



# First Aid Policy

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## 1. Overview

Peterborough Diocese Education Trust (PDET) (the trust) has created a First Aid Policy to outline the way in which any injuries occurring at any of its school sites should be treated and reported.

This policy applies to all staff working in all schools within the trust and, although not a legal duty, all non-employees such as children, contractors and visitors are included.

## 2. Aims

The key aims of this policy are:

- To ensure the health and safety of all staff, pupils and visitors
- To ensure that all staff and directors are aware of their responsibilities with regards to first aid across the trust
- To provide clear guidance on how to respond to, manage and report on all incidents requiring first aid that occur within any of the schools.

## 3. Legislation and Guidance

This policy is based on 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 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- 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.

This policy complies with our funding agreement and articles of association.

## 4. Roles and Responsibilities

### 4.1 The Board of Directors

The Board of Directors has ultimate responsibility for health and safety matters, but delegates operational matters and day-to-day tasks to the Executive and school leaders.

Directors will:

- Discuss and manage any health and safety related issues brought to them by the Chief Executive Officer (CEO), Headteachers, staff, parents or pupils

- Ensure that the trust's First Aid Policy, and all associated policies, are brought to the attention of staff and implemented across all schools.

#### 4.2 School Leaders

'School Leader' means the person responsible for the day-to-day operations of running a school including Headteachers, Principals and Head of School positions.

A school leader is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and / or trained first aid personnel are present in the school at all times, including paediatric first aid trained personnel where appropriate / required
- Ensuring that First Aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Undertaking or ensuring that managers undertake appropriate risk assessments and appropriate measures are put in place
- Ensuring that sufficient funding is provided from the school budget to enable the continued high standard of first aid practice
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Escalating specified incidents to the Head of Estates, when necessary.

#### 4.3 Responsible Person

Each school must nominate a school leader (usually the Headteacher or Principal) as the responsible person. The latter is responsible for:

- Having oversight of the first aid procedures which occur in school and reporting any non-compliance with this policy to the Head of Estates
- Reviewing and monitoring the first aid book and reporting any concerns / patterns to the Head of Estates
- Reporting more serious cases of accident or incident to the Head of Estates through Smartlog.

#### 4.4 Staff

Staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the First Aiders in school are
- Completing accident reporting at school level for all incidents they attend
- Informing their manager of any specific health conditions or first aid needs.

#### 4.5 First Aiders

First Aiders are trained and qualified to carry out the role. They are responsible for:

- Taking charge when someone is injured or becomes ill
- 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
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Maintaining confidentiality and the dignity of the casualty as far as is possible
- Making appropriate arrangements with parents / carers through recognised school procedures if the pupil needs to be sent home

- Ensuring accident reporting at school level is completed on the same day, or as soon as is reasonably practicable, after an incident
- Ensuring accident reporting on Smartlog is completed on the same day in line with the Smartlog recording flow chart (See Appendix 1)
- Keeping their contact details up to date
- Attending any first aid training that is organised by the school e.g. EpiPen training.

It is emphasised that the qualified First Aiders are **not** trained doctors or nurses.

## 5. First Aid Procedures

### 5.1 In-school First Aid Procedures

<b>Alert Staff</b>
Alert the closest member of staff when an injury is discovered or a person feeling unwell is located.
<b>Call the First Aider</b>
The staff member should then call a First Aider and give as much details as possible about the suspected injury or illness, its location and any other key information.
<b>Assess the Situation</b>
The First Aider will assess the injured person(s) and decide if they need to be moved, what medication or treatment they need and if additional support is required. The First Aider should remain on scene until help arrives.
<b>Next Steps</b>
The First Aider will decide on the next steps (i.e. if an ambulance should be called) and they will arrange the next steps along with any other responsible persons.
<b>Contact Parents / Carers</b>
If applicable the First Aider will then make arrangements for the parents / carers to be contacted, providing key information and recommending next steps.
<b>Manage the Process</b>
The First Aider will manage the full process of the situation including travel home or to hospital if required.
<b>Report</b>
The First Aider will ensure an accident report form is completed on the same day or as soon as is reasonably practical after an incident resulting in an injury.
<b>Close</b>
In more serious cases, the First Aider will liaise with the Head of Estates to decide if any other further action should be taken to lower the risk of future occurrence and / or prevention.

### 5.2 Off-site First Aid Procedures

When taking pupils off school premises, staff will always ensure that they have the following:

- A mobile phone

- A portable first aid kit
- Information relating to pupils with a medical condition (see 'Supporting Pupils with Medical Conditions' Policy)
- Parents' / carers' contact details.

Risk assessments will be completed by a school and approved through the Plumsun portal, prior to any educational visit that necessitates taking pupils off school premises. First aid provision will be reviewed as part of the risk assessment process.

In the event of an incident or a person falling unwell, staff will follow the first aid procedures as above.

## **6. First Aid Equipment**

The responsible person in each school will ensure that the school has sufficient medical equipment on-site at all times to treat any incidents and provide the best possible first aid to those in need.

A basic first aid kit may contain (but not limited to):

- A leaflet with general first aid advice and guidance
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings.

Information regarding first aid kits can be found in the HSE Leaflet: Basic Advice on First Aid  
<http://www.hse.gov.uk/pubns/indq347.pdf>

No medication is kept in first aid kits.

First aid kits and resources are stored in locations around school based on a dynamic risk assessment completed by the school. Locations will vary across school sites depending upon need and requirement.

All schools have a Defibrillator on school site and maintenance checks are carried out monthly by the assigned responsible person.

## **7. Training and Awareness**

All first aiders must complete a suitable approved training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until. Staff must renew their first aid training when it is no longer valid or inform the school leader if they no longer wish to be a First Aider to ensure a replacement can be found, as necessary

### 7.1 Paediatric First Aid

Schools with Early Years provision must have at least one member of staff with paediatric first aid training in the Early Years and Foundation Stage provision at all times. This includes lunchtimes and any school operating Breakfast and After school clubs that has children under the age of five attending. The Trust expectation is that at least 2 members of staff are trained.

### 7.2 Emergency First Aid at Work

All First Aider appointed persons must complete, as a minimum, the 'Emergency First Aid at Work' (EFAW) course lasting at least one day. This course will need to be replaced at least every three years to remain valid.

### 7.3 Defibrillator Training

Emergency First Aid courses now cover the use of defibrillators.

### 7.4 EpiPen Training

EpiPen training will be provided to all school staff at least every two years in line with the Trust's Allergy Policy.

## 8. Record Keeping

Guidance provided by the HSE is followed to ensure that all incidents and injuries are correctly recorded.

### First Aid and Accident Record Book

- The responsible First Aider will ensure an accident is recorded, including as much detail as possible, on the same day of the incident or as soon as reasonably practicable thereafter, **and copied to Smartlog, where required (See Appendix 1).**
- Records will be held for the given length of time outlined in the PDET Records and Retention Policy
- Details of more serious incidents / accidents will be escalated to the Head of Estates.

## 9. Reporting an Incident

### 9.1 Reporting an Incident within School

All accidents and incidents in school requiring first aid will be reported to the responsible person and in more serious cases to the Head of Estates. A detailed investigation will be carried out by the Head of Estates for the more serious accidents / incidents and recommendations will be made to prevent similar instances from occurring in the future.

### 9.2 Notifying Parents

The appropriate member of staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### 9.3 Reporting an Incident to the Health and Safety Executive

The responsible person for first aid within each school will keep a record of any reportable injuries, including disease and dangerous occurrences defined in the RIDDOR (2013) legislation (regulations 4, 5, and 6).

In the event that an incident is required to be reported to the Health and Safety Executive, the responsible person will do this within **10 days of the incident** - [How to make a RIDDOR report, HSE.](#)

Reportable injuries, diseases and dangerous occurrences include:

- Death
- Fractures (other than fingers, thumbs and toes)
- Amputations

- Injuries relating to permanent sight loss
- Injuries relating to partial or reduction of 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
- Hypothermia or head-induced illness whereby admittance to hospital is over 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days (not including the day of the incident)
- An accident leading to somebody being taken to hospital
- Near misses that have not related in injury, but could have done, for example the collapse or failure of lifts, accidental release of biological agents, accidental release of a harmful substance and an electrical short circuit or overload causing a fire or explosion.

Contact with the HSE should only be made by the responsible person in each school, the School Leader or the Head of Estates.

## 10. Insurance

All First Aiders are covered by the Trust's liability insurance to treat children and adults within the school context unless it is shown that they were deliberately negligent.

Employees carrying out First aid not in relation to school activities and in their own time are advised to provide their own insurance cover.

## 11. Concerns, Complaints and Escalation Process

Concerns regarding first aid or health and safety matters generally should firstly be raised with the school leader. If a complaint is raised, this should follow the trust's Complaints policy.

If it is felt that concerns or complaints have not been dealt with effectively, a complaint can be raised with the supervisory authority, the Health and Safety Executive (HSE), contactable at: [Contact the Health and Safety Executive](#)

## 12. Key Contacts

Questions or concerns relating to this policy, or regarding health and safety across the trust should be directed in the first instance to the Head of Estates.

**Daniel Parker**  
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## 13. Monitoring Arrangements for this Policy

This policy will be reviewed annually but may be reviewed and updated more frequently if necessary.



## Appendix 1 – Smartlog Accident Reporting

