

First Aid Policy

Introduction

Trust-Education Group Ltd is committed to ensuring the health, safety and welfare of pupils, staff and visitors at all times. The Trust recognises its responsibility under health and safety law, and Ofsted requirements, to provide adequate and appropriate first aid provision. This policy sets out how first aid is organised across the Trust to protect pupils, support staff, and demonstrate compliance with legislation.

Legal and Statutory Framework

This policy is written in line with:

- Health and Safety at Work Act 1974
- Health and Safety (First Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

It also reflects requirements under:

- Education (Independent School Standards) Regulations 2014
- Early Years Foundation Stage (EYFS) Statutory Framework
- Supporting Pupils at School with Medical Conditions (DfE, 2015)
- Keeping Children Safe in Education (KCSiE, 2025/26)
- Equality Act 2010

Aims of the Policy

The aim of this policy is to ensure that first aid provision is always available, whether on school premises or during off-site activities. The policy seeks to provide clear and consistent procedures for managing accidents, injuries and emergencies, to ensure that

parents are kept informed, and to demonstrate that pupils with additional health needs are properly supported.

Roles and Responsibilities

The Trust Board ensures that appropriate resources are allocated for first aid provision, including staff training, equipment and facilities. The Head of School is responsible for implementing this policy on a daily basis, appointing an adequate number of trained staff, ensuring risk assessments identify first aid needs, and making sure staff, pupils and parents are aware of arrangements.

First aiders are members of staff who have been trained to provide immediate care in the event of injury or illness. Their role is to give assistance within the limits of their training, to record all incidents accurately, and to act with dignity and respect towards pupils and staff. All other staff are expected to know the school's procedures, summon help when required, and report accidents promptly.

The following members of staff are trained to provide first aid and are available during the school day: **Melissa Wainman, Katie Everyone, and Matthew Derbyshire.**

Training and Staffing

The Trust ensures that an appropriate number of staff are trained in first aid and that training is refreshed at the required intervals. A list of staff with current training is maintained by the Head of School and displayed in key areas around the school so that pupils and staff know who to contact. At least one member of staff trained in paediatric first aid will always be present when Early Years children are on site, in line with statutory requirements.

First Aid Equipment and Facilities

First aid kits are located in key areas of the school. They are checked regularly and restocked when necessary. Portable first aid kits are taken on all trips and sporting activities. Where possible, the school also provides an Automated External Defibrillator (AED), and trained staff are able to use it. A designated medical room is provided with facilities for privacy, rest and treatment.

Procedures

During the school day, pupils or staff requiring first aid should go to the nearest trained first aider. Treatment will be provided in line with training and recorded in the school's

First Aid Log. Parents will be contacted if a child needs further care or is unfit to remain in school.

In the case of a serious injury or emergency, staff will call 999 immediately and inform a senior leader. A member of staff will accompany the pupil to hospital if needed and parents will be contacted urgently. During off-site visits and school trips, a named first aider will accompany the group, a portable kit will be carried, and the risk assessment will include first aid needs.

All accidents requiring first aid are recorded. Where the incident meets RIDDOR thresholds, the Head of School will ensure it is reported to the Health and Safety Executive.

Safeguarding and Confidentiality

All first aid will be carried out with respect for pupils' dignity and privacy. Where treatment may involve removal of clothing or could be considered intimate, a second adult will be present where possible. Medical information about pupils will be kept confidential and processed in line with GDPR and the Data Protection Act. Pupils who are unwell will never be sent home alone.

Hygiene and Infection Control

Staff must always wear gloves when dealing with blood or bodily fluids. All waste will be disposed of in clinical bins, and hands must be washed before and after treatment. Additional infection control procedures will be followed in the event of outbreaks or specific risks, such as COVID-19.

Communication with Parents and Carers

Parents will always be informed if their child has received first aid treatment. This is particularly important where a head injury has occurred, or where the child may need further observation. Written notifications are provided for injuries that require monitoring, and emergency contacts are kept up to date to ensure families can be reached quickly.

Monitoring and Review

The First Aid Policy is reviewed annually by the Trust Board and sooner if legislation or guidance changes. Accident and incident records are reviewed termly to identify any patterns or risks, and to improve provision. Ofsted inspectors will review this policy and associated records as part of their safeguarding and welfare checks.

Policy Lead	Melissa Wainman Director of Education
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Approval:	Trust-Education Group Board of Governors

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