



**LINKS**  
**ACADEMY**  
MULTI ACADEMY TRUST

EXCITING OPPORTUNITIES • WIDER HORIZONS • SUCCESSFUL FUTURES

# First Aid Policy

---

March 2023

LINKS MULTI ACADEMY TRUST  
1 Hixberry Lane  
St Albans  
Hertfordshire  
AL4 0TZ

Tel: 01727 836150  
Fax 01727 790530  
Email: [admin@linksacademy.herts.sch.uk](mailto:admin@linksacademy.herts.sch.uk)

# LINKS MULTI ACADEMY TRUST

## First Aid Policy March 2023

Author:	Natalie Huseyin
Co-ordinator:	Business Manager
Committee:	Academy Resources and Audit Committee (ARAC)
Date Produced:	February 2023
Date approved:	March 2023
Review Date:	March 2024

### Amendments

Periodically the Senior Leadership Team and Board of Trustees will add to or revise the content within this policy. Any revision made are noted below.

Edition	Date	Revision made by	Content revised
1.0	01.06.2020	Rosie Marwaha	This is a new policy. We have not had one before and there is not a model policy on the Grid.
2.0	30.04.2021	Ben Rice	Updated no significant changes
3.0	22.02.22	Natalie Huseyin	Updated hyperlink in the section 2, have highlighted
4.0	13.02.23	Natalie Huseyin	Updated page 8 – added Natalie Huseyin to the persons responsible to reporting to RIDDOR

*Please note that for the purpose of this policy, the following terminology will apply:*

Headteacher	Executive Head, Head of School, Headteacher
Trust	Links Multi Academy Trust
School	Links Academy St Albans, Links Academy Hatfield and Cedars
SLT	Senior Leadership Team
Educational Visits Co-ordinator	Gina Trotman – St Albans Chris Riley - Hatfield

## Contents

1. Aims.....	4
2. Legislation and guidance.....	4
3. Roles and responsibilities.....	4
4. First aid procedures .....	5
5. First aid equipment.....	6
6. Record-keeping and reporting .....	7
7. Training.....	8
8. Links with other policies .....	9
Appendix 1: accident report form .....	10
.....	10
Policy Review – First Aid Policy .....	11

## 1. 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 health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

## 2. 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
- <https://www.legislation.gov.uk/ukxi/1999/3242/contents>  
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.

## 3. Roles and responsibilities

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

Our school's appointed person(s) and first aiders are available on request and displayed prominently around the school premises. 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

First aiders are trained and qualified to carry out the role (see section 7) 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, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

### **3.2 The Trustees Board**

The Trustees Board have ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

### **3.3 The Headteacher**

The Headteacher 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
- 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
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- 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 to the HSE when necessary (see section 6)

### **3.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

## **4. First aid procedures**

### **4.1 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/staff member 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
- The Headteacher/School Business Manager or member of the Senior Leadership Team should be informed immediately if the injury results in the child/staff member requiring additional medical assistance i.e. taken to hospital/Doctors; calling emergency services etc.
- If emergency services are called, the Headteacher/SLT member will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

#### **4.2 Off-site procedures**

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

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the Educational Visits Co-ordinator prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits.

## **5. First aid equipment**

A typical first aid kit in our school 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 first aid kits.

First aid kits are stored in:

- Reception (at the desk)
- Staffroom
- The school hall
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- 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 incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- The incident will also be recorded on CPOMs by a member of the Pastoral Team under medical concern, first aid
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### 6.2 Reporting to the HSE

The School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and 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 an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and 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

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Only 'responsible persons' including employers, the self-employed and people in control of work premises should submit reports under RIDDOR. The persons responsible within the Links Academy Trust are:

**Rosie Marwaha**

**Natalie Huseyin**

## 7. Training

All school staff are able to 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.

## 8. Links with other policies

This first aid policy is linked to the

- Health and Safety policy
- Administration of Medication policy

# Appendix 1: accident report form

sample  
**ACCIDENT RECORD**

REPORT NUMBER	BOOK NUMBER	DATE
---------------	-------------	------

WHEN FILLING IN THIS FORM, PLEASE USE BLOCK CAPITALS

**1 Details of the person involved in the accident**

Name .....

Home address .....

..... postcode.....

Occupation.....

**2 Details of the person filling in this record**

Name .....

Home address .....

..... postcode.....

Occupation.....

**3 Details of the accident** (use the reverse of this form if necessary)

*When you have completed this record, make a copy for yourself.*

*You should keep a note of the date, book number and record number for at least three years.*

*Tear out the completed record sheet, leaving the counterfoil in place, and hand it to the record keeper whose name is on the front cover of this book.*

When did it occur. date..... time.....

Where did it occur? State which room or place.....

.....

State what happened and give the cause if you can.....

.....

.....

.....

Did the person involved in the accident suffer any injury? If so what injury?.....

.....

.....

Please sign and date this record

Signature ..... Date.....

**4 For the employer only**

*Only complete this box if the accident is reportable under the Reporting of Injuries, diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).*

How was it reported? .....

Date reported ..... Signature.....

## Policy Review – First Aid Policy

This policy will be reviewed in full by the Academy Resources and Audit Committee (ARAC) every year, but may be reviewed and updated more frequently if necessary.

The policy was last reviewed and agreed by the ARAC and the Trustees in March 2023.

It is due for review in March 2024 up to 12 months from the above date.

Signature

Date 13 March 2023

David Allen  
Executive Headteacher

Signature

Date 14 March 2023

Maire Lynch  
Chair of Trustees