



BERLESDUNA
ACADEMY TRUST

Trust First Aid Policy

This Policy was updated and ratified by the Trust:	June 2026
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. Where a pupil is experiencing a suspected severe allergic reaction (anaphylaxis), staff must follow the pupil's Individual Healthcare Plan and the Trust Allergy Safety Policy. Adrenaline should be administered immediately where indicated and emergency services called without delay.

5. Emergency services are called if required
6. A member of staff:
 - Contacts parents/carers
 - Meets emergency services where applicable
7. 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. This does not include emergency medication stored separately for individual pupils or permitted emergency medicines such as adrenaline

auto-injectors (AAls) and emergency salbutamol inhalers, which are managed under the Trust's Supporting Pupils with Medical Conditions Policy and Allergy Safety Policy.

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 and, where applicable, the Trust Allergy Safety 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

[illegible]

Appendix B: accident report form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<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>			
Follow-up action required			
<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>			
Name of person attending the incident			
Signature		Date	

Appendix C: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<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

School name:	
Headteacher:	
Completed by:	
Date:	

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

Number of pupils requiring additional support:	
Nature of needs:	
Impact on first aid provision:	

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

☐ Review whether allergy training, emergency medication and Individual Healthcare Plans remain current.

Key Risks Identified:

-
-
-

Actions Required:

Action	Responsible Person	Deadline

Section 8: Approval

Completed by:	
Signature:	
Headteacher:	
Signature:	
Date:	