



# FRAYS

*Academy Trust*

## **Frays Academy Trust First Aid Policy**

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## Approval

<b>Signed by Chair of Directors</b>	
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## 1 Aims

The aims of the First Aid Policy are:

- To ensure the health and safety of all staff, pupils and visitors;
- To ensure that staff, Governors and Directors are aware of their responsibilities with regards to health and safety;
- To 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](#), 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.

## 3 Roles and responsibilities

### 3.1 The Board of Directors

The Board of Directors has ultimate responsibility for first aid. The Board has delegated operational matters and day-to-day tasks to the COO, and the Headteacher of each of our schools, as set out in this policy.

### 3.2 The Headteacher

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

- Ensuring that an appropriate number of welfare assistants and/or 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;
- 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 Health and Safety Executive (HSE) when necessary (see section 6).

For the central team, the COO holds these responsibilities.

### **3.3 Appointed person(s) and first aiders**

The appointed person(s) at each school (or site) 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, or as soon as is reasonably practicable, after an incident (see also the Health and Safety Policy for further information).
- Keeping their contact details up to date.

Each school must have at least one person with a current paediatric first aid certificate on the school premises at all times.

A model template of each school's welfare assistants and/or first aiders is attached as Appendix 1. Their names will also be displayed prominently around each school.

### **3.4 School 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 all incidents they attend if a welfare assistant/first aider is not called;
- Informing the Headteacher or their line manager of any specific health conditions or first aid needs.

### **3.5 Appointed persons and first aiders in the central team office**

For the trust's central office, we have identified the need for a 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.

## **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 will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.

- If emergency services are called, welfare assistant or other relevant member of staff will contact parents immediately.
- The welfare assistant/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.

There will be at least one person who has a current paediatric first aid (PFA) certificate on the premises at all times

#### **4.2 Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone;
- A portable first aid kit, including as a 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 Headteacher (or a suitably qualified member of staff nominated by them) 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 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. Further information on off-site procedures and planning for trips is included in the Health and Safety Policy and the Supporting Pupils with Medical Conditions Policy.

#### **4.3 Central team 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. Should a first aider not be available in the office or the adjoining school, the closest member of staff present will assess the seriousness of the injury and decide if the emergency services or a non-emergency medical professional needs to be contacted. They will remain on the scene until help arrives, and complete an accident report form.

- 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 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. Each school will determine where First Aid kits are stored and will publish and display a list of First Aiders (a model list is attached as Appendix 1).

## **6 Record-keeping and reporting**

### **6.1 First aid and accident recording**

- An accident report will be completed by the welfare assistant / first aider 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 the accident report form will also be added to the pupil's educational record by the welfare assistant/first aider;
- 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;
- Recording should reflect the Frays Health and Safety policy and local arrangements in schools: all incidents should be recorded on a single, centralised recording system in school. The Trust recommends the use of Smartlog which is an online reporting system and enables any member of staff to make a report. Any exceptions to the use of Smartlog by schools must be agreed with the Chief Operating Officer.

### **6.2 Reporting to the Health and Safety Executive (HSE)**

The welfare assistant/first aider 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 Headteacher 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. All incidents will also be reported to the local governing body, and the Chief Operating Officer (see also the Health and Safety Policy).

### 6.2.1 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 Headteacher or COO 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

### 6.2.2 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 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 on the HSE website:

<https://www.hse.gov.uk/riddor/report.htm>

### **6.3 Notifying parents/carers**

The welfare assistant/first aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day. Parents will also be informed if emergency services are called.

## **7 Training**

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. Each school will keep a register of all trained first aiders, what training they have received and when this is valid until (see Appendix 2). The Headteacher will establish who is trained.

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.

At all times, at least one staff member who has a current paediatric first aid (PFA) certificate will be present, both in the Early Years classrooms and wherever early years children are eating. The PFA certificate 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 every two years. At every review, the policy will be approved by the Board of Directors. The Headteacher will review first aid provision in their school on an annual basis.

## **9 Links with other policies**

- Health and Safety Policy
- Risk Assessment Policy
- Supporting Pupils with Medical Conditions Policy
- Early Years Policy



**Appendix 2 – Template – First Aid Training Log**

**Name of School:** \_\_\_\_\_

<b>Name/type of training</b>	<b>Staff who attended</b>	<b>Date attended</b>	<b>Date for training to be updated (where applicable)</b>