Policy

3. Version Control

No.	Status of document/changes	Prepared by	Reviewed by	Approved by	Date of approval	Review Date
1.	Original Document	K Curtis	J Patterson	Adrian Ball	April 2024	August 2026
2.	Rebranding	A Downing		Adrian Ball	August 2026	August 2026
3.						

This document will be reviewed on a 12-monthly basis.

For all questions in relation to this policy please contact the Grace Schools Head of Facilities on 01353 656760 or contact the Central Health & Safety Team at healthandsafety@graceschools.org.uk



4. Purpose and Scope

4.1 The purpose of this policy is to ensure:

- The Health and Safety of all staff, pupils and visitors
- Provide a framework for responding to an incident and recording and reporting the outcome and findings.
- A standardised approach to dealing with incidents and ensuring a clear and concise reporting structure across the Trust.

4.2 This policy covers all aspects of First Aid undertaken within the school setting or when off site visits are undertaken.

5. Policy Statement

5.1 Grace Schools is committed to providing emergency first aid provision to deal with accidents and incidents affecting staff, children, and visitors. The arrangements within this policy are based on the results of suitable and sufficient risk assessments carried out by the schools regarding all staff, pupils, and visitors.

5.2 Grace Schools will ensure schools take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. Grace Schools will work with schools ensuring that the school has adequate and appropriate first aid equipment, facilities, and personnel, and will work with schools to ensure that the correct first aid procedures are followed.

6. Roles and Responsibilities

6.1 Central Facilities Team

6.1.1 The central team will ensure that this policy is reviewed and updated annually as required. The Central Team will ensure schools have access to the latest guidance and information. This may be via email communication if urgent or updated during the review phase of the policy.

6.2 Hub Directors

6.2.1 Hub Directors will work with and support the Headteacher to ensure this



policy is actioned correctly.

6.3 Headteachers

- 6.3.1 Headteachers will ensure operational procedures are in place within their school to enact this policy. Any concerns from the school staff will be investigated by the Headteacher and if required, escalated to the Central H&S Team (part of the Facilities Team).
- 6.3.2 Headteachers will ensure that there are a sufficient number of trained First Aiders to minimise the risk to pupils, staff and visitors, and that the minimum number of required trained staff are available on site at all times when the site is occupied. The Headteacher is also responsible for liaising with Parents/guardians in the event of it being required.
- 6.3.3 The Headteachers are required to ensure all reporting is done in line with Trust requirements.

6.4 Trained first aiders

- 6.4.1 Staff members who are trained in First Aid will ensure that they keep up to date with their training and best practices. They are expected to carry out their First Aid duties in a responsible manner and take charge of accident/injury situations if required to.
- 6.4.2 First Aiders will follow all set procedures and policies and notify the Headteacher if they believe changes should be made in any operational matters connected to First Aid requirements.

6.5 Non trained school staff

All school staff have a responsibility to assist with an accident/injury if required to. They are to follow set policies and procedures and report any injuries in line with current requirements.

6.6 Parents & Guardians

Parents & Guardians have a responsibility to work with the school to minimise the risk to pupils and staff. This includes notifying the school of any allergy/illness or injury that the school is required to know about in



order to treat their child correctly if the need arises and make any reasonable adjustments to support them.

7. Procedures

7.1 In-School Procedures

Schools will ensure that their First Aid procedures are in line with this policy and current rules and regulations. A copy of the first Aid procedure will be uploaded to Smart Log and reviewed Annually or when required due to significant change occurring within school.

7.2 Off-Site Procedures

Schools will ensure they have appropriate First aid procedures in place when their staff and/or pupils are off site for a school event.

These procedures will be in line with the requirement of the group and activity being undertaken.

There will always be at least one first aider with a current paediatric first aid certification if Early years age groups are part of the activity.

8. First Aid Equipment

- 8.1 Schools will ensure that first aid equipment is adequate for the school and checked monthly.
- 8.2 Schools will follow HSE advice on required contents for First Aid boxes required around the School.
- 8.3 When leaving site on a school event, the school will ensure that adequate First Aid provision is taken with them in line with the activities being undertaken.

9. Medicines on Site

- 9.1 Schools will follow the latest guidance on administering medicines to pupils whilst on site. This guidance can be found at the following link.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

- 9.2 Administration of medicines by a staff member will be voluntary and no staff member will be forced to administer to a pupil unless they are comfortable doing so.
- 9.3 All medicines coming on site will be logged using appropriate software (currently Smartlog – via medical Tracking) and all doses given entered onto the tracker once administered.
- 9.4 Parents or legal guardians will sign a permission form with school each day it is to be administered.
- 9.5 Medicines not prescribed for long term conditions will not be kept on site unless they are recorded on a document held separately from the medicines.
- 9.6 An administering of medicines policy and Risk Assessment will be available in schools to allow for the administration of medicines.

10. Contacting emergency services

- 10.1 Schools will ensure all staff are aware of local procedures for contacting emergency services and additional follow ups to ensure parents/guardians and other bodies are made aware as required.
- 10.2 The school procedure will be reviewed annually or when a significant change occurs that impacts the smooth running of the procedure.

11. Reporting to HSE

Accidents/injuries that are reportable under RIDDOR, will be reported as soon as possible by the school.

The Central Facilities Team Health & Safety Manager / Head of Facilities



should be notified of any RIDDOR reportable instances before the report is submitted. The HSE guidance document on reportable incidents can be found at the end of this policy.

The accident/incident will be uploaded to Smartlog with all relevant information recorded.

12. Notifying parents

The Headteacher or delegated person will call the pupils parent(s)/carer(s) or the employees next of kin if deemed necessary to do so in relation to the pupil/employee being taken ill or involved in an accident/incident. An exception to this would be if there was a fatality, the school must leave the police to inform the next of kin.

13. Exclusion of sick children/employees from the site.

Where the headteacher or delegated person feels that a pupil is too sick to remain at school, they will contact the pupil's parent/Legal guardian as appropriate to arrange for them to be collected. If contact cannot be made, arrangements will be made for them to remain in school under supervision but away from others until they are able to leave the site safely. If an employee is unable to make their own way home, arrangements will be made via their next of kin to collect them.

In circumstances where the Headteacher or appointed deputy feels that allowing a pupil on site poses a significant risk to the health of others on site, then the Headteacher or designated deputy may refuse entry to school. In this instance, The school will notify both their hub director and Trust Head of Facilities.

14. Training

- 14.1 Grace Schools will ensure that schools use only competent first aid training providers to ensure staff have received appropriate training.
- 14.2 Schools will ensure that where necessary, a paediatric first aid course is undertaken by appropriate persons.
- 14.3 First Aiders are a voluntary role and staff will not be forced to undertake training unless it falls under the remit of their role within the Trust.



15. First Aiders

Schools will offer First Aid training at no cost to staff if deemed appropriate. To be classed as a First Aider, staff will undergo appropriate training by a competent training provider and hold a valid first aid certificate. This training will be refreshed annually.

HSE only asks for "sufficient" trained first aiders. To that end and given that primary schools are deemed as low risk, Grace Schools has decided on a ratio of 20:1 in relation to pupils to first aiders as a sufficient number per school. This has been decided by looking at similar establishments and the risk posed within schools. Individual schools can decide to have a smaller ratio if they feel the need warrants it. Where a school feels this ratio is too high for their school, they will discuss with Head of Facilities and if deemed appropriate a lower ratio may be agreed, where this is the case, schools will ensure that all RAs make this clear.

16. Information for staff/visitors on site

All staff and visitors will be made aware of the first aid arrangements whilst on site. All staff will be made aware of the location of first aid boxes and contact details for current first aiders on site.

17. Accommodation

Schools will ensure that they have a designated space available for use in case of accident or injury. The space does not need to be for sole use of first aid but must be made available and private when required. It should have easy access to a wash basin and near a toilet.

Where a school has a requirement to cater for children with more complex needs, this should be highlighted in the Risk Assessment and suitable facilities provided as required.

18. Reporting / Record Keeping

Schools will ensure accurate record keeping is maintained in Smartlog (where accidents have been recorded manually prior to the installation of Smartlog they will keep records as below).

Schools will ensure accident reports are kept for whichever is the greater: 3 years from

date that the record is created (or last record entered if in an accident book); or 3 years after the injured parties 18th birthday.

Schools may decide to use Smart Log or the traditional paper slip for the recording of minor accidents, but the following will be entered onto Smartlog regardless.

- Pupil/employee required to visit a doctor / nurse.
- Pupil/employee required to visit to A&E
- Pupil/employee required a visit to Minor Injuries Clinic
- If anyone (pupil/employee) is off for 7 days following an accident

19. Guidance documents



20. Legal duties under the Equality Act 2010

The Equality Act 2010 prohibits discrimination against an individual based on the protected characteristics, which include, sex, race, religion or belief, and gender reassignment.

It is not considered that provisions of this policy would create the risk of discrimination as contemplated under this Act.