



First Aid Policy

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An academy within:



Learning together, to be the best we can be



This policy applies to: All pupils, staff, visitors, volunteers, contractors and activities on/off site and must be read in conjunction with the Nexus MAT Health and Safety policy.

1. Purpose and Scope

- This policy sets out how Kelford School provides timely, competent first aid to anyone who becomes ill or is injured on the premises or during off-site activities. It covers provision, training, equipment, incident response, record keeping and reporting.

2. Legal and Guidance Framework

Our arrangements are informed by:

- Health & Safety (First-Aid) Regulations 1981 and HSE guidance on employers' duties and needs assessment.
- DfE guidance: First aid in schools, early years and further education (updated 14 Feb 2022)
- School Premises (England) Regulations 2012
- EYFS Statutory Framework

3. Policy Aims

Our policy aims are:

- Provide adequate and appropriate first aid equipment, facilities, and trained personnel at all times.
- Ensure rapid, competent first-aid response on site and during off-site activities.
- Maintain compliant records and reporting, including RIDDOR where applicable.

4. Role & Responsibilities

Nexus Multi Academy Trust & Academy Council

- Ensures first aid provision is adequate & appropriate
- Approves this policy
- Monitors compliance

Headteacher

- Implements this policy
- Ensures staff are trained



- Ensures the school sites have adequate resources and coverage.

First Aiders

- Provide first aid
- Work with the school's admin team to call for emergency services
- Record incidents
- Restock equipment boxes
- Report equipment needs to their line manager

Health Project Support Lead

- Oversees first aid arrangements and equipment across the school including off-site provisions
- Provides training to the workforce
- Maintains training records
- Liaises with professionals
- Coordinates and writes Individual Health Care Plans
- Provides support for class teams on health related items
- Communicates with families

All staff

- Know how to summon help
- Follow incident procedures
- Report hazards / near misses

5. First-Aid Needs Assessment

The school completes and annually reviews a documented First-Aid Needs Assessment considering:

- Site layout including off-site provisions, cohort needs, numbers of pupils & adults and previous incident data
- Location of nearest emergency services
- Numbers of trained school staff and ability to provide cover during periods of staff absence.

6. Training and Competence

- **First Aid at Work (FAW) / Emergency First Aid at Work (EFAW):** Provided according to the needs assessment, ensuring coverage at all times. [[hse.gov.uk](https://www.hse.gov.uk)]
- **Paediatric First Aid (PFA) – EYFS:** The school will have at least **one person with a current 12-hour PFA certificate is on the premises at all times when children are present and accompanies children on outings.** Newly qualified Level 2/3 staff must obtain PFA/EPFA within the EYFS timeframes to be counted in ratios. [[gov.uk](https://www.gov.uk)]
- All teaching staff, Level 5, Level 4 and Level 3 staff will be provided with training.



- Training is refreshed per qualification requirements, with records held by the school.

7. First-Aid Equipment and Facilities

First-aid kits: will be clearly marked, suitably stocked, checked & replenished by the Health Project Lead on a half termly basis and located in specific locations

Kelford Site:

Staffroom in the main building at Kelford School

Secondary building corridor

Sixth Form building corridor

Pool area

Laidler's Lodge (First Aid Bum Bags)

The View:

Reception

Staff Room

Enterprise Works:

Corridor

Reception

- **Off-site First-Aid kits:** are located on the main Kelford site in Laidler's Lodge. Once used, they must be returned. The View & Enterprise Works also have off site First Aid Kits.
- **Medical Room:** At the Kelford main site there is a medical room. This space must be kept clean, accessible and be appropriately equipped at all times.
- **Defibrillator:** is stored and kept in the staffroom in the main building at Kelford School. Persons who have accessed Emergency First Aid training have had training on how to use it. The school's senior leadership team must be made aware if there is a need to use the defibrillator on any persons. The defibrillator will be checked on a weekly basis by the Health Project Support Lead and a record kept of its maintenance.
- **The View:** the nearest defibrillator is located at St Bedes Roman Catholic Church, Station Road, Rotherham, S60 1HF
- **Enterprise Works:** the nearest defibrillator is located at Meadowhall Interchange, Meadowhall Road, Sheffield, S9 1BWE
- **Kimberworth:** the nearest defibrillator is located at The Wilton, 255 Kimberworth Road, Rotherham, S61 1HF



8. Infection Prevention and Control

- When treating a patient, the first aider should consider their own protection. Gloves and aprons are provided for use. Face shields are provided in each first aid box.

9. Incident Response Procedures

- Assess safety of the scene, wear PPE as appropriate
- Quick evaluation of the casualty
- Call 999 for life-threatening emergencies immediately (appendix 1)
- Provide First Aid within competencies
- Inform parents / carers as soon as practicable where a pupil requires more than basic first aid or hospital attendance.
- Record the incident and report hazards contributing to the event.

10. Off-site and Educational Visits

Risk assessments for trips must include first-aid provision, trained personnel, travelling kits, communication plans, and arrangements to access emergency services. EYFS outings always include a PFA-qualified person.

11. Recording and Reporting

- **Accident / incident records:** must be recorded on an accident form and given to the School Resource Manager. The School Resource Manager must use iAM Compliant for all incident / accident reporting. All first aid treatment must be recorded on iAM Compliant by the person administering First Aid and by the person who witnessed the accident / incident.
- **RIDDOR:** Report injuries, diseases or dangerous occurrences to HSE when required. The school will follow statutory timeframes and retention periods.
- **Data:** will be reviewed on a half termly basis by the Headteacher, School Resource Manager and Nexus Health & Safety team to identify trends and improvements.

12. Medicines and Care Plans

- First aid **does not include the administration of medicines.** The school's separate **Administering Medicines Policy** and **Supporting Pupils with Medical Conditions Policy** cover prescription/non-prescription medications, allergy/anaphylaxis management, asthma plans, diabetes/epilepsy care, and parental consent/individual healthcare plans.



13. SEND, Inclusion and Accessibility

- Provision accounts for pupils with additional needs and medical conditions; reasonable adjustments are made to ensure equitable access to first-aid support, facilities, and communication.

14. Information for Staff, Pupils and Visitors

- Visible notices detail **locations of first-aid boxes, Defibrillator, names of first aiders, and how to summon help**. Induction and refresher briefings ensure all staff know procedures.

15. Monitoring, Review and Assurance

- Annual review of: needs assessment; training matrix; equipment locations/stock; incident data; policy effectiveness.
- Updates made following site changes, cohort changes, or regulatory updates.

16. Related Documents

- Health and Safety Policy
- Educational Visits Policy
- Administering Medicines Policy
- Supporting Pupils with Medical Conditions Policy
- Safeguarding and Child Protection Policy

17. Equality Impact and Data Protection

- The policy is applied in line with the school's Equality and Data Protection policies. Incident records are kept confidentially and retained only for statutory periods



Appendix 1 – Ambulance Call Procedure

1. If an ambulance is required:
 - 1.1 Contact reception to call emergency services, either on 2100 or 2103 (internal telephone).
2. Staff will inform reception of:
 - Who requires an ambulance
 - Where they are in school
 - What the problem is
 - Stay on the line to answer any questions
 - Request additional support if needed
3. Administration Team will:
 - Contact emergency services
 - Open the school gates
 - Receive and direct emergency services (fast response car plus ambulance)
 - Contact families to inform them
 - Inform class if family are coming to school or going straight to hospital
 - Print pupil information sheet for ambulance service
 - Inform a member of SLT