

First Aid Policy and Procedures

2026 – 2027

‘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) or a paediatric first aid (PFA) certificate as appropriate to their role and the needs of the site. Those with first aid certificates will also maintain the first aid supplies on site.

An appointed person is someone nominated by Pivot 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 250 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, record on the Pivot incident form and logging on Arbor, including escalating the details to the Headteacher to determine if external reporting is required (see section 5)

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 (HR hold this information)
- 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. Accident reporting, investigation and RIDDOR

Certain work-related accidents, occupational diseases and dangerous occurrences may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Any incident that may meet RIDDOR reporting criteria must be escalated immediately to the Headteacher and HR team for assessment. Statutory notifications to the Health and Safety Executive (HSE) will be made by the Head of Estates and Facilities or delegated to Business Managers, where appropriate.

The determination of whether an incident is reportable under RIDDOR will be made by the Head Teacher with advice sought from the Head of Estates and Facilities or Associate Director of Compliance in their absence. Staff are not expected to make this determination themselves and should report all significant incidents promptly for assessment.

Reportable injuries, diseases or dangerous occurrences 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 HR team 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

All reported incidents will be investigated proportionately to identify root causes, implement corrective actions and prevent recurrence. Lessons learned will be shared where appropriate to support continuous improvement in health and safety performance.

Pivot will maintain a central accident, incident and RIDDOR log to support compliance monitoring, identify emerging patterns and risks, evidence statutory reporting requirements and provide assurance that appropriate corrective actions have been implemented following incidents.

6. 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.

7. Children with medical needs

See the Supporting Children with Medical Conditions Policy.

8. Staff training

A minimum of two staff per site will undertake a Level 3 Award in First Aid at Work (RQF). In addition, where younger learners are taught, at least one member of staff on site will hold a current Paediatric First Aid (PFA) certificate. All other staff will undertake Basic First Aid Awareness. First Aid at Work and Paediatric First Aid certificates will be renewed in line with required refresher/requalification timescales. Copies of training certificates are held by the HR team.

9. 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

10. Linked policies and procedures

- Health and Safety Policy
- Protecting Against Bodily Fluids Policy
- Sharps Handling Policy
- Supporting Children with Medical Conditions Policy
- Risk Management and Assessment Policy