The Brickfields Trust

First Aid Policy

Lawford Mead Primary & Nursery School

Summer 2025

The Brickfields Multi Academy Trust is a company registered in England and Wales. Company Number: 10538130

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First Aid Policy Statement

The Trustees, Governors and staff of member schools accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

We are committed to the HSE's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 2013.

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 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

2. Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, 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 http://www.hse.gov.uk/firstaid/legislation.htm 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 http://www.hse.gov.uk/pubns/books/l21.htm 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 funding agreement and articles of association.

3. Roles and responsibilities

In line with statutory requirements for schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate will be on the premises at all times.

3.1 Appointed trained first aiders*

The Trust's appointed, trained first aiders (at time of policy review) are:

Kings Road Primary School	**Lawford Mead Primary and Nursery School**
Catherine Clark	Hayley Chittick
Wendy Cunningham	Emma Cumpstey
Jenny Playford	Jane Kirby
Jenny Saveall	Lisa Rose
Julie Willmer	

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 someone home to recover, where necessary
- Completing an accident report on the same day, or as soon as is reasonably practical, after an incident.
- Keeping their contact details up to date

Each member school's appointed, trained first aiders are listed above Their names are displayed in a prominent position their respective schools.

** Persons who have completed TQUK Level 3 Award in Paediatric First Aid Training (RQF)*

3.2 The Board of Trustees

The Board of Trustees has ultimate responsibility for all health and safety matters, but delegates operational matters and day-to-day tasks to the CEO, Head of School and staff members in each member school.

3.4 The CEO and Heads of School

The CEO and Head of School are jointly responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed trained first aiders 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)

3.5 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 for incidents they attend to
- Informing the CEO/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 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/guardians will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps
- If emergency services are called, parents/guardians/next of kin will be contacted immediately
- The attending 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

4.2 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 the specific medical needs of pupils
- Have access to parents' contact details

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

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. In addition, there will also be at least one paediatric first aider on school trips and visits for all other year groups.

5. First aid equipment

5.1 First aid kits

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
- Bumped head stickers

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The school kitchens
- Cooking Rooms (Children's Centre, Kings Road)
- Family Rooms (Lawford Mead)
- Orchard Room (Lawford Mead)

All MDAs carry a first aid kit at lunch times which is used to administer first aid for minor injuries.

5.2 Defibrillator

Trust schools are equipped with a defibrillator. They are fitted on the wall in easily accessible areas in or close to medical rooms.

6. Record-keeping and reporting

6.1 First aid and accident recording

- An accident report will be completed by the attending 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
- A copy of all accident reports are stored centrally
- Records held will be retained by the school for a minimum of 6 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

A member of the Senior Leadership Team (SLT) 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 member of SLT 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 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

Information on reporting incidents in schools is available here

http://www.hse.gov.uk/pubns/edis1.pdf

6.3 Notifying parents

The Head of School, an appointed, trained first aider, or most senior member of staff available, 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. Contact will be made via telephone or in person and followed up with a standard letter if the child sustained a *minor* head injury i.e. bump to the head.

6.4 Reporting to Ofsted and child protection agencies

The CEO or Head of School will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The CEO or Head of School will also notify the LADO (Local Authority Designated officer) of any serious accident or injury to, or the death of, a pupil while in the school's care.

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 keeps an electronic register of all trained first aiders, the training received and length of validity. This register is maintained by HR & Finance Office.

Level 3 paediatric training is provided for appointed first aiders and is updated every three years.

Basic first aid training is provided for all staff on a bi-annual basis.

At all times, at least one member of staff in each Phase (EYFS, KS1 Lower KS2 & Upper KS2) will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Trust Leadership & Management Team every three years.

At every review, the policy will be approved by the Local Governing Committee and ratified by the Board of Trustees.

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