



First Aid Policy

Approval Arrangements

All policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will

1. set a full Trust wide policy which applies in the same way to all schools,
2. require individual schools to 1 - adopt, 2 - amend or 3 - adapt policies set by the Trust

This is a level 2 policy against the Scheme of Delegation and supersedes any previous version.

Approval Body:	Board of Trustees
Amended/adapted by:	Headteacher
Date Approved:	07/07/26
Author:	Head of Governance and Compliance
Next review:	May 27
Review period:	1 year
Version:	2.2

All TST policies are Board approved.

Some policies are uniform in their application, regardless of school context. For example, those relating to finance and people matters. These are adopted policies.

Some policies are for school level amendments. For example, where key school staff need to be named within policies. Heads are responsible for amended policies.

We have a few Board approved policies that are for schools to adapt. The policies set the framework, but schools need to adapt them for their context. Heads are responsible for adapted policies.

Trust Vision

Our policies support us in living our values and delivering our vision. [Our Vision and Values - Tenax Schools Trust](#)

Policy Aim

The aims of our First Aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff are aware of their responsibilities with regards to first aid provision on the Trust's premises and off-site activities
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and guidance

This policy is based on the DFE's guidance for First aid in schools, early years and further education (updated 14 February 2022) which refers to:

- Health and Safety (First Aid) Regulations 1981
- Health and Safety at Work etc. Act 1974 and associated regulations
- School Premises (England) Regulations 2012
- Education (Independent School Standards) Regulations 2014

This policy should be read in conjunction with our other school policies including the Allergy and Anaphylaxis Policy.

1. Roles and responsibilities

1.1 Appointed person(s) and first aiders

The school has a First-Aid Co-ordinator, who is a designated first aider, to take charge of first aid arrangements in the school and to oversee the school's first aiders. A further 12 members of staff are trained first aiders. The school's first aiders are displayed prominently around the school.

The school office holds the list of qualified first aiders and will help summon a first aider in an emergency situation.

First aiders are trained and qualified to carry out the role and are responsible for:

- Being a first responder to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Ensuring there is an adequate in-date 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
- Sending pupils home to recover, where necessary
- Completing an accident form on the same day, or as soon as is reasonably practicable, after an incident and putting it in the accident folder or giving it to the School First Aid Lead

1.2 The Trust Board

The Tenax Schools Trust Board has ultimate responsibility for health and safety matters in the school, but delegates operational and day-to-day responsibility to the headteacher of each school.

1.3 The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Completing a first aid needs assessment
- Ensuring that an appropriate number of 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 and that first aid information is included in induction training
- 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 Trust's H&S Lead when necessary (see section 6)

1.4 Staff

School staff are responsible for:

- Ensuring they know the school's first aid arrangements and follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident report forms for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any personal specific health conditions or first aid needs

2. First aid procedures

2.1 In-school procedures

All staff are aware of and follow the medical emergency procedures.

- In the event of an accident resulting in injury, the closest member of staff present will assess the seriousness of the injury.
Staff member to immediately contact the School Office on the radio (channel 12).
- The first aider 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 will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If the first aider is unable to determine the extent of an internal injury suffered by a pupil, such as a sprain or fracture, or if the injured pupil is expressing significant pain or signs of being significantly upset, but it is clear that an ambulance is not required, the first aider should ensure that parents are called as soon as is reasonably practical and they will determine how to respond
- If emergency services are called, the Headteacher or if not available the Deputy Headteacher or School First Aid Lead will contact parents immediately
- The 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 and give to the First Aid Lead or place a copy in the accident report folder.
- In the event that the injury is sustained by a staff member, the emergency contact number or next of kin will be contacted

2.2 Medical emergency procedure:

When a pupil requires further hospital treatment but it is not an emergency, the parents will be contacted and asked to collect their child to take them to the hospital. If the parents are not available then a member of the senior leadership team will decide which member of staff will escort the pupil to hospital.

When an ambulance needs to be called:

- Ideally the person who is at the scene of the accident should contact 999 /112 so clear accurate information can be given. In most instances this will be the first aider.
- The following also need contacting by the school office or assisting staff members.
 - Parents/carers
 - Senior leadership team.
 - Senior Business Manager

Accidents/incidents warranting emergency care are situations such as:

- Head injuries where there is a loss of or suspected loss of consciousness.
- Sudden collapse.
- Major wounds needing medical attention.
- Suspected fractures.
- Spinal injuries.
- Use of an EpiPen (adrenaline auto injectors/AAI)
- Major asthma, diabetic, seizure event.

The above list is not exhaustive.

When a first aider is providing emergency care in the above scenarios, an ambulance should be summoned. The parent should also be contacted immediately. When the parent arrives and the incident is reassessed the ambulance can be stood down if appropriate.

In the event of the emergency services being contacted the below must be considered:

- Parent(s)/carer(s) must be contacted to ascertain when they can join their child and their wishes with regard to treatment should they be delayed
- A member of staff must accompany and stay with the injured person until the parent(s)/carer arrives
- Contact details must be taken to the hospital
- Once at the hospital, and the injured person is registered it is then the hospital's responsibility for further medical contact with the parent(s)/carer

2.3 Calling an AMBULANCE

Dial 999, or 112 (Mobile Phones) ask for an ambulance and be ready with the following information.

- Telephone number: 01732 676 040
- Give location: 2a Baker Lane, Tonbridge TN11 0FB
- Give exact location in the school where the incident has occurred
- Give your name
- Give name of patient and a brief description of the pupil's symptoms.
- *If loss of consciousness, cardiac arrest or anaphylactic shock, state this immediately, as this will be given priority.*
- Give any medical history and known medications that you know the patient may take.

If you are unsure of how to manage the casualty, you can keep the ambulance operator on the telephone and get them to talk you through what you should be doing, or, you can ring them back at any time.

Following the call to the ambulance

- First aider to allocate a member of staff to contact parents.
 - Call school office and give CLEAR details of where the ambulance is coming to.
 - Office staff to arrange for a member of staff to meet the ambulance crew.
 - Inform a member of the senior management team
- After the event, an accident form must be completed and given to the SBM or placed in the accident form folder. In cases of a serious accident where medical attention is sought or emergency services are called, a Tenax accident form must be completed and sent to the SBM.

If a first aider or first responder is unsure whether to call an ambulance, the general guidance is to prioritise the safety and well-being of the individual in need. If the situation seems urgent and potentially life-threatening, an ambulance should be called by dialling 999 or 112. If a child is seriously unwell for example having difficulties breathing, unconscious, severe injury/fracture or losing blood then an ambulance must be called.

If the situation is not immediately life-threatening but still requires medical attention, and the first aider or responder is uncertain about the severity or appropriate course of action, they should consider calling NHS services on 111 for medical advice.

The school's accommodation that is used for medical examination and treatment of pupils and for the short term care of sick or injured pupils includes a washbasin and is near to a toilet

2.4 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, staff and volunteers
- Access to parents' contact details

Risk assessments will be completed by the visit leader 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.

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An adequate risk assessment or Allergy Action Plan must be undertaken prior to any school trips, excursions or off-site extra curricula activities for pupils/students who have allergies

The allergy and anaphylaxis policy will be reviewed and considered as part of the school's off-site procedures

3. First aid kits & equipment

First aid kits contain all necessary items for emergency aid:

- a leaflet with general first aid advice
- individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- triangular bandages (preferably sterile)
- safety pins
- individually wrapped sterile unmedicated wound dressings
- disposable gloves
- micropore tape
- disposable ice packs

The first-aid co-ordinator should refer to school's [first aid needs assessment](#) to see if there are school-specific factors to consider (such as high risk areas or activities; split-levels; remote areas; off-site activities; school vehicles).

No medication is kept in first aid kits.

First aid kits are replenished regularly.

First aid kits are stored in the following locations:

- The office
- Classrooms
- Kitchen
- Playground
- The Hygiene Room

A green & white first aid cross sign is displayed on the door to any room where a first aid kit is stored.

At least one [first aid notice](#) should be displayed in a prominent position at each school.

4. Record-keeping and reporting

4.1 First aid and accident record book

- A minor accident form is completed if the injury needs only very minor first aid- a wipe, cold compress, plaster or ice pack for a short time. For all children a phone call home is made and an accident form is sent home if there has been a head injury.
- An accident report form will be completed by the relevant member of staff on the same day, or as soon as is reasonably possible, after a major incident resulting in an injury and be sent to the SBM.
- As much detail as possible should be supplied when reporting an accident.
- A copy of all accident reports will also be kept securely on record by the school first aid lead.
- Records held in the first aid and accident book will be retained in line with the Trust's record retention schedule

5.2 Reporting to the HSE

- All accidents to members of staff are reportable to the H&S Lead.
- All significant* accidents to pupils and non-employees are also reportable to the H&S Lead.

These must be reported by the Headteacher or delegate to the H&S Lead as soon as is reasonably practicable and in any event within 5 school days of the incident.

*Significant accidents to pupils and non-employees are those that result in death or the person is taken directly from the scene of the accident to hospital for treatment.

The H&S Coordinator or H&S Lead will carry out investigations of the incident. The H&S Lead will determine if the incident is reportable to the HSE. The H&S Lead will report accidents and dangerous occurrences at work to the HSE under the requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

5.3 Notifying parents

An appropriate member of staff 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.

6. Training

All first aiders must have completed a training course by a competent training provider, and must hold a valid certificate to evidence this. The **School Business Manager and First Aid Lead** will keep a register of all trained first aiders, what training they have received and when this is valid until.

At all times, at least 1 staff member 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.

7. Links with other policies

This first aid policy is linked to the

- The Trust's Corporate Health and Safety policy
- The school's Health and Safety policy and procedures

- Policy on supporting pupils with medical conditions
- The Allergy and Anaphylaxis policy
- Administering medicines in schools
- Tenax's guidance on accident reporting
- HSE advice on first aid requirement for swimming pools

8. First Aid Team

See current list available within school.