First Aid Policy

This policy was approved by the Governors/Trustees on 17th December 2025

Chair of Governors/Trustees: Pam Garrington

Adopted on 18th December 2025

This policy will be reviewed annually on or before 16th December 2026

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1 Statement of intent

1.1 Excelsior Multi Academy Trust ("the Trust") has overall responsibility for the provision of first aid to the headteacher, teachers, non-teaching staff, pupils and visitors (including contractors). The Trust understands that decisions about first aid are of paramount importance, and will endeavour to ensure that any first aid incidents are dealt with appropriately and in accordance with this policy.

1.2 Together, we are committed to achieving the following objectives:

1.2.1 To provide an accessible first aid policy.

1.2.2 To ensure all first aid policies and procedures are based on an up-to-date risk assessment.

1.2.3 To ensure all first aid equipment and facilities are suitable for purpose.

2 Responsibilities for health and safety

2.1 Overall and final responsibility for health and safety

The board of trustees, chair of trustees and CEO carry the key responsibilities for assessing, recording and implementing the correct first aid procedures. They will do this by:

- Leading by example on all matters relating to first aid.
- Promoting and following this first aid policy.
- Dedicating budget to the academies' first aid provision (including appropriate training.
- Communicating effectively with parents, staff and pupils.
- Monitoring and reviewing first aid procedures and practice.

2.2 Responsibility for ensuring this policy is put into practice

The board of trustees, chair of trustees and CEO have assigned health and safety responsibilities as follows:

2.2.1 Health and safety director/manager/health and safety representative of the board of trustees

(a) The health and safety representative will report back on first aid issues in health and safety committee meetings which, in turn, report back to the trust board.

(b) They will take the lead in carrying out the required first aid risk assessment and periodic review of the first aid policy. They will seek support and professional advice from external advisers, as necessary.

2.2.2 Senior leadership team and headteachers have the following responsibilities:

- Leading by example.
- Ensuring that all new employees are given the appropriate first aid induction training, relating to both whole-school and any specific provision relating to their role in the school.
- Ensuring that any school activity, either on- or off-site, is risk assessed and consideration has been given to first aid in terms of the wider school policy.
- Keeping up to date with any changes to arrangements surrounding activities and the implications of these on first aid.
- Ensuring that all the relevant checks are done on relevant equipment.
- Ensuring the competency of contractors that come into the school.
- Ensuring that all staff and pupils are aware of their first aid responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training.
- Managing their particular budgets to cover first aid maintenance, checks and provision for activities under their department.

2.2.3 All other members of staff have the following responsibilities:

- Ensuring that they are familiar and up to date with the school's first policy and standard procedures.
- Keeping their managers informed of any developments or changes that may impact on the first aid of those undertaking any activity, or any incidents that have already occurred.
- Ensuring that all the correct provisions are assessed and in place before the start of any activity.
- Making sure that the pupils taking part in the activity are sure of their own first aid responsibilities.
- Cooperating fully with the senior leadership team to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for first aid purposes are never abused and that equipment is only used in line with manufacturers' guidance.

- Cooperating in the implementation of the requirements of all relevant legislation, related codes of practice, and safety procedures/instructions.

2.2.4 Pupils

While school staff carry the main responsibility for the first aid provision and the correct implementation of school policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to the whole-school and themselves, in order for staff to be able to carry out their roles effectively. As members of the school community, and allowing for their age and aptitude, pupils are expected to:

- Take personal responsibility for themselves and others.
- Observe all the first aid rules of the school and, in particular, the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their first aid.
- Behave sensibly around the school site and when using any equipment.
- Report first aid concerns or incidents to a member of staff immediately.
- Act in line with the school code of conduct/school behaviour policy.

2.2.5 Contractors

All Contractors working on Trust premises or elsewhere on their behalf are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce, and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

3 Arrangements for Health and Safety

3.1 Risk assessment

3.1.1 An appropriate and effective risk assessment needs to be undertaken to assess what procedures need to be in place. The Trust will take steps to ensure that a risk assessment is carried out by a competent person or persons, and that the risks are recorded and communicated.

3.1.2 Risk assessments are stored in the school office and will be reviewed:

- At regular intervals.
- After serious accidents, incidents and/or near misses.
- After any significant changes to workplace, working practices or staffing.
- Following any identified trends or accident statistics.

3.1.3 Risk assessments will be based on the size and location of the school, any specific hazards or risks on site, specific needs, and accident statistics.

3.1.4 Specific needs include hazardous substances, dangerous machinery, and staff or pupils with special health needs or disabilities.

3.1.5 Temporary hazards, such as building or maintenance work, should also be considered, and suitable short term measures put in place.

3.2 First aiders

3.2.1 The risk assessment will determine the minimum number of trained first aiders required and the trustees or headteacher will monitor this to ensure that these standards are being met.

3.2.2 The number of first aiders will include at least one person who has a Paediatric First Aid certificate (PFA). The Trust must take into account the number of children, staff and layout of the premises to ensure that the PFA is able to response to emergencies quickly.

3.2.3 First aiders will be recruited on a voluntary basis. The Trust will seek to advertise the position of first aiders to members of staff.

3.2.4 The Trust will ensure that all voluntary first aiders have undertaken the appropriate training with an organisation approved by the HSE and have the necessary qualifications (i.e. First Aid at Work certificate or PFA). If required, training will also include resuscitation procedures for children. First aiders will also be required to have an understanding of the reporting requirements set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and in the guidance for notifiable diseases in the Public Health (Control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010.

3.2.5 The Trust will monitor the expiration date of each first aider's training and seek to arrange refresher training prior to this date. If this is not possible, the first aider will be able to administer first aid for a reasonable period until the refresher training is complete and a new certificate administered.

3.2.6 Paediatric First Aid training will be renewed every 3 years and will be relevant for workers caring for young children and. Staff who obtain a Level 2

or 3 qualification on or after 30 June 2016 must also have a full PFA or an emergency PFA certificate within 3 months of starting work, in order to be included in the required staff-to-children ratios.

3.2.7 All volunteer first aiders must report to the health and safety representative/headteacher with any questions or concerns in relation to their post.

3.2.8 A list of current volunteer first aiders is included in Annex A.

3.2.9 This list will be displayed in the main reception of the school and other appropriate areas and updated when necessary.

3.2.10 The roles and responsibilities for first aiders are as follows:

(a) Acting as first responder to incidents that require first aid.

(b) Administering immediate and appropriate treatment.

(c) Contacting the emergency services when the situation requires.

(d) Ensuring any injury occurring above the neck is treated and recorded as a head injury.

(e) Ensuring a first aider remains with any child who sustains a head injury that may hospital assessment or treatment.

(f) Ensuring that the first aid boxes are adequately supplied.

(g) Ensuring their first aid qualifications are up to date.

(h) Keeping their contact details up to date.

(i) Filing an accident report as soon as possible after the incident.

(j) Reporting the incident to the HSE if required (see paragraph 3.7 below).

(k) Consenting to having their names displayed around the school on the first aid list.

(l) The PFA should be on the premises and available at all times when children are present.

3.3 Mental health, wellbeing and work-related stress

3.3.1 The Trust recognises that it has a responsibility to help employees and pupils who may be suffering from mental ill health. The Trust has a mental health at work plan that promotes good mental health, outlines support available and encourages open conversations.

3.3.2 The Trust has determined that it already has first aiders trained in either Emergency First Aid at Work or First Aid at Work who have the appropriate training and skills to provide support to an employee who is experiencing mental health issues. The Trust recognises that such first aiders are not trained mental health specialists, but they know how to access professional help and can act promptly, safely and effectively until that help is available. The Trust has considered whether any further training is required.

3.3.3 The Trust has appointed mental health trained first aiders who have been trained to recognise warning signs of mental ill health and have the skills and confidence necessary to approach and support someone while keeping themselves safe.

3.3.4 The Trust has implemented an employee support programme.

3.3.5 The Trust will have at least one senior mental health lead. This role will have strategic oversight of the whole school approach, to make the best use of existing resources to help improve the wellbeing and mental health of pupils, students and staff. In doing so, the Trust will follow the guidance provided by the Department for Education to create a positive mental health culture.

Mental health and behaviour in schools - GOV.UK (www.gov.uk)

Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK

3.3.6 Where pupils experience more serious mental health problems, support will be accessed from children and young people's mental health services, voluntary organisations and local GP practices

3.4 Equipment

3.4.1 The Trust will have at least one fully-stocked first aid container or at least one on each floor of the premises where there is more than one floor of the premises which will be marked with a white cross on a green background. The location of first aid equipment will be displayed around the school.

3.4.2 The contents of the first aid kit will be checked at regular intervals to ensure it is fully stocked and any expired or damaged supplies are discarded and replaced.

3.4.3 Each first aid container will contain, as a minimum, the following:

(a) Leaflet giving general advice on first aid (see HSE website).

(b) Twenty individually-wrapped sterile adhesive dressings (assorted sizes).

(c) Two sterile eye pads.

(d) Four individually-wrapped triangular bandages (preferably sterile).

(e) Six safety pins.

(f) Six medium-sized (approximately 12 cm x 12 cm) individually-wrapped sterile unmedicated wound dressings.

(g) Two large (approximately 18 cm x 18 cm) sterile individually-wrapped unmedicated wound dressings.

(h) One pair of disposable gloves.

3.4.4 A travel first aid container must be taken on any off-site visits or trips. This includes sporting events, school trips and site visits. A travel first aid container must include the following as a minimum:

(a) Leaflet giving general advice on first aid (see HSE website).

(b) Six individually-wrapped sterile adhesive dressings (assorted sizes).

(c) Two individually-wrapped triangular bandages (preferably sterile).

(d) Two safety pins.

(e) One large (approximately 18 cm x 18 cm) sterile individually-wrapped unmedicated wound dressing.

(f) Individually-wrapped moist cleansing wipes.

(g) One pair of disposable gloves.

3.4.5 All public service vehicles used by schools, e.g., minibuses, must have on board a first aid container with the following items contained:

(a) Ten antiseptic wipes, foil packaged.

(b) One conforming disposable bandage (not less than 7.5 cm wide).

(c) Two triangular bandages.

(d) One packet of two assorted adhesive dressings.

(e) Three large sterile unmedicated ambulance dressings (not less than 15 cm x 20 cm).

(f) Two sterile eye pads with attachments.

(g) Twelve assorted safety pins.

(h) One pair of rustless, blunt-ended scissors.

3.5 Facilities

3.5.1 The Trust will ensure that there is a suitable room that may be used for medical or dental treatment, when required, and for the care of pupils during school hours. The area must contain a washbasin and be reasonably near to a WC; it need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

3.5.2 Infection control and hygiene are of paramount importance and all staff and pupils will be reminded to follow basic hygiene procedures at all times.

3.5.3 Disposable gloves and handwashing facilities will be made available.

3.6 Covid-19

The Trust will ensure that all practicable measures as identified in the health and safety risk assessment will be taken regarding infection control and hygiene procedures.

3.7 Reporting an incident

3.7.1 A first aid and accident record book will be completed by a first aider or other relevant member of staff without delay after an incident. Not all incidents or accidents will be reportable, and first aiders will be trained to identify when a statutory (RIDDOR) report is required. In most cases, a statutory report will be made by the health and safety representative of the board of trustees or the headteacher.

3.7.2 When an incident is reported the following information must be included:

(a) The date.

(b) Method of reporting e.g. via HSE website for RIDDOR.

(c) Time and place of the event.

(d) Personal details of those involved.

(e) A brief description of the nature of the event or disease and the actions taken (factual account only).

3.7.3 This record can be combined with other accident records.

3.7.4 The records will be kept for a minimum of 3 years.

3.7.5 Parents/carers will be notified of any accident/injury the same day or as soon as reasonably practical afterwards, along with notification of any first aid treatment given.

3.7.6 Where pupils are registered with a child protection agency/agencies, the agency will be notified of any serious accident, injury or death of any child, and action will be taken to follow any advice from the agency/agencies.

3.8 HSE notification

3.8.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR.

3.8.2 Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, e.g., builders, maintenance staff, cleaners or catering staff. If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises (headteacher) will be the responsible person.

3.8.3 The following work-related accidents must be reported to the HSE:

- Accidents which result in death or a specified injury must be reported without delay.
- Accidents which prevent the injured person from continuing their normal work for more than 7 days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

3.8.4 Reportable specified injuries include:

- 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:
  - Cover more than 10% of the body.
  - Cause 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 injury resulting from working in an enclosed space, where this leads to hypothermia or a heat-induced illness, requires resuscitation or means the person is admitted to hospital for more than 24 hours.

3.8.5 Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over 7 days are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence. Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable because it arises out of or in connection with work.

3.8.6 Work-related stress and stress-related illnesses (including posttraumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an "accident" arising out of or in connection with work. In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

4 Procedures

4.1 On-site procedures

In the event of an accident or incident the following procedure should be followed:

4.1.1 The closest member of staff will seek the assistance of a qualified first aider.

4.1.2 The first aider will assess the injury and undertake the appropriate first aid treatment.

4.1.3 If appropriate, the first aider will contact the emergency services and remain with the injured person until assistance arrives.

4.1.4 If deemed appropriate, the first aider will contact the injured person's emergency contact or next of kin.

4.1.5 In the event of a bump to the head, parents will be provided with NHS guidance of when to seek medical help.

4.1.6 The first aider or relevant member of staff will complete the first aid and accident record book and include the required details.

4.1.7 If it is judged that a pupil is too unwell to remain at school but does not require the assistance of the emergency services, the first aider will contact the pupil's parents or next of kin and recommend next steps to them.

4.2 Off-site procedures

4.2.1 A Paediatric First Aider must always accompany children on off site visits.

4.2.2 When staff take pupils off the school premises, they should ensure they have the following:

(a) A first aid container consistent with paragraph 3.2.

(b) A mobile phone, on which they can contact the school and the school can contact the staff member.

(c) A list of the specific medical needs of the pupils and any required equipment.

(d) Emergency contact details for the pupils.

4.3 Covid-19

The procedures above will recognise the risks associated with Covid-19 and will ensure that all practicable measures, as identified in the health and safety risk assessment, will be taken regarding the undertaking of those procedures to protect the health and safety of both parties and to ensure risk infection control, so far as is reasonably practicable

Annex A – First aiders

Colmers Farm

Shannon Bryant
David Williams
June Taylor
Sarah Bellew
Kelly Evans
Linda Fletcher
Debbie Hughes
Diana Jagielska
Rebecca Leonard
Salli Rudge
Ria McCarron
Sarah Jennings
Lisa Oakley -
Kelly Graham
Michelle Storer
Helen McKeever
Joanne Redmond
Aimee Belmore
Jennifer Hooper
Laura Jones

Green Meadow

Monwara Begum
Nicky Teeling
Sue Scott Reed
Michelle Jones
Richard Brooks
Sally White
Sharon Close
Caroline Ankcorn
Louise Ryder
Aimee Spencer
Lili Hill

Heath Mount

Kirsty Galvin
Atika Tahir
Sadia Gul
Klood Salman
Aisha Khan
Mohammed Ishfaq
Amrit Bansal
Louise Taylor
Tracy Smith
Hakima Yafai
Samantha Gwilliams

Angela Mullings
Samina Naz
Karima Boudadene
Shukri Mohamed
Shamshad Begum
Zobia Chowdhury
Fareen Kauser
Nasreen Bi
Rahela Begum

Highters Heath

Rachel Fry
Sobia Zafa
Wendy Sidwell Brittle
Natalie Guest
Taylor Morris
Tracy Johnson
Daphne Marsh
Yvonne Mugwambi
Harvey Bennett
Shamira Sharif
Abrar Hussein
Helen Schauker

The Meadows

Alison McGann
Sharen James
Deana Jenkins
Michelle Hadden
Claire McFall
Sarah Frost
Caron Dawtry
Kellie Taylor
James Todd
Lis Dobrashian Yates
Alex McQueen
Michelle Latham
Sam Cole

Parkfield

Asama Naz
Rashida Ikhlaq
Shaahreen Akhtar
Fozia Malik
Tuba Kamran
Mohammed Arshad
Ann Harris
Shazia Ali
Sanober Sheikh
Nahida Khatoon

Rizwana Faarooq
Lisa Andrews
Gazala Hussain
Safaa Njib
Wihida Aziz
Kelly O'Brien
Kiran Nisar
Nazma Iqbal
Dan Dawson
Caroline Walsh
Tehmina Shafique

Thorns

Tracey Molloy
Amanda Powell
Becky Pyke
Karen Watson
Holly-Mae Moran
Joanne Lane
Zoe Allen
Sairah Hussain
Megan Giles
Deb Hadlington-Perks
Corrinne Elgerton
Sheela Devi
Deb Parsons

Turves Green

Anton Edwards
Elizabeth Clark
Emily Butlin
Hannah Lyth
Hayley Stevens
Jayne Jacobs
Jayne Pritchard
Jackie Evans
Jannatul Ferdous
Karen Hall
Kelly Spencer
Lani Haywood
Laura Belcher
Leanne Foster-Clee
Margaret Cave
Rachel Taylor
Samantha Markland
Shannon Furlong
Sharon Delaney