



THE GREETLAND ACADEMY

First Aid Policy

Approved by:	Local Governing Board		
Responsible department:	SLT		
Last review date:	October 2025	Last reviewed by:	SLT
Last updated:	October 2025	Last updated by:	Helen Crowther
Next review due :	October 2026		

Rationale

The Health and Safety (First Aid) Regulations came into effect on 1 July 1982 and apply to all employees, both teaching and non-teaching, who work in schools. The Regulations do not apply to non-employees, although the Health and Safety Executive (HSE) has recommended that employers should consider making some provision for them. The education sector is unusual in that non-employees, i.e. pupils, normally outnumber employees. The Health and Safety at Work Act 1974 (HSW Act) imposes a general duty on employers to ensure that their establishments are safe places.

Responsibilities

The responsibility for Health and Safety in school, which includes first aid, rests with the Trust Board. The Executive Principal is responsible for managing the implementation of the first aid policy in school. All staff should be aware of available first aid personnel, facilities and the location of first aid boxes and information.

First Aid provision **must be available at all times**, including out of school trips, during PE and other times the school facilities are used e.g. parents evenings.

Adequate first aid cover will be provided in all school buildings as well as during break times.

Staff attending first aid courses must attend a recognised course approved by (HSE) and attend refresher courses every three years. All staff are invited to receive an emergency first aid certificate.

First Aid Procedures

Each academy has a nominated first aider and a good ratio of staff have completed Emergency First Aid or Paediatric Emergency First Aid training (See Appendix 1), and this is renewed every three years.

First Aid Containers

The main first aid containers are stored:

Key Stage 2: School Office & Playground Entrance

Key Stage 1: School Office

These kits contain at least the suggested items recommended by the DFEE 'Guidance on First Aid in Schools'. Portable 'trip' kit bags are also stocked for use on excursions. The contents of the first aid boxes are checked termly by the school's nominated first aiders.

Minor Injuries

In class time

Support staff (where classrooms have allocated support) are to treat minor injuries occurring in the classroom, if support is not available then pupils are sent to the school office. Staff should ensure that plastic gloves are worn at all times when dealing with accidents and that all first aid equipment is disposed of in the yellow plastic bags.

In the playground at break times

> KS1

Children are to be brought into the Y1 shared area by the person on duty who will alert a member of staff in the staffroom. This person will then administer the appropriate First Aid in the Y1 shared area. This person does not need to hold a First Aid Certificate. Under no circumstances are children to receive first aid in the staff room.

> KS2

For minor cuts and bumps generally the KS2 staff on duty will send the pupil with another class member into school to get the attention of an adult. This person will then administer the appropriate First Aid. This person does not need to hold a First Aid Certificate. Under no circumstances are children to receive first aid in the staff room.

Staff should ensure that plastic gloves are worn at all times when dealing with accidents and that all first aid equipment is disposed of in the yellow plastic bags.

If dealing with a more serious injury, staff on duty will send a pupil to the staffroom to alert another adult to come out and assist.

In the playground at lunch times

> KS1

Children are to be brought into school by the mid-day supervisor on duty. This person will then administer the appropriate First Aid in the Y1 shared area. This person does not need to hold a First Aid Certificate. Under no circumstances are children to receive first aid in the staff room.

> KS2

Children are to be brought into school by the mid-day supervisor on duty who will pass the child to the MDS assigned to first aid duty that day. This person will then administer the appropriate First Aid. This person does not need to hold a First Aid Certificate. Under no circumstances are children to receive first aid in the staff room.

Staff should ensure that plastic gloves are worn at all times when dealing with accidents and that all first aid equipment is disposed of in the yellow plastic bags.

Bumped Heads

The child must be asked if they feel sick or dizzy. **Any bump to the head should result in the parent being notified by telephone, as soon as is practically possible.**

Parents are contacted by the school office regarding all bumps to the head or face. If it has not been possible to contact a parent/carer then a note will be put in the child's book bag to be sent home or parents/carers will be contacted via Seesaw.

Injuries requiring First Aider assistance

In the event of more serious injuries, where the equipment in the basic first aid boxes are not appropriate, the injured person is to be taken to the named first aider who will alert the appointed person and the appropriate treatment will be administered. In the event that the injured person cannot be moved, the first aider will go to the injured person. Any accident which requires a hospital visit must be recorded on an **Accident Report Sheet**.

Accident Reporting

All minor accidents and incidents which occur on the premises including staff, pupils, contractors, visitors and member of the public must be recorded on an Accident Report Sheet.

These are located in the office and staffrooms at both school sites.

All accidents which meet the criteria below must be reported to the Trust within 2 hours of the incident occurring:

- **Illness or injury to an employee** resulting in a visit to hospital, doctor, or time off work
- **Non employees taken to hospital** (including pupils, clients, contractors, public, etc.)
- **Any major injury** or illness reportable to the HSE
- **Any assault** causing an employee to be taken to hospital, doctor or resulting in time off work.
- **Fatal accidents** or accidents where there is a possibility of injuries leading to death to employees or non-employee.

Where necessary the Trust will notify the local authority or the Health and Safety Executive (HSE).

Should further treatment be required, staff are to attempt to contact the parents/guardians. Should this prove impossible, then the appointed person will decide whether to take the child for further treatment, either to transport the injured person to A&E or to call emergency services. In no instance should children be transported in cars without appropriate insurance and the permission of either the Principal or Vice Principal. Two members of staff will be required for such journeys.

Off-Site Visits

An identified member of staff holding a First Aid certificate must accompany all school visits off site and must be named in the risk assessment. A basic first aid container is to be taken on all off site visits and is to be held by the identified first aider. 'Lead staff' for the visit need to be aware of the first aid facilities of the site they are visiting.

Medication

If a child needs to be given temporary medication during the school day, where the prescribed dose is 4 times a day or more, parents/responsible adult will need to complete the appropriate medicine administration form.

If a child requires medication on a regular basis, such as hayfever tablets or medicine, the parent/responsible adult will need to complete the appropriate medicine administration form.

The medicine must then be stored safely in the main office, in either the fridge or office cupboard. When administering the medicine, the staff member giving it to the child must record the details on the medicine administration form, and sign and date it accordingly.

If a child requires use of an inhaler in school, the parent/responsible adult is required to complete an asthma/non-asthma care plan. Inhalers will be kept in a designated bag in each classroom so they can be obtained quickly should there be an emergency. Class teachers are responsible for pupil inhalers.

Walking Trips from KS1 to KS2

All adults accompanying children from KS1 to KS2 must wear a high viz jacket which can be found in the main office.

Links to other policies

Health and Safety Policy

Intimate Care Policy

Medicine Administration Policy

Supporting Pupils with Medical Needs Policy

Staff Handbook

Appendix 1

First Aiders in School (September 2025)

Key Stage One	Key Stage Two
Holly Ashton	Zoe Marsden
Saanya Khan	Nicola Boddis
Lydia Presley	Nichola Graham
Joanna Blackburn	Sarah Marsh
Beverley Chamberlain	Jane Squire
Emma Doyle	Beverley Roper
	Maxine Wright

Designated First Aider at KS1: Bev Chamberlain; KS2: Zoe Marsden.

Claire Bury and **Lizzie Rothery** hold a First Aid at Work certificate.

Gareth Bade also holds a Sports First Aider certificate.

Posters of first aiders are displayed around school, including in the staffroom.