



**BERLESDUNA**  
ACADEMY TRUST

# Trust First Aid Policy

This Policy was updated and ratified by the Trust:	<b>June 2026</b>
This Policy will be reviewed:	Annually
This Policy will be reviewed by:	June 2027

# 1. Aims

The Trust is committed to ensuring the health, safety, and welfare of all pupils, staff, and visitors. This policy aims to:

- Ensure prompt and effective first aid provision across all Trust schools
- Provide a clear framework for responding to accidents and medical incidents
- Ensure compliance with statutory guidance and legal requirements
- Clarify roles and responsibilities at Trust and school level
- Ensure appropriate training, equipment, and reporting systems are in place

## 2. Legislation and Guidance

This policy complies with:

- Health and Safety (First Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Social Security (Claims and Payments) Regulations 1979
- Education (Independent School Standards) Regulations 2014
- DfE: *First Aid in Schools* guidance
- Statutory Framework for the Early Years Foundation Stage (EYFS)

## 3. Roles and Responsibilities

### 3.1 Trust Board

The Trust Board has overall accountability for health and safety across the Trust, including first aid provision. It ensures:

- Adequate policies and systems are in place
- Compliance with legal requirements
- Regular monitoring and review

## 3.2 Chief Executive Officer (CEO)

The CEO provides strategic oversight and ensures:

- Trust-wide consistency in implementation
- Serious incidents are monitored and escalated appropriately

## 3.3 Local Governing Bodies

Local governing bodies:

- Monitor implementation at school level
- Review incident trends and compliance

## 3.4 Headteacher / Head of School

The Headteacher is responsible for day-to-day implementation, including:

- Ensuring sufficient numbers of trained first aiders
- Ensuring first aid needs assessments are completed annually
- Ensuring staff awareness of procedures
- Ensuring adequate equipment and facilities
- Reporting incidents in line with RIDDOR and safeguarding requirements
- Ensuring parents are informed of injuries

## 3.5 First Aiders

Qualified first aiders are responsible for:

- Acting as first responders to incidents
- Providing appropriate first aid treatment
- Recording all incidents promptly
- Recommending further medical action where needed

## 3.6 Appointed Persons

Appointed persons (where applicable) are responsible for:

- Managing first aid equipment and supplies
- Calling emergency services when required
- Supporting incident coordination

## 3.7 All Staff

All staff must:

- Be aware of first aid procedures and personnel
- Report incidents and complete records where required
- Inform leadership of any health or safety concerns

# 4. First Aid Needs Assessment

Each school must complete an **annual First Aid Needs Assessment**, considering:

- Number of pupils and staff
- Site size and layout
- Specific medical needs (e.g. SEND, allergies)
- Nature of activities undertaken
- Off-site visits and trips

This determines:

- Number of first aiders required
- Equipment and facilities needed

# 5. First Aid Procedures

## 5.1 On-Site Procedures

In the event of an accident:

1. The nearest staff member assesses the situation
2. A qualified first aider is contacted immediately
3. The first aider provides appropriate treatment
4. Emergency services are called if required
5. A member of staff:
  - Contacts parents/carers
  - Meets emergency services where applicable

6. The incident is recorded on the same day

## 5.2 Off-Site Procedures

For educational visits, staff must carry:

- A mobile phone
- A portable first aid kit
- Pupil medical information
- Emergency contact details

A risk assessment must be completed in advance.

## 5.3 EYFS Requirements

Where EYFS provision is in place:

- At least one staff member with a valid **Paediatric First Aid (PFA)** certificate must be **on-site and available at all times**
- At least one PFA-qualified member must accompany EYFS pupils on trips
- Training must be renewed every 3 years

# 6. First Aid Equipment

Each school will maintain appropriately stocked first aid kits, including:

- Bandages, dressings, plasters
- Gloves and antiseptic wipes
- Scissors and cold compresses
- Burns dressings

**First aid kits must not contain medication.**

Additional arrangements:

- Kits located in key areas (e.g. reception, classrooms, sports areas)
- Regular checks and restocking
- Defibrillators available where applicable

# 7. Administration of Medication

Medication is managed under the Trust's **Supporting Pupils with Medical Conditions Policy**.

- Emergency medication (e.g. inhalers, adrenaline auto-injectors) is stored securely and accessible
- Staff receive appropriate training

# 8. Record Keeping and Reporting

## 8.1 Accident Records

- All incidents must be recorded on the day
- Records must include full details of the incident and treatment
- Records are stored securely in line with GDPR

Retention period:

- Minimum of **3 years**

## 8.2 Reporting to the Trust

Serious incidents must be reported to the Trust central team promptly.

## 8.3 RIDDOR Reporting

The Headteacher (or delegated senior leader) must report to the HSE:

- Deaths
- Specified injuries
- Over-7-day staff absences
- Dangerous occurrences

Reports must be made **within 10 days** where applicable.

## 8.4 Informing Parents

Parents/carers must be informed:

- On the same day for any injury requiring first aid
- Immediately for serious incidents

## 8.5 Ofsted and Safeguarding Notifications

Serious incidents involving pupils must be reported:

- To Ofsted within **14 days**
- To relevant safeguarding agencies as required

# 9. Training

- First aiders must hold valid, recognised qualifications
- Training must be refreshed before expiry
- Training records must be maintained centrally and at school level
- All staff receive basic first aid awareness during induction

# 10. Monitoring and Quality Assurance

The Trust will ensure:

- Annual policy review
- Termly monitoring of incident data
- Regular audits of:
  - First aid kits
  - Training compliance
  - Incident reporting

Findings will be reported to the Trust Board and Local Governing Bodies.

# 11. Linked Policies

This policy should be read alongside:

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits Policy
- Risk Assessment Policy

## Appendices

### (Held Locally at School Level)

Each school will maintain:

- **Appendix A:** List of trained first aiders and appointed persons
- **Appendix B:** Accident report forms
- **Appendix C:** First aid training records
- **Appendix D:** Annual First Aid Needs Assessment Form

**Appendix A: List of appointed person(s) for first aid and/or trained first aiders**

<b>Staff member's name</b>	<b>Role</b>	<b>Contact details</b>

## Appendix B: accident report form

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<b>Action taken</b>			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
<b>Follow-up action required</b>			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

## Appendix C: first aid training log

<b>Name/type of training</b>	<b>Staff who attended (individual staff members or groups)</b>	<b>Date attended</b>	<b>Date for training to be updated (where applicable)</b>
<i>E.g. first aid</i>			
<i>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			

## Appendix D

### Annual First Aid Needs Assessment Form

- Complete **annually (minimum)**
- Update following significant changes (e.g. new pupils with medical needs)
- Submit summary findings to the Trust
- Use outcomes to:
  - Adjust first aider numbers
  - Plan training
  - Improve equipment provision

#### School Details

<b>School name:</b>	
<b>Headteacher:</b>	
<b>Completed by:</b>	
<b>Date:</b>	

#### Section 1: School Profile

##### 1. Number of People on Site

Category	Number
Pupils	
Staff	
Visitors (average daily)	

##### 2. Site Layout and Complexity

Number of buildings: \_\_\_\_\_

Site size:  Small  Medium  Large

Risk level:  Low  Medium  High

## Section 2: Medical Needs

Condition	Number of Pupils	Notes
Asthma		
Allergies (incl. anaphylaxis)		
Diabetes		
Epilepsy		
Other (specify)		

## SEND / Additional Needs

<b>Number of pupils requiring additional support:</b>	
<b>Nature of needs:</b>	
<b>Impact on first aid provision:</b>	

## Section 3: Nature of Activities

Tick all that apply:

- PE and sports
- Outdoor learning
- Science practical work
- DT workshops
- Swimming
- High-risk activities (specify):

**Comments / risks identified:**

## Section 4: Off-Site Activities

- Frequency of trips (low / medium / high):
- Typical destinations:
- Residential visits:  Yes  No

### Requirements identified:

- Portable first aid kits:  Yes  No
- Paediatric first aider required (EYFS):  Yes  No

## Section 5: First Aid Provision Requirements

### Recommended Number of First Aiders

Area	Required	Available	Gap
School hours			
Break/lunch times			
Before/after school			
Trips and visits			

### Paediatric First Aid (EYFS only)

Required	
Currently trained staff	
Gap Identified	

## Section 6: Equipment and Facilities

### First Aid Kits

Location	Adequate? (Y/N)	Action Required
Reception		
Classrooms		
Sports areas		
Vehicles		

### Additional Equipment

Item	Available?	Action Required
Defibrillator		
Medical room		
Emergency medication storage		

## Section 7: Summary of Risks and Actions

### Key Risks Identified:

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### Actions Required:

Action	Responsible Person	Deadline

## Section 8: Approval

Completed by:	
Signature:	
Headteacher:	
Signature:	
Date:	