

THE DIOCESE OF SHEFFIELD ACADEMIES TRUST



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TRUST

First Aid Policy 2025-26

Approved by:	Trust Board	Date:
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This policy sets out our approach to first aid across The Diocese of Sheffield Academies Trust. Appendix 1 sets out the details of first aid staff and training for Swallownest Primary School.

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 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:

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and 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 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [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
- [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 trust's funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The appointed person(s) at each school 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 as, or as soon as is reasonably practicable after, an incident (accident report form – RMBC version) sending to healthandsafety@rotherham.gov.uk and a copy to ntowers@dsat.education
- Keeping their contact details up to date

The school's appointed person(s) and/or first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school site.

Appointed persons and first aiders in the central team office

For the trust's central office, we have identified the need for an appointed person / first aider in line with [HSE guidance](#) on first aid at work.

Other than sending pupils home, their responsibilities for the central team office are the same as those listed above for school-based staff.

3.2 The board of trustees

The board has ultimate responsibility for health and safety matters across the trust, but delegates operational matters and day-to-day tasks to the Executive Central Team, Head of School and staff members of each school.

3.3 The Head of School

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

- Ensuring that an appropriate number of appointed persons/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; 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
- 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 School staff

All school staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders/appointed person are in school are
- Completing accident reports (see Appendix 2) for all incidents they attend to
- Informing the Head of School 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 the scene until help arrives
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the head/school office will contact parents/carers immediately
- The first aider/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
- Specific medication for children e.g. asthma pump, adrenalin pens
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents/carers' contact details

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 containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

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

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

There will always be staff with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least 1 first aider on school trips and visits.

4.3 Central office procedures

- 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
- If the injured person hasn't provided their consent to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

5. First aid equipment

A typical first aid kit in our schools/central office 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.

First aid kits are stored in:

- Main School Office
- The Resource Room
- The main school hall
- Each individual classroom
- The EYFS Unit

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed 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 report form in Appendix 2
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the school office

- 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 head/school office 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 Head will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - 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
- 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 head will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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>

6.3 Notifying parents/carers

The school office/staff will inform parents/carers 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. Parents/carers will also be informed if emergency services are called.

7. Training

All 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 (see Appendix 1).

The school will 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. A log for central team members who have undertaken first aid training is stored in the central office.

At all times, staff members will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the EYFS statutory framework. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Head of Business and Operations every year.

At every review, the policy will be approved by the Trust Board and Central Team.

The first aid provision will be reviewed by the school office at least annually.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

Name	First Aid Qual	Certificate Expires	Location
Sian Leivers	First Aid & Paediatric	08/07/2028	FS Building / Main School
Alison Chan	First Aid & Paediatric	27/02/2027	FS Building
Rebecca Mbikayi	First Aid & Paediatric	19/03/2027	FS Building
Louise Holyman	First Aid & Paediatric	30/04/2027	FS Building
Lydia Roberts	First Aid & Paediatric	14/06/2027	FS Building
Louise Windsor	Emergency First Aid at Work	16/01/2028	Year 1 Classroom
Sarah Edwards	Emergency First Aid at Work	03/02/2029	Year 1 Classroom
Georgia Hunt	Emergency First Aid at Work	16/01/2028	Year 1 Classroom / FS Building
Emily Peake	Emergency First Aid at Work	16/01/2028	Year 2 Classroom
Vicky Hague	Emergency First Aid at Work	16/01/2028	Year 2 Classroom
Katherine Young	Emergency First Aid at Work	03/02/2029	Year 3 Classroom
Anna Campbell	Emergency First Aid at Work	03/02/2029	Year 4 Classroom
Michelle Thompson	Emergency First Aid at Work	16/01/2028	Year 4 Classroom
Wendy Bray	Emergency First Aid at Work	16/01/2028	Year 4 Classroom / School Office
Dave Chambers	Emergency First Aid at Work	03/02/2029	Year 5 Classroom
Louise Wilcock	Emergency First Aid at Work	16/01/2028	Year 5 Classroom
Kieron Sexton	Emergency First Aid at Work	03/02/2029	Year 6 Classroom
Jayne McCulloch	Emergency First Aid at Work	16/01/2028	Year 6 Classroom
Hayley Mullins	First Aid & Paediatric	30/04/2027	Year 2 & 3 Classroom
Mathew Webb	Emergency First Aid at Work	03/02/2029	Headteacher's Office
Meg Moakes	Emergency First Aid at Work	16/01/2028	School Office
Jess Smales	First Aid & Paediatric	08/07/2028	PPA Cover – all around school

Claire Wardle	Emergency First Aid at Work	03/02/2029	School Office
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All First Aiders are Defibrillator and EpiPen Trained

ACCIDENT REPORT

ALL SECTIONS OF THE FORM MUST BE COMPLETED.

FAILURE TO DO SO WILL RESULT IN THE FORM BEING RETURNED

1. Injured Person			Employee:	
Title:			Resident:	
Forename(s)			Pupil:	
Surname:			Member of Public:	
Home Address:			Other: <i>specify below</i>	
Post Code:			If Employee - Directorate:	
DoB:			Service Area:	
Sex:	M:	F:	Job Title:	

2. Details of Accident		Date:		Time:	
Location of Accident: <small>(including building, street or room name or number where relevant)</small>					
Description of how accident happened (Note any equipment involved which could be a contributory factor). - <i>Please continue to a separate sheet if necessary. separate sheet attached: Y / N</i>					
Full description of injuries sustained (if any) (eg. cut to right knee)					
First aid treatment administered		First Aid administered by:			

Action taken <i>(Did the IP receive medical treatment by a medical professional?)</i>	<i>(Please describe)</i>
Name and status of any witnesses <i>(if pupils, please include their age)</i>	
Injured Persons Manager/Head Teacher <i>(or his/her representative)</i>	

3. REQUIREMENTS

(a) Has this accident resulted in any of the following:

(please mark as appropriate)

- Taken directly to hospital from the site of the accident and received medical treatment.
- Employee absence for more than 7 days
- Employee ‘Specified Injury’ (e.g. fracture/break, crush injuries, amputations, burns covering at least 10%)
- Fatality

(b) Work Related Covid 19 Cases

- Has an unintended incident at work led to someone’s possible or actual exposure to coronavirus.
- Has a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work.
- Has a worker died as a result of occupational exposure to coronavirus.

[If yes to any of the above notify the Emergency & Safety Team immediately on 01709 823878](#)

4. Investigation: IF ALL INFORMATION IS NOT IMMEDIATELY AVAILABLE, THIS INFORMATION CAN BE SUBMITTED FOLLOWING SUBMISSION OF THE ACCIDENT FORM. DO NOT DELAY IN SUBMITTING THE FORM.

PLEASE ENSURE THIS SECTION IS COMPLETED by Manager, Supervisor, Dept. Head etc. without delay. Attempt to identify any factors which may have contributed to the accident and any action needed to prevent a repetition. Were there adequate safe working procedures and were they followed?

Things to consider:

- What caused the accident?
- Have the staff been trained on this particular work activity, if yes, provide proof.
- If the accident involved work equipment, was it safe to use, inspected, maintained and fit for purpose?
- Consider PPE, misuse, non-compliance with Council procedures?
- Include witness statements, photographs and any documentary evidence – where applicable.

Please attach the current risk assessments in place for this work activity

If no risk assessment is in place, give reasons why not?

Has any corrective action been taken as a result of this injury:

For example: machinery taken out of use, repaired, re-training, disciplinary, implementation of new policies, monitoring of this type of work activity, review of procedures or risk assessment. You must detail all corrective action that has taken place. It is strongly recommended that you record your corrective action appropriately.

Manager's Name (please print):

Manager's Signature:

Date:

Managers Contact Number:

Managers e-mail address:

E-mail this form immediately (or within 3 days) to: healthandsafety@rotherham.gov.uk