Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

# The Mallard Academy

# First Aid Policy

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| **Author/Owner** | Director of Governance and Corporate Affairs |
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| Version | Date | Author | Summary of Updates |
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| V1 | June 2026 | Director of Estates | New Policy |

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# 1. 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

# 2. Legislation and Guidance

This policy is based on the advice from the Department for Education on first aid in schools, health and safety in schools and the following legislation:

- Statutory Framework for the Early Years Foundation Stage
- 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 Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

# 3. Statement of Intent

Exceed Learning Partnership ("the Trust") has overall responsibility for the provision of first aid to the principal, teachers, non-teaching staff, pupils and visitors (including contractors). The Trust understands that decisions about first aid are of paramount importance, and will endeavour to ensure that any first aid incidents are dealt with appropriately and in accordance with this policy.

Together, we are committed to achieving the following objectives:

- To provide an accessible first aid policy.
- To ensure all first aid policies and procedures are based on an up-to-date risk assessment.
- To ensure all first aid equipment and facilities are suitable for purpose.

# 4. Responsibilities for First Aid

## 4.1 Overall and final responsibility for first aid

The Board of Directors and CEO has ultimate responsibility for health and safety matters but delegates operational matters and day-to-day tasks such as First Aid to the Executive Principal/Principal and staff members.

- Leading by example on all matters relating to first aid.
- Promoting and following this first aid policy.
- Dedicating budget to the academies' first aid provision (including appropriate training).
- Communicating effectively with parents, staff and pupils.
- Monitoring and reviewing first aid procedures and practice.

## 4.2 Responsibility for ensuring this policy is put into practice

The Board of Directors, Chair of Directors and CEO have assigned first aid responsibilities as follows:

**Director of Estates and Facilities**

- The Academy Business Manager will report back on first aid issues in Business, Operations and Risk Committee meetings which, in turn, report back to the Trust Board.
- The Director of Estates and Facilities will take the lead in carrying out the required first aid risk assessment and periodic review of the first aid policy. They will seek support and professional advice from external advisers, as necessary.

**Executive Principals/Principals have the following responsibilities:**

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel 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

**All other members of staff have the following responsibilities:**

- Ensuring that they are familiar and up to date with the school's first policy and standard procedures
- Ensuring that all the correct provisions are assessed and in place before the start of any activity.
- Making sure that the pupils taking part in the activity are sure of their own first aid responsibilities.
- Cooperating fully with the senior leadership team to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for first aid purposes are never abused and that equipment is only used in line with manufacturers' guidance.
- Cooperating in the implementation of the requirements of all relevant legislation, related codes of practice, and safety procedures/instructions.
- Ensuring they know who the first aiders in school are

- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the Executive Principal/Principal or their manager of any specific health conditions or first aid needs

**Pupils**

While school staff carry the main responsibility for the first aid provision and the correct implementation of school policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to the whole-school and themselves, in order for staff to be able to carry out their roles effectively. As members of the school community, and allowing for their age and aptitude, pupils are expected to:

- Take personal responsibility for themselves and others.
- Observe all the first aid rules of the school and, in particular, the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their first aid.
- Behave sensibly around the school site and when using any equipment.
- Report first aid concerns or incidents to a member of staff immediately.
- Act in line with the school code of conduct/school behaviour policy.

**Contractors**

All Contractors working on Trust premises or elsewhere on their behalf are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce, and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

# 5. Arrangements for Health and Safety

## 5.1 Risk Assessment

An appropriate and effective risk assessment needs to be undertaken to assess what procedures need to be in place. The Trust will take steps to ensure that a risk assessment is carried out by a competent person or persons, and that the risks are recorded and communicated.

Risk assessments are stored in the academy and will be reviewed:

- At regular intervals.
- After serious accidents, incidents and/or near misses.
- After any significant changes to workplace, working practices or staffing.
- Following any identified trends or accident statistics.

Risk assessments will be based on the size and location of the school, any specific hazards or risks on site, specific needs, and accident statistics.

Specific needs include hazardous substances, dangerous machinery and staff or pupils with special health needs or disabilities.

Temporary hazards, such as building or maintenance work, should also be considered, and suitable short-term measures put in place.

## 5.2 First Aiders

The risk assessment will determine the minimum number of trained first aiders required and the Executive Principal/Principal will monitor this to ensure that these standards are being met. A minimum of 2 first aiders at work will be on the premises.

In academies where Early Years Foundation Stage (EYFS) is offered the number of first aiders will include at least one person who has a Paediatric First Aid certificate (PFA). The Trust must take into account the number of children, staff and layout of the premises to ensure that the PFA is able to respond to emergencies quickly.

First aiders will be recruited on a voluntary basis. Academies will seek to advertise the position of first aiders to members of staff.

Academies will ensure that all voluntary first aiders have undertaken the appropriate training with an organisation approved by the HSE and have the necessary qualifications (i.e. First Aid at Work certificate or PFA). If required, training will also include resuscitation procedures for children. First aiders will also be required to have an understanding of the reporting requirements set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and in the guidance for notifiable diseases in the Public Health (Control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010.

Academies will monitor the expiration date of each first aider's training and seek to arrange refresher training prior to this date. If this is not possible, the first aider will be able to administer first aid for a reasonable period until the refresher training is complete and a new certificate administered.

Paediatric First Aid training will be renewed every 3 years and will be relevant for workers caring for young children and, where applicable, babies.

All volunteer first aiders must report to the Executive Principal/Principal/Business Manager with any questions or concerns in relation to their post.

A list of current volunteer first aiders is included in [Annex A].

This list will be displayed in the main reception of the school and other appropriate areas and updated when necessary.

The roles and responsibilities for first aiders are as follows:

- Acting as first responder to incidents that require first aid.
- Administering immediate and appropriate treatment.
- Contacting the emergency services when the situation requires.
- Ensuring that the first aid boxes are adequately supplied.
- Ensuring their first aid qualifications are up to date.

- Keeping their contact details up to date.
- Filing an accident report as soon as possible after the incident.
- Reporting the incident to the HSE if required.
- Consenting to having their names displayed around the school on the first aid list.
- Undertake refresher training as required.
- To be familiar with the school's first aid procedures and reporting systems.

The school's appointed persons 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 (see section 8) 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
- Keeping their contact details up to date

Academy appointed persons names will be displayed prominently around the school.

In academies where EYFS provision is offered the PFA should be on the premises and available at all times when children are present.

## 5.3 Mental health, wellbeing and work-related stress

The Trust recognises that it has a responsibility to help employees and pupils who may be suffering from mental ill health. The Trust has a range of policies that promotes good mental health and wellbeing.

The Trust has determined that it already has first aiders trained in either Emergency First Aid at Work or First Aid at Work who have the appropriate training and skills to provide support to an employee who is experiencing mental health issues. The Trust recognises that such first aiders are not trained mental health specialists, but they know how to access professional help and can act promptly, safely and effectively until that help is available. The Trust has considered whether any further training is required.

The Trust has appointed mental health trained first aiders who have been trained to recognise warning signs of mental ill health and have the skills and confidence necessary to approach and support someone while keeping themselves safe.

The Trust has implemented an employee support programme.

The Trust will have at least one senior mental health lead. This role will have strategic oversight of the whole school approach, to make the best use of existing resources to help improve the wellbeing and mental health of pupils, students and staff. In doing so, the Trust will follow the guidance provided by the Department for Education to create a positive mental health culture.

Where pupils experience more serious mental health problems, support will be accessed from children and young people's mental health services, voluntary organisations and local GP practices.

# 6. First Aid Equipment and Procedures

## 6.1 In-School First Aid Equipment and Procedures

Academies will have at least one fully-stocked first aid container or at least one on each floor of the premises where there is more than one floor of the premises which will be marked with a white cross on a green background. The location of first aid equipment will be displayed around the school.

The contents of the first aid kit will be checked at regular intervals to ensure it is fully stocked and any expired or damaged supplies are discarded and replaced.

A typical first aid kit in academies will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages and Triangular bandages
- Eye wash solution
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Wound dressings
- Scissors
- Cold compresses
- Burns dressings
- Resuscitation face shield
- Microporous tape
- Clinical waste bags

No medication is kept in first aid kits.

In the event of an accident resulting in injury:

1. First aiders must ensure the environment is safe before providing treatment.
2. 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
3. The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
4. The first aider will also decide whether the injured person should be moved or placed in a recovery position
5. If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
6. If emergency services are called, a member of SLT will contact parents immediately
7. The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

## 6.2 Automated External Defibrillators (AEDs)

All Academies have access to an AED onsite. An AED is located in close proximity to the Trust.

## 6.3 Off-Site First Aid Equipment and Procedures

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

- A mobile phone, on which they can contact the school and the school can contact the staff member
- A portable first aid kit
- Information about the specific medical needs of pupils
- Emergency contact details for the pupils
- Risk assessments will be completed by the trip leader and checked by the Educational Visit Co-Ordinator prior to any educational visit that necessitates taking pupils off school premises.
- When EYFS children are present 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.
- There will always be at least 1 first aider on all school trips and visits.

## 6.4 Public Service Vehicles

All public service vehicles used by academies e.g. minibuses, must have a first aid kit on board.

## 6.5 Facilities

Academies will ensure that there is a suitable room that may be used for medical or dental treatment, when required and for the care of pupils during school hours. The area must contain a washbasin and be reasonably near to a WC; it need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

Infection control and hygiene are of paramount importance and all staff and pupils will be reminded to follow basic hygiene procedures at all times.

Disposable gloves and handwashing facilities will be made available.

# 7. Record-Keeping and Reporting

## 7.1 First aid and accident recording

### 7.1.1 Head Injuries and Bump Notes

Any incident involving an injury or impact to a pupil's head, regardless of how minor it may initially appear, must be treated with immediate caution. Staff must promptly inform first aiders and notify the pupil's parents or carers immediately via a phone call or text message. In addition to direct contact, a written notification, such as a bump note/accident report, must be provided to the parent or carer to outline the details of the incident and highlight key symptoms of concussion to monitor at home.

In the event of a serious or head injury a copy of the bump note/accident report form will also be added to the child's file on CPOMS.

### 7.1.2 Accident Forms (Non-Reportable)

Any accident requiring first aid or staff intervention must be recorded on a Pupil Accident Form, while uninjured events with harm potential must be logged on a Near Miss Form.

Any accident that involves a serious injury such as fractures, deep cuts, or burns, requires emergency hospital transit, could lead to an insurance claim, or prompts preventative changes must be escalated internally to the Trust and Clear Risk Management for full investigation.

## RIDDOR-Reportable Incidents

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, known as RIDDOR, specified severe incidents must be formally reported to the Health and Safety Executive via their website as soon as possible.

An incident is strictly reportable under RIDDOR only if it results in death or requires direct transportation from the scene to a hospital for treatment and the root cause was directly connected to a work activity failure, such as poor premises maintenance, faulty equipment, or inadequate supervision.

In line with our Data Retention Policy accident records will be retained by the academy until the pupil reaches the age of 21 (or 25 for SEND), in line with the Limitation Act 1980, which allows claims up to 3 years after age 18.

Safeguarding and SEND-related records should be retained until age 25. In certain cases, such as child sexual abuse, records may need to be retained up to age 75

## 7.2 Reporting to the HSE

The Executive Principal/Principal 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 Executive Principal/Principal will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

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)
  - Any scalding 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
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to a member of the public being taken to hospital
- 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

**NB. There are specific rules relating to RIDDOR reporting incidents involving pupils that are different to the above.**

The responsible person at the academy should consider whether the incident was caused by:

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

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity. This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

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

## 7.3 Notifying parents

The Academy will 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. If a child has bumped their head, parents will receive a phone call immediately after the incident.

## 7.4 Reporting to Ofsted and child protection agencies

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

The Executive Principal/Principal will also notify the Local Authority and Duty and Advice (if appropriate) of any serious accident or injury to, or the death of, a pupil while in the school's care.

# 8. 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 school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

Where an academy provides EYFS provision 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 and is updated at least every 3 years.

# 9. Monitoring Arrangements

This policy will be reviewed every year.

At every review, the policy will be approved by the board of directors.

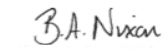
# 10. Links with Other Policies

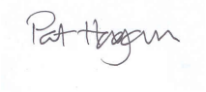
This first aid policy is linked to the:

- Health and Safety policy

- Policy on supporting pupils with medical conditions
- Allergy and Anaphylaxis Policy

Policy Agreed: August 2026

Signed Chief Executive Officer: 

Signed Chair of Directors: 

Policy to be reviewed: September 2027

## Annex A – First Aiders

| First Aider's Name | First Aid Qualification | Certificate Expiry Date |
|---|---|---|
| Alice Turner | Paediatric First Aid | 7/11/28 |
| Ashleigh Caudwell | Paediatric First Aid | 1/3/29 |
| Carol Edwards | Paediatric First Aid | 13/11/27 |
| Charlotte Hallgate | Paediatric First Aid | 20/3/29 |
| Chloe Forster | Paediatric First Aid | 6/12/27 |
| Dee Bramley | Paediatric First Aid | 11/9/28 |
| Ellie Cartlidge | Paediatric First Aid | 1/3/28 |
| Joanne Leach | Paediatric First Aid | 13/11/27 |
| Joanne Charlton | Paediatric First Aid | 11/9/28 |
| Jordan Panks | First Aid at Work | 30/4/27 |
| Lucy Charnock | Paediatric First Aid | 4/2/29 |
| Mair Cork | Paediatric First Aid | 28/3/29 |
| Natalie Ibbotson | Paediatric First Aid | 20/3/29 |
| Nichola Atkinson | Paediatric First Aid | 20/3/29 |
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