

First Aid Policy

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Date	Version	Reason for change	Overview of changes made	Source
10.09.2020	0.1	Scheduled Review by Internal Lead	Information added re pandemic situations. J Bowman	Existing TSSMAT policy
05.10.20	0.2	Scheduled Review by Board Lead	No Changes	
16.10.20	1.0	Scheduled Review	Ratified by Board	
12.09.23	1.1	Scheduled Review - Internal Lead	Name change from Illness & Accidents to First Aid.	
19.09.23	1.2	Scheduled Review - Board Lead	No changes	
29.09.23	2.0	Scheduled Review - Board	Ratified	
20.05.26	2.1	Internal lead	- New / minimum exclusion periods for infectious conditions and diseases https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/public-health-exclusion-periods-in-children-and-young-peoples-settings - Taken out the table that is in here and put the link in so it's always most up to date. - Added an introduction - Added legislation and guidance - Added roles and responsibilities	-

			- General formatting - font, bulleting, alignment. - Added the policy is a regulatory requirement. - Added paragraph about AED. - Developed the communicable disease section - Added a section regarding mental health. - Added a section on reporting. - Added off site. - Added safeguarding. - Updated RIDDOR reporting timeframe - Increased review period of policy	
17.06.26	2.2	Board lead		
10.07.26	3	Board review	Ratified by Board	

Introduction

The Staffordshire Schools Multi Academy Trust (TSSMAT) is fully committed to promoting the health, safety and welfare of all pupils, employees and visitors across our academies. This policy is intended to provide a clear framework to ensure effective first aid provision, prompt and appropriate responses to illness or injury, clear understanding of responsibilities and consistent, compliant standards for recording and reporting incidents.

Legislation and Guidance

This policy is based on the Early Years Statutory Framework for group and school-based providers, advice from the Department for Education on first aid in schools and health and safety 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 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.

Roles and Responsibilities

In accordance with the Health & Safety (First Aid) Regulations 1981, each school will designate appointed person(s) and first aiders.

- An Appointed Person is not necessarily a trained first aider but is in charge of first aid arrangements
 - 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.
- A first aider is trained and qualified in accordance with the Health & Safety (First-Aid) Regulations 1981 and Guidance on First Aid for Schools. A first aider is responsible for:
 - Acting as first responders to any incidents, assessing the situation where there is an injured or ill person, and providing immediate and appropriate treatment;
 - Sending a child home to recover, where necessary;
 - Filling in an accident report on the same day as, or as soon as is reasonably practicable after, an incident.
 - In our Early Years Foundation Stage (EYFS) provision, at least one employee who has a current paediatric first aid certificate must be on the premises at all times.
- The names of the appointed person(s) and first aiders will be displayed prominently around each school;
- Schools are responsible for ensuring emergency contact details are kept up- to-date.

Board of Directors

TSSMATs Board of Directors has ultimate responsibility for health and safety matters but delegates operational and day-to-day responsibility to the CEO and the Headteachers of each school.

The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of 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 employees are aware of first aid procedures;
- Ensuring the first aid risk assessment is completed, need assessed appropriately and reviewed;
- Undertaking, or ensuring that managers undertake, other appropriate risk assessments, and implementing required measures;
- Ensuring that adequate space is available for catering to the medical needs of pupils;
- Reporting specified incidents to the HSE when necessary.

Employees

TSSMAT employees are responsible for:

- Ensuring they follow first aid procedures;
- Ensuring they know who the first aiders are in their team;
- Completing accident reports for all incidents they attend to, whether a first aider is required or not;
- Informing the Headteacher or their Line Manager of any specific health conditions or first aid needs.

General

All Trust Schools, and Care Club have designated first aiders on site at all times. The designated first aider has a current first aid certificate and has attended a 12 hour paediatric first aid course. We will take into account the number of children and layout of the premises to ensure that first aiders are able to respond quickly to any incident.

The location of the first aid box and a list of qualified first aiders are clearly displayed within each Trust school. A designated first aider regularly checks the contents of the first aid boxes to ensure that they are up to date, appropriate for children, and comply with the Health and Safety (First Aid) Regulations 1981.

Illness

TSSMAT cannot accept children who are demonstrably ill. If any child is ill when they first arrive we will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to our Trust until they have fully recovered, or until after the minimum exclusion period has expired (see table at the end of this policy).

Procedure for a minor injury or illness

The first aider present will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury. In all cases the relevant accident form will be completed by the staff member. For accidents involving a bumped head, an email will be sent to the parent/carers, which will include a link to an acknowledgement form.

- If a child becomes ill, the parent or carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection;
- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent or carer will be notified when the child is collected;
- If a child suffers a minor injury, first aid will be administered and the child will be monitored for the remainder of the session. If necessary, the child's parent will be asked to collect the child as soon as possible;
- Where a child bumps their head or suffers a minor injury which the school deem it important that the child's parents are informed prior to the end of the school session, the school will make direct telephone contact with the parent or carer immediately, rather than relying solely on an email.

Procedure for a major injury or serious illness

In the event of a child becoming seriously ill or suffering a major injury, the first aider present will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.

- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's Medical Form with them and will consent to any necessary treatment (as approved by the parents on the Medical Form);
- We will contact the child's parents or carers with all urgency, and if they are unavailable we will call the other emergency contacts that we have on file for the child;
- After a major incident the manager and staff will review the events and consider whether any changes need to be made to our Trust's policies or procedures;
- We will notify Ofsted and child protection agencies in the event of any serious accident or injury to a child in our care as soon as reasonably possible and within 14 days at the latest;
- We will notify HSE under RIDDOR in the case of a death or major injury on the premises (e.g. broken limb, amputation, dislocation, etc. – see the HSE website for a full list of reportable injuries).

Off-site Procedures

Please read in conjunction with our off site emergency procedures

When taking children off school premises, employees will ensure they always have the following:

- A mobile phone;
- A portable first aid kit;
- Information about the specific medical needs of the children in their care and any emergency medication required;
- Parent/carers' contact details.

Risk assessments will be completed by the relevant employee prior to any educational visit that involves taking children off school premises.

The ratio of first aiders on any educational visit will be informed by the risk assessment, however at least one first aider will be in attendance. Where an educational visit involves EYFS children, at least one first aider in attendance will hold a current paediatric first aid certificate, whilst ensuring adequate paediatric first aid coverage remains operational within the school site.

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

Our Trust engages the Entrust EVOLVE service to support off-site first aid and medical emergency procedures.

Infection Prevention & Control / Communicable diseases and conditions

The Staffordshire Schools Multi Academy Trust Infection Control Policy provides guidance to prevent and manage infections in our academies.

Our Trust follows national guidance published by the UK Health Security Agency/ Office for Health Improvement & Disparities when responding to infection control issues and encourages employees and children to routinely follow good hygiene practices.

During an outbreak of an infectious illness, epidemic or pandemic, additional measures and procedures will be put into practice to minimise the spread of the infection and ensure our academies are safe. These will include daily cleaning procedures that follow national guidance and are compliant with the Control of Substances Hazardous to Health Regulations (2002) (COSHH). Enhanced cleaning will be undertaken where required.

In times of pandemic, children showing relevant symptoms should not be sent to school, and will be sent home if symptoms develop once in school, in line with the Pandemic Flu policy where relevant, and any Government guidance.

If an infectious or communicable disease is detected on our Trust's premises, we will inform parents and carers as soon as possible.

If there is an outbreak of a notifiable disease at our Trust, we will inform the local health protection unit, HSE under RIDDOR (if appropriate), and Ofsted.

Minimum exclusion periods for infectious conditions and diseases. So we are completely up to date, please review the Health Security Agency website for the most up to date list.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/public-health-exclus>

[ion-periods-in-children-and-young-peoples-settings](#)

If the clothing of the first-aider or a child becomes contaminated with blood or bodily fluids, the clothing is to be removed as soon as possible and placed in a plastic bag. The child's clothing is sent home with the child. Contaminated PPE will be disposed of in line with local authority guidance.

Please see The Staffordshire Schools Multi Academy Trust Infection Control Policy.

If a case of head lice is found, the child's parents or carers will be discreetly informed when they collect the child. Other parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

If there is an incident of food poisoning affecting two or more children attending a Trust school, or Care Club, our Trust will inform Ofsted as soon as possible and within 14 days at the latest.

Supporting Pupils with Medical Conditions

All parents or carers must complete the Medical Form when their child joins our Trust and/or Care Club, requesting permission for emergency medical treatment for their child in the event of a serious accident or illness.

Arrangements for supporting pupils with long term or severe medical needs, including the management of epilepsy, severe allergies, anaphylaxis, asthma, diabetes and other health conditions, are documented in TSSMATs' Supporting Pupils with Long Term Medical Conditions Policy and Allergy Policy.

This includes the use and storage of emergency medication, the creation and review of Individual Health Care Plans and the training expectations for employees.

Automated External Defibrillators

All TSSMAT schools have an Automated External Defibrillator (AED) available on site, or in close proximity, in accordance with the Department for Education requirement. AEDs are clearly signposted and routinely checked by the School Secretary to ensure they remain fully operational. Training on the safe and effective use of an AED in the event of a cardiac emergency forms part of the first aid training provided to employees where relevant.

Training

First aid training is available to all employees. Headteachers and the Trust team identify the numbers required in each school.

First aiders are trained and qualified to carry out the role in accordance with the Health & Safety (First-Aid) Regulations 1981 and Guidance on First Aid for Schools.

At least one employee with a current paediatric first aid certificate will be on the school site at all times. The Paediatric first aid training provided will meet the requirements of the Early Years Foundation Stage statutory framework and will be updated at least every 3 years.

A register will be kept of all trained first aiders, including the training they have received and the period for which the training is valid.

The Paediatric first aid training includes the use of adrenaline auto-injectors (AAIs). See Allergy Policy.

Reporting

First Aid and Accident Record Book:

- An accident form will be completed by the relevant employee on the same day as, or as soon as possible after, an incident resulting in an injury;
- As much detail as possible should be supplied when reporting an accident;
- Records held in the first aid and accident book will be retained in accordance with our Trust retention procedures.

All accidents involving EYFS children will be recorded on the EYFS Accident Form. All accidents involving bumped heads will be communicated to the parent/carers by email before the end of the school session.

In the event of a serious Injury

The Chair of Governors and CEO should be informed as well as a consideration of the need for a report to the HSE.

Reporting to the HSE

All accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) must be recorded via the Occupational Safety, Health, Environment Notification System (OSHENS) by the appointed person and authorised by the Headteacher.

The relevant employee will report these to the Health & Safety Executive as soon as is reasonably practicable and in any event within 15 days of the incident. For specified injuries (like fractures or amputations), the report must be made "without delay" and a form sent within 15 days.

Reportable injuries, diseases or dangerous occurrences include:

- Death;
- 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);
- 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;
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident);
- For pupils and visitors, an incident is only reportable if it arises out of or in connection with school operations (such as faulty equipment or inadequate supervision) AND the individual is taken directly from the site to a hospital for treatment;
- For employees an accident is reportable if it is a specified major injury;
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to academies 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.

Information on how to make a RIDDOR report is available here: <http://www.hse.gov.uk/riddor/report.htm>

Mental Health First Aid (MHFA)

Our Trust recognises that mental health is as important as physical health. To support this, each school aims to have designated Mental Health First Aiders who are trained to identify the early signs of emotional distress or mental health challenges in both pupils and staff.

- Mental Health First Aiders are not clinicians or therapists. Their role is to act as a first point of contact, providing non-judgmental support, reassuring the individual in distress, and signposting them toward professional medical help or internal wellbeing resources.
- While MHFA interventions are conducted with sensitivity, staff must ensure that any disclosures involving a pupil's safety are handled in strict accordance with our Trust's Safeguarding and Child Protection Policy;
- The names and locations of Mental Health First Aiders will be displayed alongside the safeguarding posters in school.

Safeguarding

Where any incident raises potential safeguarding considerations, employees will follow our Trust's safeguarding procedures to ensure that concerns are managed appropriately and in accordance with Keeping Children Safe in Education statutory guidance.