

Thomas Telford Multi Academy Trust



First Aid Policy

Redhill Primary Academy and Thomas Telford Primary Free School



Signed

**Mrs Raj Samra
Chair of Governors
September 2026**

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Statement of Intent

Redhill Primary Academy and Thomas Telford Primary Free School are 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 schools' in regard to all staff, pupils and visitors.

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

This policy aims to:

- Ensure that the schools' have 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 schools' 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.

Definition and Background

Definition

For the purposes of this policy the school will follow the definition of First Aid outlined below, from Wirral NHS Foundation Trust:

“First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR while awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut. First aid is generally performed by the layperson, with many people trained in providing basic levels of first aid, and others willing to do so from acquired knowledge.”

Background

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment.

Although the regulations do not require employers to provide first aid for anyone other than their own employees, the DfE strongly recommends that all schools consider the needs of non-employees such as pupils and visitors when making provision for first aid, and that First Aid provision must be available:

- While people are on the schools' premises.
- When staff and pupils are working elsewhere on the schools' activities, including any off-site activity such as educational visits.

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 'Supporting pupils at school with medical conditions'
- DfE 'First aid in schools, early years and further education'
- DfE 'Early years foundation stage (EYFS) statutory framework'
- DfE 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

The policy will be implemented in conjunction with the following school policies:

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

2. **Roles and responsibilities**

The Local Governing Board will be responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring a first aids 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 schools' community.
- Ensuring that there is a sufficient number of qualified first aiders within the school based upon the schools' 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 schools' 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 schools' have:
 - 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/head of school 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 schools' 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 case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the schools' first aiders and how to contact them if necessary.

Staff will be 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 schools'.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aiders will be responsible for:

- Completing and renewing training as dictated by the Local 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 appointed person will be responsible for:

- Overseeing the schools' 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.

3. **First Aid Provision**

The schools' will routinely re-evaluate their 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 schools' premises, the size of the schools', the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the schools'.

The schools' will maintain a register of trained first aiders, ensuring at least one staff member has a current pediatric first aid ('PFA') certificate and having a well-stocked first aid kit. The PFA certificate must be updated every 3 years.

The schools' 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 schools' premises.
- The size of the schools'.
- The needs of any vulnerable individuals onsite.
- The nature and distribution of pupils and staff throughout the schools'.

The schools' 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 schools' are strictly on a voluntary basis and that they should never feel pressured to take on this role.

The schools' 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 schools' 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.

The schools' will conduct risk assessments to identify potential hazards and ensure appropriate first aid measures are in place. Risk assessments will be reviewed:

- At regular intervals.
- After serious accidents, incidents or near misses.
- After any significant changes to the workplace, working practices or staffing.
- Following any identified trends or accident statistics.

Material, Equipment and Facilities

The schools' 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 schools' will ensure they have suitably stocked first aid boxes in line with the first aids needs assessment. As there are no statutory requirements in place and where there is no special risk identified in the assessment of needs, the schools' will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid
- Individually wrapped sterile adhesive dressings, of assorted sizes
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Medium-sized individually wrapped sterile unmedicated wound dressings
- Large-sized individually wrapped sterile unmedicated wound dressings
- Disposable gloves

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 are in the following areas:

Entrance to KS2 Playground

Technology area

The schools' kitchens

The schools' vehicles

The schools' office

KS1 area

Information for Staff

The schools' 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 schools' first aid needs.

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

4. 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 schools' or on educational visits.
- Ensure that an ambulance or other professional medical help is called when appropriate.

When selecting first aiders, the schools' 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 schools' 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) and first aiders are:

STAFF MEMBER'S NAME – REDHILL PRIMARY ACADEMY	ROLE
Claire Whiting	Headteacher (Appointed Person – non-first aider)
Lydia Cartwright	Head of School (Appointed Person – non-first aider)
Mel Selvey	Administrator (Part-time) (Appointed Person)
Zara Bate	Office Manager (Appointed Person – non-first aider)

STAFF MEMBER'S NAME – REDHILL PRIMARY ACADEMY	ROLE
Amy Steele	Senior Administrator
Danielle Mason	Administrator
Debbie Davies	TA
Sam McDonald	TA
Kat Bradburn	TA
Tina Menzies	TA
Mike Follows	Site Manager
Eleanor Turnock	TA
Faye Bailey	TA
Vicky Birkett	TA/ASC Lead/Breakfast Club Lead
Amanda Frost	Nursery Administrator
Deb Sankey	Nursery
Miranda Brisco	Nursery
Amy Phillips	TA
Sam Ward	TA
Rebecca Smith	Nursery
Sarah Thorpe	Nursery Teacher
Lesley Williams	TA
Steph Haynes	TA
Pippa St John	TA
Harry Minifie	Sports Coach
Gemma Marfleet	TA
Steph Hughes	TA
Lecky Phillips	TA
Lauren Brookes	TA
Rita Lande	TA
Karen Sawyer	TA

STAFF MEMBER'S NAME – REDHILL PRIMARY ACADEMY	ROLE
Natasha Ingleby	TA
Doris Lau	TA
Lucy Broxton	TA

STAFF MEMBER'S NAME – THOMAS TELFORD PRIMARY FREE SCHOOL	ROLE
Claire Whiting	Headteacher (Appointed Person)
Laura Aribas	Administrator
Fay Hurford	Office Manager
James Buckless	Caretaker
Steve Dale	Sports Coach
Karen Mills	TA
Danni Furnival	TA
Steph Olliver	TA
Heidi Taylor	Reception Teacher
Hope Newman	Reception Teacher
Vicky Bolas	TA
Lauren Bond	TA
Hannah Jones	TA
Kathy Curzon	TA
Claire Kirkpatrick	TA
Katie Buckell	TA
Jan McWilliam	TA
Katie Parker	Nursery Teacher
Leah Roche	TA

First Aid Training

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

The schools' are 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 training administrator.

The schools' are aware that standard first aid at work training courses do not include resuscitation procedures for children. In all cases, the schools' will ensure that first aiders receive additional training in paediatric first aid so they are able to execute their duties appropriately to the whole school community. The schools' will ensure that first aid training courses cover mental health in order to help staff members recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Pupils will be supported in accordance with the schools' Social, Emotional and Mental Health (SEMH) Policy.

5. 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 schools' 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/head of school.
- The parents of the victim(s).

The schools' are 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'.

6. 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 people involved.

Staff members will take mobile phones with them when undertaking off-site visits or events, as well as information about specific medical needs of pupils, and parents' contact details.

The schools' will also take a fully stocked first aid kit on all offsite visits which contains at a minimum:

- A leaflet giving general advice on first aid.
- Individually wrapped sterile adhesive dressings.
- Large sterile unmedicated dressing.
- Triangular bandages individually wrapped and preferably sterile.
- Safety pins.
- Individually wrapped moist cleansing wipes.
- Disposable gloves.

Additionally, the schools' will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- Antiseptic wipes, foil packed.
- Conforming disposable bandage that is not less than 7.5cm wide.
- Triangular bandages.
- Packet of 24 assorted adhesive dressings.
- Large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- Sterile eye pads, with attachments.
- Assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

7. Accommodation

The schools' first aid area will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the schools' first aid needs assessment.

The first aid area will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The first aid area includes a wash basin and is situated near a toilet.

The first aid area will not be used for teaching purposes.

The first aid area will:

- Be large enough to hold an examination or medical couch.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.

8. Medicines

Administration

The schools' will ensure that staff are aware of government guidance which stipulates that the administration of first aid at work does not include the giving of tablets and medicines, whether prescribed or not.

The provisions and requirements for the administration of medicines will be outlined in the following school policies and documents:

- Administering Medication Policy
- Administering Medication Risk Assessment
- Allergen and Anaphylaxis Policy
- Supporting Pupils at School with Medical Conditions

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 schools' are 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 schools' will consider providing first aiders with additional training so that they can be aware of the symptoms and condition and administer lifesaving medication in an emergency situation.

The schools' will incorporate clear procedures for the storing of medication and for the administration of medication. This will include obtaining parental consent.

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 schools' 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 schools' Administering Medication Policy.

9. Illnesses 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. There will be a clear procedure for contacting parents in case of illness or injury and where necessary, emergency services.

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.

Where a pupil has an allergy, this will be addressed via the schools' Allergen and Anaphylaxis Policy.

The schools' will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

10. Consent

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

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.

11. 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 by email (Medical Tracker) 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 schools' office or the schools' information system.

The schools' will keep a record of all incidents involving staff, pupils and visitors, which require first aid staff to be in attendance. The schools' will use a system for reporting and recording accidents, injuries and illnesses and notify Ofsted and relevant child protection agencies for serious incidents. The schools' 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 headteacher/head of school 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.

Automated External Defibrillators (AEDs)

The schools' have procured 3 AEDs, which are located in the schools' /nursery office at Redhill Primary Academy, in the school office at Thomas Telford Primary Free School.

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. Use of the AED will be promoted to pupils during PSHE lessons.

A community AED is located on the Redhill Primary Academy fence and is available for public use. Please note, this is not a school AED.

13. Early Years

The schools' will ensure that they meet the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS), which also includes arrangements for off-site activities.

In doing so the schools' will ensure the following:

- At least one person who has a current paediatric first aid (PFA) certificate is always on the premises and available when children are present and accompanies them on any outings - the certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS framework.
- PFA training is renewed every three years and is relevant for people caring for young children.
- All staff who have obtained a level 2 and/or level 3 qualification since 30 June 2016 obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3.
- It displays, or makes available to parents, staff PFA certificates or a list of staff who have a current PFA certificate.
- Any member of staff who has sole responsibility for looking after a group of children will hold a PFA certificate.
- All newly qualified entrants to the early years workforce who have completed a level 2 or level 3 qualification on or after 30 June 2016, have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios. The schools' will organise PFA training to be renewed every three years. The list of staff who hold PFA certificates can be found in location.

14. Monitoring and review

This policy will be reviewed annually by the Local Governing Board, and any changes will be communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.