

HORIZONS EDUCATION TRUST

First Aid Policy

July 2025

POLICY ISSUE CONTROL

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1.0 PURPOSE

Horizons Education Trust (HEdT) is committed to ensuring the health, safety and welfare of all pupils, staff, parents and visitors. This First Aid Policy outlines our statutory responsibility to provide adequate and appropriate first aid provision and details the procedures in place to achieve this.

2.0 AIMS

- To ensure compliance with the **Health & Safety at Work etc. Act 1974** and associated regulations.
- To ensure that appropriate first aid provision during all school-based and off-site activities is maintained.
- To promote a culture of safety and care across all settings within the trust.

3.0 OBJECTIVES

- To appoint the appropriate number of trained First Aiders and Appointed Persons.
- To ensure access to relevant first aid training and refresher training.
- To provide appropriate first aid equipment, facilities and information.
- To inform staff and parents of the trust's first aid arrangements.
- To maintain accurate records and report incidents in accordance with **RIDDOR 2013**.

4.0 POLICY DEVELOPMENT & CONSULTATION

This policy has been developed in consultation with staff, the AAG (Academy Advisory Group), and aligns with the overarching Health & Safety Policy of HEdT.

5.0 RELATIONSHIP TO OTHER POLICIES AND GUIDANCE

This policy should be read in conjunction with:

- HEdT Health & Safety Policy
- HEdT Educational Visits Policy
- HEdT Supporting Pupils with Medical Needs Policy
- Infection Control Guidance
<https://www.publichealth.hscni.net/publications/guidance-infection-control-schools-and-other-childcare-settings-0>

6.0 ROLES & RESPONSIBILITIES

6.1 Headteacher & Site H&S Lead

- Implement the First Aid Policy and allocate sufficient resources.
- Ensure that a suitably trained member of staff oversees first aid and medicines.
- Ensure all first aid arrangements are communicated to parents/carers.
- Review first aid needs annually or following significant changes.

6.2 Appointed Person / First Aider

- Undertake full first aid training and refresher training every 3 years.
- Take charge during incidents when first aid is required and provide immediate assistance to casualties.
- Call for an ambulance or medical assistance when necessary.
- Summon professional medical help when needed.
- Maintain accurate records of first aid treatment.

6.2.1 Selection Criteria for First Aiders:

- Communication skills and reliability
- Ability to learn and retain new skills
- Capacity to manage stress in emergencies
- Ability to leave normal duties at short notice

7.0 PROVISION & FACILITIES

7.1 Staffing Levels

Each academy will conduct a **first aid risk assessment** to determine required staffing levels, considering:

- Pupil age and needs (including SEND/SEMH)
- High-risk areas (e.g., science labs, PE, DT)
- Off-site activities and residentials
- After-school provision and holiday clubs
- Staff absence and contingency

7.2 First Aid Training

First aid training must be delivered by competent providers, including:

- Recognised awarding organisations (e.g. Ofqual, SQA)
- UKAS-accredited providers
- Voluntary Aid Societies: St John Ambulance, British Red Cross, St Andrew's First Aid

8.0 FIRST AID EQUIPMENT

- First aid kits must be clearly marked with a white cross on a green background.
- First aid kits must be located in key areas and taken on all trips/PE activities.
- Each school minibus must have a first aid kit onboard.

8.1 Responsibility for checks and restocking:

- **School kits:** Site Administrator (school secretary)
- **Buses:** Site Staff (caretaker / site manager)
- **PE/offsite:** Named PE Department member

*Spare stock will be securely stored on site

9.0 MEDICAL ACCOMMODATION

Each academy must provide a suitable room for medical treatment, located near a toilet and containing a sink. The room must be accessible and hygienic.

10.0 INFECTION CONTROL & HYGIENE

Staff must follow basic hygiene procedures.

- Single-use gloves and aprons must be worn when contact with bodily fluids is likely.
- Contaminated materials must be disposed of in accordance with local infection control policy.

11.0 ACCIDENT REPORTING & RECORD KEEPING

11.1 Reporting

All accidents must be recorded on the Trust's online system, **Medical Tracker**. Your site H&S Lead will be able to support with this process.

In the event medical tracker is unavailable (e.g. internet outage) records must be kept in paper format as a backup until records can be updated online.

11.2 Notifying HSE

11.2.1 Incidents reportable under **RIDDOR 2013** must be escalated to the Health & Safety Partner, who will inform the HSE. Fatal and major injuries must be reported without delay.

11.2.2 These incidents must be recorded through the Local Authorities online system: www.reportincident.co.uk/cambridgeshire

11.2.3 Refer to Section 18 of the HEdT Health & Safety Policy for full details on reportable events for staff, pupils and visitors.

11.3 Parental Notification

Significant injuries must be reported to parents on the same day or as soon as reasonably practicable.

11.4 Record Retention

Records must be retained for a minimum of 3 years and include:

- Date/time/location
- Name of injured person and their class
- Details of the injury/illness
- Treatment administered
- Outcome/follow-up
- Name of person providing treatment

12.0 EFFECTIVE COMMUNICATION

For pupils with special educational needs and disabilities (SEND), including those who are non-verbal, the Trust recognises the importance of effective communication during the administration of first aid. Staff will make appropriate use of alternative communication methods such as visual prompts, communication books or assistive technology to ensure the child's understanding and comfort. First aid procedures will be adapted as necessary to meet individual communication needs and staff involved will receive guidance or training to support consistent, compassionate practice.

13.0 MONITORING & REVIEW

- Each headteacher and H&S Lead will monitor first aid provision, training and record keeping.
- The Governing Board will receive an annual report summarising first aid incidents by year group, staff training completed, and any complaints.
- Trends will be reviewed to identify areas for improvement.