PACE Academy Trust

Beecholme Primary School
First Aid Policy

Article 3 - The best interests of the child must be a top priority in all decisions and actions that affect children.
Article 24 - Every child has the right to the best possible health.

Document Control Table			
Document Title	First Aid Policy		
Author	PACE		
Version number:	V1		
Date approved:	14/05/26		
Approved by:	Strategic Board		
Date of next review:	Spring 2029		
Document History:			
Version	**Date**	**Author**	**Note of revisions**
V1	2026	ZH	

Contents

Introduction 4
Aims 4
Legislation and Guidance 4
Links with Other Policies 5
Requirements, Roles and Responsibilities 5
First Aid Procedures 7
Off-Site Procedures 8
Intimate Care 8
First Aid Equipment 9
Records and Reporting 9
Reporting accidents/injuries to the HSE 10
Notifying Parents and Carers 10
Training 10
Monitoring Arrangements 11
Appendix 1: List of Appointed Person(s) for First Aid and Trained First Aiders (EXAMPLE) 13
Appendix 2: First Aid Training Log (EXAMPLE) 13
Appendix 3: Accident Report Form (EXAMPLE) 14

Introduction

Across PACE Academy Trust, our First Aid Policy is rooted in the principles of the UNICEF Convention on the Rights of the Child, ensuring that the best interests of the child are at the heart of everything we do and that children are protected from harm through a safe, prompt and effective response to illness and injury. In practice, this means we are committed to responding swiftly and effectively whenever first aid is required, recognising when situations must be escalated (including contacting the emergency services where appropriate), and ensuring staff are clear about their responsibilities and receive appropriate training of a high standard.

This policy sits alongside our Medical Needs Policy, which sets out the arrangements for pupils with medical conditions, including Individual Healthcare Plans (IHPs) and specific allergy and anaphylaxis management plans. These plans inform first aid response and emergency arrangements for individual pupils.

Aims

The aims of our First Aid Policy are to:

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

Legislation and Guidance

This policy is based on the statutory framework for the Early Years Foundation Stage, advice from the Department for Education (DfE) on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting 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 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.
- Supporting pupils with medical conditions at school - GOV.UK . This provides statutory guidance on supporting pupils with medical conditions at school, including provisions relating to spare adrenaline auto-injectors and allergy management.
- The Health and Safety at Work etc.Act 1974 which is the primary legislation governing workplace health and safety in the UK. It places a legal duty on employers to ensure, so far as is reasonably practicable, the health, safety, and welfare of employees and the public.

Links with Other Policies

This First Aid Policy is linked to the following policies:

- Health and Safety
- Risk Management
- Medical Needs
- Educational Visits
- Safeguarding and Child Protection
- Intimate Care

Requirements, Roles and Responsibilities

The Department for Education does not prescribe a definitive ratio of first aiders for school settings. Instead, appropriate provision must be determined by school leaders through an annual first aid risk assessment that takes into account:

- The number of employees and work
- The layout and location of the school

Provision must be sufficient to ensure that first aid can be administered without delay, and that cover is available at all times. This includes making arrangements that take account of foreseeable absences of a First Aider or Appointed Person (for example, illness, training, meetings, educational visits, or staff deployment across the site). First aid provision must be considered for trips and off-site activities

The minimum legal requirement is to have an 'Appointed Person' to take charge of first aid arrangements. All our settings have Appointed Persons and First Aiders.

All our schools across PACE Academy Trust have Early Years Foundation Stage (EYFS) provision. By law at least 1 person who has a current paediatric first aid (PFA) certificate must always be on the premises when children are present and must accompany children on outings.

For PACE schools, the minimum requirement in each school setting is:

- At least two Appointed Persons (these may also be staff who are trained First Aiders)
- At least one member of staff who has completed First Aid at Work training for every 50 members of staff
- At least three Paediatric First Aiders (PFA), to ensure there is always a staff member with PFA on site.
- Within Early years classrooms, a staff member with a valid PFA certificate must be present in the room when children are eating, including snacks and meals.

Appointed Person(s) and First Aiders

The Appointed Person(s) at each school is responsible for:

- Taking charge when someone is injured or becomes ill.
- Making sure there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.
- Making sure that an ambulance or other professional medical help is summoned when appropriate.

First Aiders are trained (see section 7) and qualified to carry out the role of the Appointed Person and are responsible for:

- 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.
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day as, or as soon as is reasonably practicable after, an incident **(see the example template in appendix 3)**
- Keeping their contact details up to date **(see example template 1)**

The names of Appointed Persons/First Aiders will be displayed prominently in at least one key location.

Trustees and Governors

The Trust Board holds ultimate accountability for health and safety across the Trust. Local Governing Boards are responsible for assuring themselves that individual schools comply with relevant policies and statutory requirements. Trustees and governors are expected to understand and discharge their health and safety responsibilities effectively. Day-to-day operational management and implementation are delegated to headteachers and school staff.

The Headteacher

The headteacher is responsible for local implementation of the policy, including:

- Making sure that an appropriate number of Appointed Persons/First Aiders are always present in the school.
- Making sure that First Aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Making sure all staff are aware of first aid procedures, including, but not limited to, the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the school's first aid needs.
- Making sure appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or making sure that staff undertake risk assessments, as appropriate, and that appropriate measures are put in place.
- Making sure that adequate space is available for catering to the medical and first aid needs of pupils.
- Reviewing logs and monitoring first aid records to identify patterns or recurring types of injury.
- Reporting specified incidents to the HSE when necessary (see section 6)
- Ensuring the school has an appropriate awareness of mental health and its impact on pupils, staff and parents, and, where possible, that a member of staff is trained as a Mental Health First Aider.

School Staff

All school staff are responsible for:

- Making sure they follow first aid procedures.
- Making sure they know who the Appointed Persons/ First Aiders in school are.
- Completing accident reports **(see appendix 3)** for all incidents they attend to where an Appointed Person/ First Aider is not called.
- Informing the headteacher or their manager of any specific health conditions or first aid needs.

- Ensuring they are familiar with Healthcare Plans and allergy management plans for pupils they work with.

First Aid Procedures

Minor incidents

As much as possible, a trained First Aider should respond to minor incidents although all staff have a duty of care to provide help to a child if a First Aider is not available. Examples of minor injuries include:

- Minor cuts, grazes and abrasions
- Pupils who feel sick
- Toothache, headache, tummy ache
- Minor marks to the body (bruises, grazes)

More serious or concerning incidents and injuries

A First Aider must be consulted if a child, member of staff or any other individual sustains a major injury, or injury of the following nature:

- All head injuries
- Strains, sprains, twists (with swelling)
- Heavy/spurting bleeding
- Burns
- Severe nosebleed
- Suspect sprain or break
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In these situations:

- 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 the 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 the child's parents/carers will be called and asked to collect their child. Upon the parent's/carer's arrival, the First Aider will recommend next steps to them.
- If emergency services are called, a senior member of staff will ensure the parents/carers are contacted immediately.
- The First Aider or relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury.

First aid at lunchtime

As much as possible injuries should be assessed by a First Aider, although all staff have a duty of care to attend to a child if a First Aider is not present. The cleaning and dressing of minor abrasions can be undertaken by any school personnel and does not require the attention of a First Aider.

All staff are responsible for their 'patient' until responsibility can be handed over to a parent/guardian or another First Aider. Under no circumstance must a child be left in the school office unattended.

First aid during class time/clubs run by school staff

- Minor incidents should be managed by the teacher or another appropriate member of staff. Where an incident involves vomit or other fluid/residue requiring cleaning, the Premises Officer should be asked to assist, if they are on site.

- Children who need to be sent home will be accompanied to the school office. A phone call home will be made and logged by the school office personnel.

First aid in extracurricular activities run by other staff/agencies

- External providers who run activities on the school site are responsible for the safety and welfare of the children in their care. It is their responsibility to ensure that they have the necessary first aid training, adequate information about the child's needs, adult supervision, equipment and contact details in case of a medical condition, accident or medical emergency.

Off-Site Procedures

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

- A mobile phone
- A portable first aid kit, complaint with HSE's recommendations for a minimum travelling first aid kit.
- When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box complaint with HSE's recommendations.
- Information about the specific medical needs of pupils, including Individual Healthcare Plans and allergy management plans, together with any required emergency medication.
- Access to contact details for parents'/carers.

Risk assessments will be completed before any educational visit that necessitates taking pupils off school premises. Please refer to the PACE Educational Visits Policy for more information.

For the Early Years Foundation Stage, there will always be at least 1 First Aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework.

For all other year groups, there will always be at least 1 First Aider on school trips and visits.

Intimate Care

In the event of an injury/soreness in an area of the body that could be described as intimate, a First Aider and one other staff member will assess the issue and will provide advice. No physical examination will take place at school.

For any additional intimate care needed, for example personal changing, appropriate procedures will be followed **as set out in the PACE Intimate Care Policy.**

First Aid Equipment

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

- A leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings.
- 2 large sterile individually wrapped unmedicated wound dressings.
- 3 pairs of disposable gloves

No medication is kept in first aid kits, with the exception of emergency equipment permitted under statutory guidance, such as spare adrenaline auto-injectors.

Adrenaline auto-injectors (AAIs)

In line with statutory requirements, each school within PACE Academy Trust holds a supply of spare adrenaline auto-injectors for use in emergency situations where anaphylaxis is suspected. These are held in addition to any prescribed adrenaline auto-injectors provided for individual pupils.

Spare adrenaline auto-injectors may be used where a pupil is known to be at risk of anaphylaxis, or where a member of staff reasonably believes a pupil is having an anaphylactic reaction and does not have access to their own prescribed device.

Spare adrenaline auto-injectors are stored securely but are readily accessible at all times during the school day. Arrangements are in place to ensure that devices are checked regularly to confirm they are in date and fit for use.

The use of a spare adrenaline auto-injector will always be followed by an immediate call to the emergency services and notification of the pupil's parents or carers.

First aid kits are stored in:

- The main office area/reception
- The school kitchens
- First aid portable bag used on the playground.

The administration of items such as antiseptic creams, lotions etc. is not permitted in case of an allergic reaction. Cuts and grazes must be treated with non-alcohol wipes or clean gauze and clean water. Plasters should be applied where applicable, but in the event of a known allergy ONLY gauze and surgical tape should be applied.

Gloves should be worn when treating open wounds wherever possible and any bodily fluids, dressings, gloves etc. disposed of in yellow bags/bins.

Personal protective equipment such as gloves, aprons and face coverings must be available for staff to use when dealing with first aid situations.

Records and Reporting

- All injuries that are treated and /or require the administration of a dressing are recorded. An accident form will be completed by the First Aider/relevant member of staff on the same day or as soon as possible after an injury has occurred. A copy of this accident form is sent home to parents as well as recorded in school.

- Serious injuries including head injuries, broken bones, strains and sprains must be recorded on the appropriate accident form and a copy given to the parent/carer as soon as possible.

- For all head/face injuries an accident form is completed, and the child is given a sticker to ensure all other appropriate adults are informed. An email is sent home to parents, as well as a copy of the accident form.

- For serious injuries involving pupils, details of the incident will also be added to the pupil's record by the First Aider/relevant member of staff.

- Where an incident involves an allergic reaction or suspected anaphylaxis, the accident record will clearly identify this and will include details of the actions taken, including the use of any adrenaline auto-injector and the involvement of emergency services.

Reporting accidents/injuries to the HSE

In line with our Health and Safety Policy, any accident that results in an individual requiring help from the emergency services, requiring hospital or GP advice, must be recorded on the Accident Management System (Workrite) within the required timeframe. More information can be found within the PACE Health and Safety Policy.

The headteacher must also report any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 legislation. The following link provides details of what must be reported: How to make a RIDDOR report, HSE

All necessary reports must be completed as soon as is reasonably practicable and in any event within 10 days of the incident except in the following cases where reporting expectations differ:

- ~ Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.
- ~ Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.

Notifying Parents and Carers

If a First Aider determines that a pupil is to be sent home due to illness or injury, a member of the Leadership Team must be informed.

Each call made must be logged in the office. If a parent/carer cannot be contacted immediately each failed attempt will also be logged on Arbor.

Parents/carers will always be contacted by phone in the event of a child sustaining a serious injury such as a head injury or suspect strain, sprain or break. In the event of not being able to contact a parent/guardian, the child will be placed under close supervision, or the appropriate action will be taken, i.e. the request for an ambulance.

Parents/carers of children who have sustained any type of head injury will receive written communication from the school. The child will be given a form with the details of the head injury and/or a sticker to wear that shows they have experienced a head injury.

Training

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 **(see EXAMPLE template - Appendix 2).**

First aid certificates are usually valid for 3 years. The school should arrange for First Aiders to retrain ***before*** their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a First Aider.

Types of first aid training

First Aid at Work
The First Aid at Work training course provides a comprehensive set of practical skills needed by First Aiders in most workplaces to become a confident First Aider at work, giving both the ability and knowledge to deal with first aid emergencies. It meets the standards required to help comply with The Health and Safety (First Aid) Regulations 1981. The initial qualification course is normally of three days duration; retraining and requalification must take place every three years by attending a 2-day course. This course is suitable for providing first aid to adults only.

Emergency First Aid at Work
This one-day course covers emergency protocols only and is suitable for smaller low risk environments.
This course is suitable for providing first aid to adults only. If children may be present in the workplace, see Schools First Aid or Early Years (Paediatric) First Aid.

Schools First Aid
A one-day course will give staff a good knowledge of first aid to cover common risks for school students aged 5 and over. It is ideal for supplementing statutory First Aid at Work or Emergency First Aid at work training. This course should be attended by those already trained in statutory First Aid at Work or Emergency First Aid at Work who wish to supplement their training to include the provision of first aid to children. This course is not suitable as a standalone qualification and must be completed in conjunction with either the 3-day First Aid at Work, or 1-day Emergency First Aid at Work training.

Early Years (Paediatric) First Aid (EYFS)
A two-day Paediatric First Aid course focuses on emergency scenarios that face those looking after young children and infants, including nurseries, schools, pre-schools, before and after school clubs for children in the early years age group. The Paediatric First Aid course meets the Ofsted and the EYFS Framework.

Allergy awareness and anaphylaxis training
Staff across PACE Academy Trust, including teaching staff, support staff and lunchtime supervisors, receive allergy awareness training as part of their professional development. From September 2026, this training is mandatory and refreshed at appropriate intervals.

Allergy awareness training includes:

- recognition of allergic reactions and the signs and symptoms of anaphylaxis
- the school's emergency response procedures
- the safe use of adrenaline auto-injectors
- the importance of prompt escalation and calling the emergency services

Training records are maintained by the school and monitored by leaders to ensure that all staff remain confident and competent in responding to allergy-related emergencies

Monitoring Arrangements

Each school should monitor incidences of first aid and consider any patterns in terms of frequency or type of accident/occurrence to help inform risk assessment. Patterns or regular occurrences of injuries from a particular child/group of pupils will be recorded and causes of this will be investigated. In addition, the school will monitor allergy-related incidents specifically, including the use of adrenaline auto-injectors and near-misses.

This policy will be monitored regularly by school and trust leaders and reviewed every three years, or sooner if legislation changes.

Appendix 1: List of Appointed Person(s) for First Aid and Trained First Aiders (EXAMPLE)

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS

Appendix 2: First Aid Training Log (EXAMPLE)

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUALS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)

Appendix 3: Accident Report Form (EXAMPLE)

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred.			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			
Outline what steps the school/central office will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	