the beckmead trust

Chaffinch Brook
First Aid Policy

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Summary of Changes

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August 2026	**Localised formatting applied, school name corrected, local contact arrangements added & trained first aiders added to appendix 1**	

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Aims

The purpose of this policy is to ensure that The Beckmead Trust complies with Health and Safety Legislation, especially with respect to there being adequate and appropriate equipment and facilities for providing first aid in the Trust, its schools and during off-site activities. This policy is designed to provide a framework for responding to an incident and recording and reporting the outcomes

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors at The Beckmead Trust through the provision of first-aid equipment and trained personnel, in accordance with the requirements of The Health and Safety (First Aid) Regulations 1981, and relevant DfE guidance.

Legislation and Guidance

Relevant Legislation

- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013** (RIDDOR)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.
- **The Health and Safety (First Aid) Regulations 1981**, which states that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and first aid personnel. and relevant DfES guidance.
- **The Management of Health and Safety at Work Regulations 1992**, which requires 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 required employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- **The Social Security (Claims and Payments) Regulations 2014**, which set out
  rules in 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 students.
- **The Education (Schools Premises) Regulations 1996**
- **Selecting a First-Aid Training provider HSE 2013**

This policy should be read in conjunction with the following Beckmead Trust policies and with individual Beckmead Trust school procedures as appropriate.

- Supporting Pupils with Medical Conditions

- Health and Safety Policy

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

This policy will be reviewed annually and amendments can only be made following the consultation of the Trustees.

This policy is available on the Trust and School websites, This policy should be read by all staff.

Instances of non-compliance with this policy will be reviewed by the Headteachers and reported to the Director of Compliance.

Roles and Responsibilities

3.1 'Appointed Persons'(Central Team only)
An 'appointed person' in the context of first aid typically does not require extensive first aid training but they do need to understand their responsibilities in managing first aid at work. The legal minimum is having someone to manage first aid, not necessarily trained to administer it. The "appointed person" should be familiar with the workplace environment, potential hazards, and the location of first aid resources.

Specific responsibilities include.

- **Assessment**:They should be able to assess a casualty,
- **Managing first aid equipment:** Ensuring it's available and in good working order.
- **Taking charge:** Being the point of contact for emergencies.
- **Calling emergency services:** Knowing how to call the appropriate services and provide necessary information.
- **Monitoring casualties:** Assessing their condition and ensuring they receive necessary attention until help arrives.

3.2 Appointed Person(s) and First Aiders

The responsibilities for the appointed person and first aider at each school are:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits (onsite, for offsite activities and on vehicles), and replenishing the contents of these kits. Checks should be

- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- First aiders must complete recognised training, (and refresher training when required) and have an up to date certificate to administer to be qualified to carry out the role (see section 7).
- The school's appointed person(s) and/or first aiders names must be displayed prominently around each school site and kept uptodate.

3.3 First aiders

First aiders 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.
- Following the Trust Accident Reporting Procedures by filling in a Trust online accident report on the same day via the Schools Landing Page , or as soon as is reasonably practicable after, but no later than 24 hours, after an incident.
- Keeping their contact details up to date on all records and internal phone directories.

3.4 Appointed persons and first aiders for the Central Team

For the Trust's Central team, we have identified the need for an appointed person as a first aider may not always be immediately available in line with HSE guidance on first aid at work.

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

3.5 Selection of First Aiders

When selecting first-aiders, the Headteacher will consider the individual's

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Ability to leave their normal duties and go immediately to an emergency

3.6 The Board of Trustees

The Board has ultimate responsibility for health and safety matters across the Trust, but delegates operational matters and day-to-day tasks through the Executive Team to the headteacher and staff members of each school and the appointed person/first aider at the Trust's central office.

3.7 The Headteacher

The headteacher is responsible for local implementation of the policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- The official nominated list of first aiders for each school must be shared with the central HR team and kept uptodate following due to leavers and starters
- The Headteacher must ensure that 'nominated' first aid staff for their school is shared with all staff although some staff will have completed 1 day first aid training

- Ensuring all staff are aware of first aid procedures; including but not limited to the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the school's first aid needs
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place. This includes the completion of an annual first aid needs assessment which is updated as/ when circumstances change.
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensure Information on the current first aiders is provided on staff notice boards and displayed around their schools.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Complete lone working risk assessments for staff where required.
- Reporting specified incidents to the HSE when necessary (see section 6)
- See 3.2 Selection of First Aiders

3.8 School staff

All school staff are responsible for:

- Ensuring they follow first aid procedures and comply with this policy.
- All staff must know how to summon first aid. For new staff this will be part of their induction.
- Ensuring they know who the first aiders and/or appointed person(s) are in School/Central team

- Know who the first-aiders are, how to summon support and know the location of the first-aid kits
- Completing Trust online accident reports (see Appendix 3) for all accidents they attend to where a first aider/appointed person is not called. This includes reporting incidents in writing to their line manager immediately.
- Informing the headteacher or their manager of any specific health conditions or first aid needs they may have and ensuring these are reported to HR.
- Ensure that H&S matters are reported promptly via the relevant helpdesk in order to avoid accidents:

  IT - itsupport@beckmeadtrust.org
  HR - hrsupport@beckmeadtrust.org
  Estates - estatessupport@beckmeadtrust.org
  Finance - financesupport@beckmeadtrust.org
  Compliance - compliancesupport@beckmeadtrust.org

- Report shortages of stock in first aid kits immediately. No one should add items to the first aid kits without consultation with the appointed person or first aider. Once an item from the first-aid kit has been opened it should be used or disposed of.

- Staff accompanying pupils off-site must be trained and competent to manage the specific medical conditions of those pupils. This information should be considered alongside the information laid out in the academy's' School Visits Policy.'
- Keep accurate and uptodate records.
- See 4.1

2.8 Parents/Carers

Parents/Carers should recognise It is their responsibility to inform the schools of any illness or injuries a pupil has before they arrive at School.

First aid procedures

3.1 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
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school 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
- If the first aider judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the Class Teacher or nominated member of staff will contact parents/carers immediately. The first aider will be kept updated.
- All staff must record all stages of accidents or incidents requiring the attendance or contact with a first aider or appointed person even if first aid has been offered but refused.
- Accident or injuries should be recorded by the first aider or appointed person(Central Trust only) /relevant member of staff] will complete an Trust online accident report form on the same day or as soon as is reasonably practicable, but no later than 24 hours after an incident resulting in an injury even if first aid was offered but refused.

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times for schools withEarly Years Foundation Stage (EYFS) only.

3.2 Off-site procedures

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

- A school mobile phone
- A portable first aid kit including, at minimum:

The following are based on the HSE's recommendation for a minimum travelling first aid kit . Please review your schools First Aid Needs Assessment for any alterations

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

- Information about the specific medical needs of pupils
- Parents/carers' contact details

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

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the Teacher or nominated member of staff, and signed off by the schools Education Visit Coordinator (EVC) prior to any educational visit that necessitates taking pupils off school premises. Staff must follow risk assessment procedures.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

For Schools that have Early Years Foundation Stage Provisions (EYFS) there will always be at least 1 first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

3.3 Central Team procedures

Due to the peripatetic nature of central team roles each directorate must nominate an 'appointed person' or first aider from within their team who will support first aid needs within the Directorate. The compliance team will publish this list for the central team so must be kept updated with any changes via compliance@beckmeadtrust.org.

If a central team member has an accident at a Trust school site they must follow the local accident reporting procedures as well as informing their line manager as soon as possible.

If a central team member has an accident at any other site they must follow the local accident reporting procedures as well as informing their line manager as soon as possible.

Central Team - If there is an appointed person available:
The closest member of staff present will assess the seriousness of the injury and decide if the emergency services or a non-emergency medical professional needs to be
contacted. They will remain on the scene until help arrives, and complete an Trust online accident report form.

Central Team - If there is a first aider available:

- 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 has not 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 online accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury, the latest within 24 hours.

Out of hours arrangements

External agencies and/or third parties leasing/letting spaces within Trust school sites are required, as per the Lettings Policy, to make their own provision for first-aid.

Any Beckmead Trust staff that are lone working within a school site will need to consider if they have access to a first aid kit and that they can summon help in

an emergency. If not, they need to make suitable first aid provision. A lone working risk assessment should be completed with their line manager.

First aid equipment

The following is based on the HSE's recommendation for a minimum first aid kit. Schools and the Central team are required to complete an annual first aid needs risk assessment and adjust their requirements for first aid facilities to match students and staff needs.

Individual school sites must ensure there are sufficient first aid kits available on site and for offsite activities. The first aid needs assessment will be used to plan the number and location of further first-aid kits, including kits to be used for off-site and outdoor provision. Where possible, the kits have been located close to hand washing facilities.

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 should be kept in first aid kits.

First aid kits can be stored in various locations (see below). Schools are required to publish the location of where first aid kits are stored and keep this updated:

- The medical room
- Reception (at the desk)
- The school hall
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles
- The central office

All first aid kits must be returned to their location immediately after use.

All first-aid containers are clearly marked with a white cross on a green background and are easily accessible.

- First aid kits must be checked at least half termly or more frequently if required.
- When an item has been used from the first aid kit because a pupil, visitor or member of staff required treatment, then an accident form must be completed as well as the first-aid form.

Infection Control

All staff must take precautions to avoid infection and must follow basic hygiene procedures. All staff have access to single use disposable gloves and hand washing facilities. They must take care when dealing with blood or other body fluids and disposing of dressings and equipment.

(See Supporting Pupils' Medical Conditions Policy). Disposable aprons must be worn where staff are working with pupils to support, with personal hygiene. A new apron must be used for each pupil and disposed of appropriately. See the Trust Infection Control Policy.

First-aid accommodation

The Education (Schools Premises) Regulations 1996 requires every school to have a suitable room that can be used for the medical or dental treatment when required and for the care of pupils during school hours. The room identified for this in each academy is published in the academies' front office.

This rooms will

- Have a wash basin
- Be reasonably close to a WC
- Be appropriate for medical care
- Be readily available for use when needed
- Need not be solely used for medical care

Procedure

The following are general first aid procedures to be followed by all first aid staff:

- If support is required for a medical emergency staff must call for medical assistance and state the location of the incident. It is advised not to request

a specific named person as this could delay help arriving.

- In the event of a medical emergency, dignity and safety for all pupils must be ensured, it may be necessary to remove the casualty or the rest of the pupils from the immediate areas.
- If an ambulance is called, the call must be made from the location so current details of the casualty's condition can be given. The main school office must be notified and they will make arrangements to meet the ambulance. Parents and carers must be called as soon as possible, the senior member of staff will decide who will make that call depending on the circumstances and information that needs to be relayed.
- If it is decided to take a member of staff or pupil to hospital (not in an ambulance) those going off site must sign out. Pupil's parents must be informed at the earliest opportunity.

Record-keeping and reporting

- Staff must record all stages of accidents or incidents requiring the attendance or contact with a first aider or appointed person even if first aid has been offered but refused, or not needed.
- Staff must ensure that pupil records are updated with any injury or accident information immediately or at the latest within 24 hours of the incident
- Accidents or injuries should be recorded by a first aider/appointed person who will complete a Trust online accident report form on the same day or as soon as is reasonably practicable, but no later than 24 hours after an incident resulting in an injury even if first aid was offered but refused.
- In the absence of a first aider or appointed person records should be updated by a nominated member of staff who will advise a member of SLT of their actions around record keeping in writing.
- Parents/carers must be informed by letter of any head injury or bump to the head
  and children should be observed for 24hrs.
- The Trust will notify local child protection agencies of any serious accident or injury to,
  or the death of any child while in their care, and will act on any advice from those agencies.
- Schools are responsible for making their own RIDDOR reports to the HSE;. This must be done by the Headteacher, or deputised member of SLT only. Copies of RIDDOR reports must be downloaded and added to the relevant school accident report. See 6.2

- Parents/carers must be informed in writing of any head injury or bump to the head and children should be observed for 24 hours or the recommended time.

10.1 Trust online First aid and accident reporting

- A Trust online accident form must be completed by the first aider/appointed person /relevant member of staff on the same day or as soon as possible, within 24 hours after an incident resulting in an injury (Appendix 1)
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the Trust online accident report form in Appendix 2.
- For accidents involving pupils, a copy of the accident report must also be added to the pupil's educational record by the staff entering the accident record
- First aid and accident information will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social PSecurity (Claims and Payments) Regulations 1979, and then securely disposed of.
- If at any point our insurer requires accident records to be retained for a longer period of time this will be referred to in the Beckmead Trust Data Retention Policy.

10.2 Reporting to the HSE

The Headteacher, or a nominated member of SLT, is responsible for Riddor submissions for their school. In the central team the Director of Compliance will undertake this responsibility for the Central Team.

The Headteacher, or deputised member of SLT will oversee the recording 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, or deputised member of SLT 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.

10.3 HSE what is reportable and when

School staff: must be advised of reportable injuries, diseases or dangerous occurrences that are reportable to the HSE. 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 or nominated deputy 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)

How to make a RIDDOR submission. This information can also be found on the School's accident form.

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 .
Please ensure a copy of the RIDDOR report is downloaded and saved to the online accident report.

10.4 Notifying parents/carers

The Class teacher or nominated member of staff will inform parents/carers 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/carers will also be informed if emergency services are called. This comm must be added to the pupil and accident records.

Reporting to Ofsted and child protection agencies

Schools are required to inform Ofsted about any of the following within 14 days of the incident occurring. Headteachers must also notify the Director of Education and the Deputy CEO

This must be done via the Headteacher or nominated member of SLT only after consultation with the Director of Education and the Deputy CEO. The Trust safeguarding steps must be followed in conjunction with this :

- **Serious Injuries:**
  Broken bones, dislocations of major joints (shoulder, knee, hip, elbow), loss of consciousness, severe breathing difficulties (including asphyxia), and anything leading to hypothermia or heat-induced illness.
- **Any event that requires resuscitation:**
  If a child requires medical intervention to restore breathing or heartbeat, it must be reported.
- **Admittance to hospital for more than 24 hours:**
  If a child is admitted to hospital for longer than 24 hours due to an accident or illness, the school must report it.
- **Allegations of serious harm or abuse:**
  Any credible allegation of serious harm or abuse by someone on the premises must be reported.
- **Child's death:**
  If a child dies, whether on the premises or later due to an injury sustained while in the school's care, it must be reported.
- **Serious accident or injury to any other person on the premises:**
  If someone other than a child suffers a serious injury or accident, the school must report it.
- **Accidents involving hazardous substances or electricity:**
  If a child suffers injury from inhaling, ingesting, or absorbing a substance, or experiences an electric shock, it must be reported.

Note: only early years providers registered with Ofsted are required to report an accident or injury to Ofsted. This does **not** include schools with EYFS provision.

If you're unsure if this applies to your setting, check the Unique Reference Number (URN) of your early years provision. If it's registered under the same URN as the school, you're **not required** to report incidents to Ofsted. If your early years provision has a separate URN, it is registered with Ofsted and must report incidents.

The Headteacher, after consultation with the Director of Education 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. (In the absence of the Director of Education please contact the Deputy CEO)

The Headteacher will also notify relevant child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

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

All first aiders must have completed a training course issued by an organization whose training meets the required HSE standards. First aiders 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 (see Appendix 3).

The school will arrange for refresher training and retesting of competencies for first aiders before their first aid certificates expire, normally within the 3 year timescale.

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. Where a first-aider fails to attend refresher training or fails their competencies, their valid certificate will lapse. Where this is the case, the member of staff will not act as the First-Aider until such a time as they have a full valid certificate.

A log for central team members who have undertaken first aid training is also kept and available from compliance@beckmeadtrust.org

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

Risk Assessments

The Head Teacher will complete an annual first aid needs assessment to identify potential risks to pupils, staff and visitors and take measurements to minimise such risks. This risk assessment will be reviewed annually and the number and type of first aiders amended accordingly. It will take into account

- The size and layout of the academy
- The location of the academy and the size/nature of the grounds
- The entry and parking arrangements for emergency services
- Specific hazards for different rooms, e.g. Science lab
- The age, needs and nature of different groups of pupils
- The needs of any users who have a physical disability
- Out of hours arrangements e.g. lettings, parents' evenings, swimming lessons

Any temporary or short-term hazards will be added to the risk-assessment as they occur,
e.g. those arising from contractors on site, sports days, open days.

Number of First-Aiders

The number of first-aiders at any one time will be decided according to the working risk assessment of the academy.

Adequate provision for first-aid will be provided to ensure that the academy has suitable cover

- during staff leave of absence or illness
- during breaks
- whilst first-aiders are also needed for off-site provision
- for lessons involving a higher level of risk
- for pupils who are more prone to accidents or injury
- for out of hours activities and academy residential visits
- for trainees or those on a work experience

Monitoring arrangements

This policy will be reviewed by the Director of Compliance every 2 years].
At every review, the policy will be approved by the Board of Trustees].
The first aid provision will be reviewed by the Head Teacher (Trust Schools) and Director Compliance (Central Team) at least annually.

Links with other policies

This first aid policy is linked to the:

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

First-aid accommodation

The Education (Schools Premises) Regulations 1996 requires every school to have a suitable room that can be used for the medical or dental treatment when required and for the care of pupils during school hours. The room identified for this in each academy is published in the academies' front office.

This rooms will

- Have a wash basin
- Be reasonably close to a WC
- Be appropriate for medical care
- Be readily available for use when needed
- Need not be solely used for medical care

Infection Control

All staff must take precautions to avoid infection and must follow basic hygiene procedures. All staff have access to single use disposable gloves and hand washing facilities. They must take care when dealing with blood or other body fluids and disposing of dressings and
equipment. (See Supporting Pupils' Medical Conditions Policy). Disposable aprons must be worn where staff are working with pupils to support, with personal hygiene. A new apron
must be used for each pupil and disposed of appropriately.

Procedure

The following are general first aid procedures to be followed by all first aid staff:

- If support is required for a medical emergency staff must call for medical assistance and state the location of the incident. It is advised not to request a specific named person as this could delay help arriving.
- In the event of a medical emergency, dignity and safety for all pupils must be ensured, it may be necessary to remove the casualty or the rest of the pupils from the immediate areas.
- If an ambulance is called, the call must be made from the location so current details of the casualty's condition can be given. The office must be notified and they will make arrangements to meet the ambulance. Parents and carers must be called as soon as possible, the senior member of staff will decide who will make that call depending on the circumstances and information that needs to be relayed.

- If it is decided to take a member of staff or pupil to hospital (not in an ambulance) those going off site must sign out. Pupil's parents must be informed at the earliest opportunity.

Off Site and residential arrangements

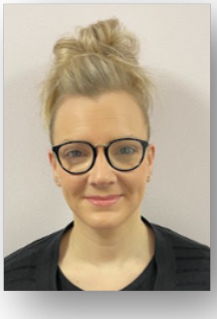
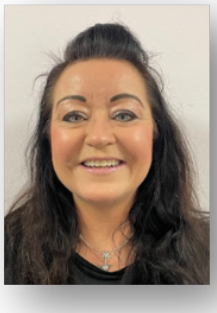
When going off site, for day or residential visits, staff must take an off-site first aid kit. They must follow risk assessment procedures to consider the activity, location and journey and ensure that there is sufficient first aid provision to meet the needs. Staff accompanying pupils must be trained and competent to manage the specific medical conditions of those pupils. This information should be considered alongside the information laid out in the academy 'School Visits Policy.

Out of hours arrangements

External agencies and/or third parties leasing the Academy are required, as per the lettings policy, to make their own provision for first-aid.

Any Beckmead Trust staff lone working within an Academy need to consider if they have access to a first aid kit and that they can summon help in an emergency. If not, they need to make suitable first aid provision.

Appendix 1: List of Trained appointed first aiders

Photo	Name of Appointed First Aider	Location on site
	Miss Wendy	Chaffinch Lower
	Miss Sally	Chaffinch Lower
	Miss Taiah	Chaffinch Lower

	Miss Sandra	Chaffinch Lower
	Miss Nadine	Chaffinch Lower
	Miss D'Jate	Chaffinch Upper
	Miss Louise	Chaffinch Upper

	Mr Callum	Chaffinch Upper
	Mr Sylvan	Chaffinch Upper
	Miss Joy	Chaffinch Upper
	Miss Marion	Chaffinch Upper

Appendix 2 - Accident Reporting Procedures

All accidents and injuries must be reported by the link on the schools landing page. Please do not use any other system.

Go to the Beckmead Trust School Landing Page
↓
Scroll down until you find your School landing page
↓
Click on forms' - top right
↓
Record the accident/injury by completing all questions

Appendix 3 - First Aid Training Log

See your local school landing page

Appendix 4 - First Aid Needs Risk Assessment & Guidance

RA - 059a - First Aid Needs Risk Assessment with guidance.docx

Appendix 5 - Medical health declaration

Contact HRsupport@beckmeadtrust.org

Appendix 6 - Food Allergies and Food Intolerance declaration

Can be obtained from the admin office onsite