

QUANTUM MULTI-ACADEMY TRUST



First Aid POLICY

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Contents

Aim.....	3
Legislation and guidance.....	3
1. Roles and responsibilities.....	3
1.1 The Trust Board.....	3
1.2 The Headteacher.....	3
1.3 Staff.....	3
2. How many first-aid personnel are required?	4
3. Risk	4
4. Accident statistics.....	4
5. First aider provision and training.....	4
6. First aiders / Medical Officer in schools	5
7. First aid room	5
8. First Aid Equipment.....	6
9. Specific Needs	6
10. First Aid Procedure	6
11. Transferring children to hospital	7
12. Accident and incident reporting and investigation, see also section 4	7
13. Off-site and out of hours activities	7
14. Data Protection and Confidentiality of Medical Information.....	7
15. Links with other Policies.....	8

Aim

The Aims of our First Aid Policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and Trustees are aware of their responsibilities with regards to First Aid.
- To provide a framework for responding to an incident and recording and reporting outcomes

Legislation and guidance

- Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1992 and 1999.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Social Security (Claims and Payments) Regulations 1979
- The Education (Independent School Standards) Regulations 2014

1. Roles and responsibilities

1.1 The Trust Board

The Trust board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

1.2 The Headteacher

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

- 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
- 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 students
- Reporting specified incidents to the HSE when necessary (see section 4 and 12)

1.3 Staff

- School staff are responsible for:
- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed person in school are
- Assist the medical officer with completion of accident reports for all incidents they attend
- Informing the headteacher or their manager of any specific health conditions or first aid needs

2. How many first-aid personnel are required?

There are no rules on exact numbers, a risk assessment will be completed. The school will consider the likely risks to students and visitors, as well as employees, when drawing up procedures and deciding on the numbers of first-aid personnel (using The Assessment of First Aid Needs Check List)

When considering how many first-aid personnel are required, the school will also consider:

- adequate provision for lunchtimes and breaks (It is good practice to encourage lunchtime supervisors to have first-aid training).
- adequate provision for leave and in case of absences
- first-aid provision for off-site activities i.e., school trips. (If a first aider accompanies pupils off-site, will there be adequate first aid provision in the school?)
- adequate provision for practical departments, such as science, technology, food technology, physical education
- adequate provision for out of hours activities e.g., sports activities, clubs
- adequate provision for trainees working on site. They have the same status as staff for the purposes of health and safety legislation.

3. Risk

The presence of specific hazards, such as hazardous substances, dangerous tools and machinery may warrant specific or additional types of first aid equipment, trained personnel etc. Consideration will be given as to where any first aid provision is located in relation to the hazards. In higher risk areas such as science, D&T, PE etc. – where practicable and subject to point 6 below - at least one person will be trained to a minimum level of emergency first aid and be available when such areas are in use. First aid boxes will also be available within specific curriculum areas where an increased risk exists. Temporary hazards, such as building or maintenance work, will also be considered and suitable short-term measures put in place.

4. Accident statistics

Accident statistics will be maintained as they can indicate the most common injuries, times, locations and activities on site. These can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first-aid provision to.

5. First aider provision and training

A First-aid provision should be available at all times while people are on school premises, and also off the premises whilst on school visits.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

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.

6. First aiders / Medical Officer in schools

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to be trained to undertake these tasks. Teachers and other staff in charge of students are expected to use reasonable/best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The school's appointed person is the Medical Officer and is responsible for:

Taking charge when someone is injured or becomes ill:

- Ensuring there is 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
- Acting as first response to any incidents; assessing the situation where there is an injured or ill person, and providing immediate and appropriate triage
- Sending students home to recover, where necessary
- Notifying student parent/carers
- Completing an accident report on the same day, or as soon as is reasonably practicable, after an incident (see point 12)
- Communicating to all staff a list of named first aiders, first aid boxes and their location

Whilst at work first aiders will be expected to:

- provide care and treatment to any person, within the boundaries of their training
- get help or assistance if necessary
- ensure that adequate first aid supplies are maintained and available in the first aid box - as listed below.
- ensure first aid boxes and provisions are available to anyone who needs first aid assistance
- assist with the completion of any accident investigation and reports.
- maintenance and restocking of first aid boxes

7. First aid room

To comply with The Education (Independent School Standards) Regulations 2014, our schools have a suitable room that is used for medical treatment when required and for the care of students during school hours. The areas contain a washbasin and are reasonably near to a WC.

8. First Aid Equipment

First aid boxes and supplies are provided and maintained in accordance with the Health and Safety (First Aid) Regulations 1981. All boxes will contain the supplies that are required, having completed a risk assessment

First aiders will be responsible for the safe storage, maintenance and restocking of first aid boxes.

9. Specific Needs

Where there are staff or students with special health needs or disabilities this will be appropriately reflected in the level and type of first aid provision available. First aiders may require additional training to enable them to respond appropriately to specific health needs. This document sets out to provide general guidance only. If there are young people with disabilities, long-standing medical conditions or allergies which require special attention, individual and specialist advice will be sought about their treatment in the case of accidents or illness in line with our Supporting Students with Medical Conditions Policy.

Written parental permission will be obtained, to the seeking of any necessary emergency medical advice or treatment in the future. A written record will be maintained of any accident, and parent informed.

10. First Aid Procedure

In the event that an employee, contractor or visitor becomes unwell or is injured at work they, or a person on their behalf, should:

- Contact the nearest first aider by the quickest means available
- Contact Reception if a first aider cannot be located
- If the injury is life threatening (e.g., chest pains, head injuries, major bleeding, unconscious) and a paramedic is needed, dial 999 first and then inform reception and an SLT member that an ambulance has been called.
- Provide as much information as possible - including exact location and nature of the injury

The first aider will: -

- Provide immediate treatment, care and support for any acute injury or illness
- Provide information regarding the injury and / or treatment to the line manager if requested
- Assist with completion of accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

The first aider will not: -

- give a diagnosis
- advise on pre-existing medical conditions
- dispense or administer any medication without instruction to do so from medical professionals/consent from parents.

11. Transferring children to hospital

Staff will not take children to hospital in their own car; it is safer to call an ambulance. A member of staff will accompany the child to hospital by ambulance and stay until a parent or carer arrives. Health professionals are responsible for decisions on medical treatment where a child's parent or carer is unavailable.

Injuries to the head need to be treated with particular care. If there is any cause for concern an ambulance should be called as a precaution and their parents / carers informed immediately by telephone.

12. Accident and incident reporting and investigation, see also section 4

Minor injuries and bumps to children will be recorded in the school's accident book. Accidents and incidents of a more serious nature will be reported to Essex County Council (ECC) using the online accident / incident reporting form and copies retained on student education record.

Reporting criteria in relation to children that go to hospital from the scene of an accident falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Our School Medical Officer and Business Manager are responsible for maintaining records of reportable events and reporting to HSE as soon as is practicable within the 10 day allowable limit.

If it is unclear if an accident/incident is reportable, it will be referred to the ECC Corporate Health and Safety team for clarification hs@essex.gov.uk or Tel: 03330139818

13. Off-site and out of hours activities

Before undertaking any onsite out-of-hours activities, the school will assess what level of first-aid provision may be required. The school holds a separate policy for offsite trips and visits which includes assessment of first aid provision – QMAT Trips and Visits Policy.

14. Data Protection and Confidentiality of Medical Information

First aiders will exercise care in maintaining the dignity of casualties and confidentiality of medical information acquired in the course of their duties. First aiders are aware that an individual may have right of access to information held about them and to redress for inappropriate use of their personal data.

Particular care will be taken in dealing with children, to ensure that appropriate safeguards are taken.

Accident records will be maintained in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979

15. Links with other Policies

Health and Safety Policy
Supporting pupils with Medical Conditions Policy
Trips and Visits Policy