

# Aspirational Futures Multi Academy Trust



## First Aid Policy

### Parklands High School

February 2026

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## **Statement of intent**

Parklands High School 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 the school in regard to all staff, pupils and visitors.

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

This policy aims to:

- Ensure that the school 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.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

## 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 (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

The policy is implemented in conjunction with the following school policies:

- Administering Medication Policy
- Allergen and Anaphylaxis Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Educational Visits and School Trips Policy
- Health and Safety Policy
- Infection Control Policy
- Lone Worker Policy
- Records Management Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Supporting Pupils with Medical Conditions Policy

### 1. Roles and responsibilities

The local governing board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring a first aid needs assessment is undertaken to inform policy, practice and protocol.
- Ensuring that all relevant risk assessments are conducted to ensure the health and safety of the school community.
- Ensuring that there is a sufficient number of qualified first aiders within the school based upon the school's risk 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 insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- 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 school 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 the school has:
  - A suitably stocked first-aid kit.

- An appointed person to take charge of first-aid arrangements.
- Information for all employees giving details of first-aid arrangements.

The headteacher is responsible for:

- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school'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 school first aiders and how to contact them if necessary.

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 school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aiders are responsible for:

- Completing and renewing training as dictated by the governing board.
- 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.

The lead first aider is responsible for:

- Overseeing the school'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.
- Calling the emergency services where necessary.

## **2. First Aid Provision**

### **First aid needs assessment**

The school will regularly monitor and assess its first aid arrangements by conducting a first aid needs assessment, at least annually.

The school will ensure that this assessment informs first aid policies and protocols and that arrangements continue to be appropriate and take account of:

- Hazards and risks on the school premises.
- The size of the school.
- The needs of any vulnerable individuals onsite.
- The nature and distribution of pupils and staff throughout the school.

The school will ensure that first aid provision is sufficient and can be administered without delay at all times.

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

The school will expect teachers and other staff working with pupils to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children.

The school will make staff aware of the government guidance which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

### **Material, equipment and facilities**

The school will provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment and ensure that these are suitably labelled, accessible and available at all times.

### **First aid containers**

The school will ensure it has suitably stocked first aid boxes in line with the first aid needs assessment. As there are no statutory requirements in place the school will, where there is no special risk identified, follow the HSE guidelines on the minimum provision of first aid items, as set out below:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Sterile eye washing kits

No medication is kept in first aid kits

Sterile eye washing kits should be in all “high risk” areas such as DT classrooms irrespective if they have a first aid box located in that room.

Foil blankets may need to be readily available for use in the P.E. Department, following a sporting injury.

All first aid containers will be identified by a white cross on a green background.

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 boxes will be located in the following areas:

First Aid Box Number
1 PE
2 Main Office
3 Pavilion
4 Staffroom
5 Food Tech
6 HALs

7 Kitchen in English Dept
8 DT - SO2 & SO3 (2)
9 E11
10 Science - Between N21 & N22
11 Science - Between N11 & N12
12 Science - Between N13 & N14
13 Science - Back of E13
14 Admin corridor - cleaners cupboard
15 Site
Trip kits
16 Minibus 1
17 Minibus 2
18 5 x "duty" pouches
19 5 x trip kits

## Information for staff

The school will inform staff, pupils, contractors and visitors to the school, as appropriate, of the first aid arrangements, including the following:

- The contents and key principles of this policy
- The location of equipment and facilities
- The identities and roles of first aiders or the appointed person.
- How to contact a first aider or appointed person urgently should the need arise.
- The procedures for monitoring and reviewing the school's first aid needs.

The school will include the provision of first aid information during induction training.

### 3. First aiders

First aiders will be expected to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or college or on educational visits.
- Ensure that an ambulance or other professional medical help is called when appropriate.

When selecting first aiders, the school will consider the following factors set out in the government [guidance](#):

- 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.

Each classroom's 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 school 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.

The current first aid appointed person(s) are:

Surname	Forename	Department	Extension/Radio	Expires
Holbert	Leanne	LSA	244	21/02/2026
Whalley	Steve	TA	237	21/02/2026
Williams	Lisa	SEND	237	21/02/2026
Cunningham*	Jennifer	Office Manager	113	23/03/2026
Holding	Timothy	Site staff	129	20/04/2026
Marr	Gemma	Teacher	247	23/04/2026
O'Reilly	Kathy	Inclusion Manager	159	18/05/2026
Speakman	Emma	Technician	124	06/09/2026
Johnston	Andy	LRC manager	174	21/01/2027
Brennand	Jimmy	Teacher	180	28/01/2027
Dewhurst	Katrina	HAL	243	28/01/2027
Flight	Emma	Teacher	137	28/01/2027
Fox	Gail	HAL	239	28/01/2027
Greaves	Nic	Teacher	146	28/01/2027
Berry	Patricia	Pupil Support	170	19/03/2027
Taylor	Lorraine	LSA	244	19/03/2027
Burrill	Kym	HAL	241	24/04/2027
Sorbie	Claire	Teacher	249	24/04/2027
Donohue	Jess	Teacher	E24	01/06/2027
Cunningham	Andy	Connect	246	17/06/2027
Martindale	Diane	BSO	214	14/01/2028
Pedley	Amy	TA	137	14/01/2028
Metcalfe	Gregg	Teacher	249	12/02/2028
Rhodes	Steph	Teacher	234	12/02/2028
Rimmer	Stephen	Teacher	249	13/03/2028
Adams	Kirsty	Reception	214	08/06/2028
Sawyer	Caroline	Teacher	135	08/06/2028
Crampton	Rebecca	Teacher	132W22	19/06/2028
Swarbrick	Stacey	Attendance Manager	235/172	19/06/2028
Charmer *	Roxy	School Business Manager	216	10/04/2027

EFAW (1 day course) training enables a first aider to give emergency first aid to someone who is injured or becomes ill.

\* FAW (3 day in depth course) training includes EFAW and equips the first aider to apply first aid to a range of specific injuries and illnesses including to bones, muscles and joints, including suspected spinal injuries as well as chest injuries, burns and scalds, eye injury, sudden poisoning, and anaphylactic shock. This training allows the individual to recognise the presence of major illnesses (including heart attack, stroke, epilepsy, asthma, diabetes) and provide the appropriate first aid.

The school 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 school.

### **First aid training**

The school will ensure that all first aiders hold a valid first aid certificate, issued by an HSE-approved organisation.

The school is aware that first aid certificates are usually valid for three years and will therefore ensure that adequate monitoring procedures will be in place to ensure that refresher training is arranged for first aiders before certificates expire. First aiders will ensure that their first aid certificates are kept up to date through liaison with the SBM and Office manager.

### **4. 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.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least **two** staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
- The school 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 headteacher.
- The parents of the victim(s).

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of 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](#)'.

## 5. 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.

All First Aid Kits should contain the minimum contents in line with the British Standard BS 85991 recommendations as stated below. Additional First Aid Kits used for offsite visits etc. should be of a sufficient size in line with group numbers and activity. All kits are checked monthly.

<u>Item /Component</u>	<u>Min Qty Req (Small Kit)</u>
First Aid Guidance Leaflet	1
Contents List	1
Medium Sterile Dressing (12cm x 12cm)	2
Large Sterile Dressing (18cm x 18cm)	2
Triangular bandage	2
Alcohol Free Moist Cleansing Wipes	20
Eye Pad Sterile Dressing (7cm x 5cm)	2
Adhesive Tape- Hyper-Allergenic Micro-porous Tape	1
Nitrile Disposable Gloves	6 Pairs
Sterile Adhesive Dressings (Individually Wrapped Plasters)	40
Resuscitation Face Shield	1
Foil Blanket	1
Eye Wash Sterile 20ml Pods	5
Tuff Cut Scissors	1
Conforming bandage	1

For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy.

## 6. Accommodation

The school does have specific First Aid designated rooms. The First Aiders should make a suitable assessment of the treatment required and ensure that the person receiving treatment is taken to a suitable area if treatment is not to be provided at the scene.

Any rooms used for First Aid treatment should be clean and clear and away from any dusty, noisy or workshop environments etc.

## 7. Medicines

### Administration

The school will ensure that staff are aware that the administration of first aid at work does not include the administration of medication, whether prescribed or not.

In circumstances where pupils may need to have access to life saving prescription drugs in an emergency, the details will be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do.

The school is aware that the administration of prescription-only medication specified in [Schedule 19 of the Human Medicines Regulations 2012](#) should only be given by those trained to do so. Where a first aid needs assessment identifies that Schedule 19 medication may be required to be administered in an emergency, the school will consider

providing first aiders with additional training so that they can be aware of the symptoms and condition and administer life saving medication in an emergency situation.

### **Storage**

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy.

### **8. Illness and allergies**

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

### **9. Consent**

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

### **10. Reporting and recording**

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, the pupil's class teacher 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 at the school office.

The school will keep a record of all incidents involving staff, pupils and visitors, which require first aid staff to be in attendance. The school will use this record to help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name and signature of the first aider or person dealing with the incident.

The school is aware that this record is not the same as the statutory accident book; however, for expediency and simplicity, it will combine these records.

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

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

## **11. Automated external defibrillators (AEDs)**

Defibrillators are available on the School site. They are located in the following areas; Main office, on the wall by the Sports Hall, Pavilion, Astro pitch and Site office. First Aiders shall be provided with guidance etc. on the use and maintenance of defibrillators.

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.