BARCROFT ACADEMY

Unlocking potential today for a brighter tomorrow

First Aid Policy

2026 - 2028

LIGHTHOUSE MULTI ACADEMY TRUST

Written by:	**Mr M. Bond**
Review date:	**01.09.26**
Ratified by Governors:	**13.10.26**
Next review due by:	**September 2028**
Headteacher (Mrs G. Locke) **Chair of Local Acemy Governors (Mrs R Fuller)**	*G Locke* *R Fuller*

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety (First-Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

Roles and Responsibilities

a) Appointed persons and first aiders

Barcroft Academy has staff that are first aid trained, including Paediatric First Aid trained staff (Appendix 1 & 2). Their names are also displayed prominently around the Academy on Paediatric First Aid posters.

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an 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

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident; including a head injury letter where necessary. Where a head injury occurs, phoning parents/carers to make them aware
- Keeping their contact details up to date

b) Lighthouse Multi Academy Trust and Governing Board

Lighthouse Multi Academy Trust has ultimate responsibility for health and safety matters in the Academy, but delegates responsibility for the strategic management of such matters to the Academy's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

c) Headteacher

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

- Ensuring that an appropriate number of first aiders are present in the Academy 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 pupils
- Reporting specified incidents to the HSE when necessary

d) Staff

Academy staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the trained first aiders in the Academy are
- Completing accident reports and head injury letters for all incidents they attend to where a trained first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

First Aid Procedures

a) In Academy procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from Headteacher or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in the Academy, parents will be contacted and asked to collect their child with the Headteacher's permission.
- Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the office staff who are also first aid trained will contact parents immediately
- The first aider will complete an accident report form and/or head injury form where appropriate on the same day or as soon as is reasonably practical after an incident resulting in an injury
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

b) Off-site procedures

When taking pupils off the Academy premises, staff will ensure they always have the following:

- A mobile phone carried by the trip leader
- A portable first aid kit including, at minimum:
  - Plasters
  - sterile wipes
  - latex free gloves
  - sick bowl / bag
  - news paper
  - tissue
  - apron
  - ice packs
  - bandages
  - foil blankets
  - vent assist
  - tough cut scissors
  - burn cool pack
  - eye wash solution
  - *Aerochamber*
- Information about the specific medical needs of pupils (listed and also put on the risk assessment)

When transporting pupils using a minibus or other large vehicle, the Academy will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- Plasters
- sterile wipes
- latex free gloves

- sick bowl / bag
- news paper
- tissue
- apron
- ice packs
- bandages
- foil blankets
- vent assist
- tough cut scissors
- burn cool pack
- eye wash solution
- *Aerochamber*

Risk assessments will be completed by the class teachers and checked prior to any educational visit that necessitates taking pupils off Academy premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. Paediatric first aiders are not necessarily required on school trips for children in Year 1-6.

First Aid Equipment

A typical first aid kit in each class will include the following:

- plasters
- sterile wipes
- latex free gloves
- sick bowl
- apron

A full First Aid Kit with extra apparatus is located in the hygiene suite:

- First aid manual
- Plasters (assorted)
- sterile wipes(alcohol free)
- latex free gloves
- nitrile gloves
- sick bowls / bags
- tissue
- aprons
- ice packs (re-useable gel packs kept in fridge)
- bandages
- finger/eye dressings
- microporous tape

- safety pins
    - foil blankets
    - fire blanket
    - vent assist
    - re breath
    - resuscade
    - tough cut scissors
    - burn cool pack
    - burn kit
    - eye wash solution
    - wet wipes
    - nappy bags
    - Aerochamber
    - Gun thermometer
    - Academy emergency inhaler
    - Academy emergency epi pen

First aid equipment located in:

First aid boxes

- Hygiene suite
- Academy office
- Each class also has their own red bag with medical supplies for pupils

Thermometers

- Academy office
- Hygiene suite

Ice Packs

- Hygiene suite
- Nursery
- Kitchen
- Staff room

Academy emergency Inhaler and Epi Pen

- Hygiene Suite

<u>Record-Keeping and Reporting</u>

a) First aid and accident record book

An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury

As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident booklets which are located within each classroom. A head injury letter will also be given where necessary with a phone call to parents/carers to make them aware of the head injury. Records held in the first aid and accident book will be retained by the Academy for a

minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

b) Reporting to the HSE

The Senior Leadership Team will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

c) Academy staff: reportable injuries, diseases or dangerous occurrences

These 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 head teacher 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

Notifying parents

The first aider/the office staff inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

Reporting to Ofsted and Child Protection Agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the Academy's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify Walsall Safeguarding Team (Multi Agency Safeguarding Hub) of any serious accident or injury to, or the death of, a pupil while in the Academy's care.

Training

All Academy staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The Academy will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 2)

The Academy will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the Academy will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

Monitoring Arrangements

This policy will be reviewed by the Local Academy Governors once each annual year.

At every review, the policy will be approved by the Local Academy Governors.

Links with other policies

This first aid policy is to be read in conjunction with:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1

First Aid boxes can be located: • Hygiene Suite **Thermometer can be located**: • Academy office • Hygiene Suite **Emergency Defibrillator** • Academy Office	**Ice Packs can be located:** • Hygiene Suite • Nursery • DT Room • Buddies (Hall Area) • Staff room **Academy emergency Inhaler & Epi Pen are located**: Hygiene Suite

For all **head injuries,** no matter how trivial, please fill in a head injury slip and inform the office to ring parents.

EYFS Paediatric First Aiders



Miss Aston

Office Ext 303



Mrs Woolery

Reception Ext 308 or 325



Mr Cross

Ext 304



Mrs Hateley

Nursery Ext 317



Ms Gayden

Reception Ext 308 or 325



Mr Kandola

Reception Ext 308 or 325



Mr Guy

Reception Ext 308 or 325

Willows Ext 306



Miss Walker

Nursery Ext 317



Mrs Eden

Year 1 Ext 326



Mrs Broadhurst

Year 6 Ext 315 or 332

Buddies 341



Mr Johal

Office Ext 301



Mrs Johal

Year 3 Ext 312 or 330



Mrs Patel

Year 2 Ext 310 or 327

Willows 306

Appendix 2

Staff Member Name	Level of First Aid Qualification	Date to be renewed
Katie Aston	Paediatric	01/03/2027
Donna Broadhurst	Paediatric	06/03/2029
Phil Cross	Paediatric	01/02/2027
Eleanor Eden	Paediatric	15/05/2029
Louise Gayden	Paediatric	18/06/2028
Paul Guy	Paediatric	17/11/2028
Kayleigh Hateley	Paediatric	15/05/2029
Jaskern Johal	Paediatric	18/06/2029
Rani Johal	Paediatric	15/05/2029
Jasdeep Kandola	Paediatric	18/06/2029
Priyanka Patel	Paediatric	01/02/2027
Katie Walker	Paediatric	01/10/2028
Ruth Woolery	Paediatric	18/06/2029
Tracey Bettam	Emergency First Aid at work	01/06/2029
Wendy Chambers	Emergency First Aid at work	01/06/2029
Chevaughn Clarke	Emergency First Aid at work	01/06/2029
Lindsey Connell	Emergency First Aid at work	01/06/2029
Muneeb Hassan	Emergency First Aid at work	01/06/2029
Amy Hayward	Emergency First Aid at work	01/06/2029
Herninder Kaur	Emergency First Aid at work	01/06/2029
Karvinder Kaur	Emergency First Aid at work	01/06/2029
Kulvir Kaur	Emergency First Aid at work	01/06/2029
Sandeep Kaur	Emergency First Aid at work	01/06/2029
David Kenderdine	Emergency First Aid at work	01/06/2029
Karen Kirk	Emergency First Aid at work	01/06/2029
Joshua Mansell	Emergency First Aid at work	01/06/2029
Kim Mason	Emergency First Aid at work	01/06/2029
Oliver Morris	Emergency First Aid at work	01/06/2029
Priyankaben Patel	Emergency First Aid at work	01/06/2029
Demi Price	Emergency First Aid at work	01/06/2029

Harry Potts	Emergency First Aid at work	01/06/2029
Sarah Read	Emergency First Aid at work	01/06/2029
Ronique Thompson	Emergency First Aid at work	01/06/2029
Ruth Woolery	Emergency First Aid at work	01/06/2029