



## First Aid Policy

<b>Policy Owner:</b>	<b>Head of Estates</b>
<b>Approved by:</b>	<b>Executive Team</b>
<b>Last reviewed:</b>	<b>September 2025</b>
<b>Next review due by:</b>	<b>September 2026</b>

**Due to the evolving nature of The CAM Academy Trust, procedures behind this Policy will be reviewed and amended accordingly to reflect changes.**

At the heart of our work lie the six core principles of The CAM Academy Trust. These drive everything that we do.



## **Policy statement**

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors to the Trust's central offices and schools through the provision of first-aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981. The policy will be reviewed annually.

## **Aims of the Policy**

The aims of the first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors.
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

## **Legislation and guidance**

This policy is based on the following:

- The Health and Safety at Work Act 1974
- The Health and Safety (First Aid) Regulations (1981)
- Basic Advice on First Aid at Work (HSE Revised 2017)
- [Guidance on First Aid for Schools](#) (DfE) (Updated 2014)

## **Roles and responsibilities**

### **Appointed person(s) and first aiders**

The school's first aiders 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.

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill persona and will provide.
- Sending pupils/staff home to recover, where necessary.
- Logging/recording an accident on the same day, or as soon as reasonably practicable, after an incident.
- Keeping their contact details up to date.

Each central office and school has a list of first aiders; their names are displayed prominently around the building and/or school.

## **The Principal**

The Principal 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 staff are aware of first aid procedures.
- Undertaking or ensuring that managers undertake, risk assessments as appropriate and that appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents (RIDDOR) to the Head of Estates when necessary prior to reporting to the HSE.

## **Staff**

Staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in are.
- Logging/recording all incidents they attend where a first aider is not called.
- Informing the Principal or their Line Manager of any specific health conditions or first aid needs.

## **First Aid Procedures**

### **Central office procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that the person is too unwell to remain in school, the emergency contact number for the member of staff will be contacted and asked to collect the person. If a visitor is too unwell, the company or contact number of the visitor will be contacted.
- If emergency services are called, a member of staff will ensure the emergency contact number is contacted immediately.
- The relevant member of staff will record/log the accident on the same day or as soon as is reasonably practical after an incident resulting in an injury.

## **In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the principal or, if not available, the school administrator team, will contact parents immediately.
- The relevant member of staff will record/log the accident on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- In primary schools, there will be at least one person who has a current paediatric first aid (PFA) certificate on the premises at all times.

## **Off-site procedures**

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

- A mobile phone
- A portable first aid kit
- Information about specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises. Risk assessments for identified pupils need to be checked.

There will always be at least one first aider with a current first aid certificate on school trips and visits as required by the statutory framework.

## **First aid equipment**

A typical first aid kit in our offices or schools will include the following:

- A leaflet with general first aid advice
- 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

No medication is kept in the first aid kits. First aid kits are stored in:

- The Trust training room (central offices)
- The main office (in primary schools)
- Key locations in secondary schools (e.g. science labs, PE department, technology rooms)

## **Record-keeping and reporting**

### **First aid and accident recording**

Minor accidents are logged if the injury needs only very minor first aid – a wipe, cold compress, plaster or ice pack for a short time.

Accidents are recorded/logged by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury.

As much detail as possible should be supplied when reporting an accident.

### **Reporting to Health & Safety Executive (HSE)**

The Head of Estates will keep a record of any accident which results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation.

The principal will inform the Head of Estates straight away. The Trust Safeguarding Critical Incident form will also need to be completed (SCIRF).

The principal will report these to the Health & Safety Executive (HSE) as soon as is reasonably practicable and in any event within 15 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers thumbs or 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).
- Where an accident leads to someone being taken to hospital.
- Near-miss events that do not result in any injury but could have done e.g.:
  - The collapse or failure of loadbearing parts of lifts/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.

## **Notifying parents**

The school 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.

## **Training**

All school staff can undertake first aid training if they would like to.

All first aiders must have completed a 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 are encouraged to renew their first aid training when it is no longer valid.

## **Policy review**

The policy will be reviewed by the Executive Team annually.

## **Links with other policies**

- Health & Safety policy
- Supporting pupils with medical conditions