



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

- 1.1. This policy sets out how Abbey 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

- 2.1. 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
- Nexus Health and Safety Policy

3. Policy Aims

- 3.1. 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

Executive 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

Office Manager

- 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

5.1. 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

- 6.1. 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)
- 6.2. 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)
- 6.3. All teaching staff, Level 5, Level 4 and Level 3 staff will be provided with training.
- 6.4. Training is refreshed per qualification requirements, with records held by the school.

7. First-Aid Equipment and Facilities

- 7.1. **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

Abbey School

Reception in the main building at Abbey School
Science Lab
Food Tech room
DT room
On minibuses
School Kitchen
PE store room

Post 16 Building



Reception in Post 16 Building

Horizon Hub

Reception in the Hub

Office in the main Horizon Building

- 7.2. **Defibrillator:** is stored and kept in the main reception and an additional on the 4G pitch. At Horizon there is one stored in reception.
- 7.3. 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 Site Team and a record kept of its maintenance.

8. Infection Prevention and Control

- 8.1. 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

- 10.1. Risk assessments for trips must include first-aid provision, trained personnel, travelling kits, communication plans, and arrangements



11. Recording and Reporting

- 11.1. **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 administrating First Aid and by the person who witnessed the accident / incident.
- 11.2. **RIDDOR:** Report injuries, diseases or dangerous occurrences to HSE when required. The school will follow statutory timeframes and retention periods.
- 11.3. **Data:** will be reviewed on a half termly basis by the Executive Headteacher, School Resource Manager and Nexus Health & Safety team to identify trends and improvements.

12. Medicines and Care Plans

- 12.1. First aid **does not include the administration of medicines.** The school's separate
- 12.2. **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

- 13.1. 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

- 14.1. 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

- 15.1. Annual review of: needs assessment; training matrix; equipment locations/stock; incident data; policy effectiveness.
- 15.2. 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