

First Aid Policy and Procedures

2025 – 2026

‘Because Children Deserve Better’

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1. General statement

It is our policy to ensure that appropriate first aid arrangements are in place for our learners, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

A first aider is someone who has undergone the Level 3 Award in First Aid at Work (RQF). They will also maintain the first aid supplies on site.

An appointed person is someone nominated by the company who will take charge in an emergency. They will also maintain the first aid supplies on site in the absence of the first aider.

Business managers will ensure that first aid rooms are kept to a suitable standard.

2. The legal position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of school – up to 150 learners
- Type of school – independent school / alternative provision
- Building layouts – combination of 1, 2 and 3 storey buildings
- Past history of accidents – recorded on the Pivot incident form and uploaded to Arbor

3. Responsibilities of first aid personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided and logging on Arbor

Appointed persons are responsible for:

- In the absence of a first aider, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary

4. Procedures

The following are general first-aid related procedures to be followed by all staff:

- If you are aware that anyone on Pivot premises has been taken ill, or has had an accident, call another member of staff for assistance.
- Assess the patient's condition and then call 999 or 111 for advice.
- Call their next of kin.
- Log the incident on the Pivot incident form then upload to Arbor.
- Where a learner is involved contact the parent/carers in the first instance. If the parent/carers cannot be reached the school will make the decision as to next steps
- If you need to access a first aid kit for personal use, do not remove it from its designated place.
- Any loss or damage to first aid equipment must be reported to the appointed first aider.
- If a first aid kit is poorly stocked, this should be reported to the appointed first aider.
- All staff on visits out of school are expected to always carry a first aid kit with them. They are responsible for informing the school admin when it is low on stock.
- Staff undertaking outreach work must carry a first aid kit in their vehicle.

5. Dealing with visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made on an accident form, scanned and sent to HR for safe storage.

6. Children with medical needs

See the Supporting Children with Medical Conditions Policy.

7. Staff training

A minimum of two staff per site will undertake a Level 3 Award in First Aid at Work (RQF). All other staff will undertake Basic First Aid Awareness. Both awards are renewed on a yearly basis.

8. Information for employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

Information on the current first-aider/appointed person will be provided on the notice board where visitors sign in.

First aid boxes can be found in the following areas:

- In the medical room (on all sites)
- Kitchens, Science, DT, Art, Food Tech and in all school minibuses
- Bleed kits are in the medical rooms at the Kirklees sites and in the school office for the Leeds sites

9. Linked policies and procedures

- Protecting Against Bodily Fluids Policy
- Sharps Handling Policy