



Brighter Futures
Educational Trust

FIRST AID POLICY

Policy Number: 25

Review Committee: Standards

Type of Policy: Statutory

Review Period: Annually

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Next Review: June 2027

VERSION CONTROL

V1.1	June 2024	Version control added and rewording of words and grammar.
V1.2	June 2025	• Change of trust name, Section 5 added and Brandles • first aiders in Appendix 1.
V1.3	June 2026	• New layout due to rebranding • New legislation added in section 2 • Central team added to section 3 • First aiders change/added in appendix 1

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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 advice from the Department for Education on first aid in schools and health and safety in schools, and 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 assess 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, decide 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

3. ROLES AND RESPONSIBILITIES

Each school in Brighter Futures Educational Trust will have suitably trained first aiders.

Appointed person(s) and first aiders

Each school will identify a named First Aider or First Aid Team. 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 (see section 7) 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
- Recommend if a pupil should be sent home to recover.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping contact details up to date.

The school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school sites.

Appointed persons and first aiders in the central team office

For the trust's central office, we have identified the need for a first aider in line with [HSE guidance](#) on first aid at work.

Other than sending pupils home, the responsibilities for the central team office are the same as those listed above for school-based staff.

The Board of Trustees

The Trustees have ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

The Headteacher

- Ensuring that an appropriate number of First Aiders are present in the school
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and 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 (see section 6)

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the First Aider or First Aid Team are in school
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

Central office procedures

- 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 a colleague or the emergency services. They will remain on the scene until help arrives
- If the injured person hasn't provided their consent to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

4. FIRST AID PROCEDURES

In-school 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 a colleague 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 advises 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
- If emergency services are called, the school will contact parents immediately

- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

There will be at least one first aider/staff member able to attend to specific needs identified when on school trips and visits.

Risk assessments will be completed prior to any educational visit that necessitates taking pupils off school premises.

5. FIRST AID EQUIPMENT

A typical first aid kit in our schools will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

6. RECORDED KEEPING AND REPORTING

First aid and accident record book with serious accidents

- Day to day accidents is recorded on Behaviourwatch.
- An accident form will be completed 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 the information included in the accident form
- Records held in the first aid and accident book will be retained by the school until the child 21, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the HSE

The Headteacher 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 ten 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.

School 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 Headteacher 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 where 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>

7. TRAINING

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.

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

8. MONITORING ARRANGEMENTS

This policy will be reviewed annually and approved by the Standards Committee (SC).

9. LINKS WITH OTHER POLICIES

This policy is linked to the following Brighter Futures Educational Trust (BFET) and documents:

- Health and safety
- Risk Assessment
- Supporting Pupils with Medical Conditions

Appendix 1: List of appointed first aiders

Central Team

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Francesca Lewis	Estates Compliance and Operations Office Governance Professional	01438 584374

Larwood School, Stevenage

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Ian Reid	Site Manager	01438 236333
Victor Osobu	PE Coach	01438 236333
Molly Heritage	Teacher	01438 236333
Jade Lewis	Teacher	01438 236333
Jupiter Hipperson	Behaviour Support	01438 236333
Nicolas Newman	Behaviour Support	01438 236333
Rhiannon Katterhorn	Interventionist, Higher Level Teaching Assistant and Forest School Lead	01438 236333
Kerry Paul	Higher Level Teaching Assistant, Forest School Lead and Family Support Worker	01438 236333
Georgina Longcroft	Higher Level Teaching Assistant and Forest School Lead	01438 236333
Amanda Rushbrooke	Nurture Interventionist	01438 236333

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Claire Tooley	Catering Manager	01438 236333
Christ Gotobed	Teacher	01438 236333

Larwood School, Dunstable

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Dawn Osborne	Teacher	01525 868981
Victor Osobu	PE Coach	01525 868981
Georgina Longcroft	Higher Level Teaching Assistant and Forest School Lead	01525 868981
Jenny Bryant	Family Support Worker	01525 868981
Adiba Hanam	Teacher	01525 868981
Kayleigh Kelly	Teacher	01525 868981
Emma Jack	Higher Level Teaching Assistant	01525 868981

Brandles School

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Paul Smith	Headteacher	01462 896351
Sarah Parry	Trainee Teacher	01462 896351
Kara Jarvis	Higher Level Teaching Assistant	01462 896351