



First Aid Policy and Procedures

2025 v2

This Policy was presented to the Governing Body of Newcroft Primary Academy on 18th May 2025. This will be reviewed annually or as required.

Signed:

Chair of Governors

Date: 18th May 2025 2025.

- 1.0 The Health and Safety at Work etc. Act 1974 imposes a general duty on employers to ensure that their establishments are safe and healthy places.
- 1.1 The Health and Safety (First Aid) Regulations 1981 (First Aid Regulations) (amended 1st October 2013) and the associated Health and Safety Executive (HSE) Approved Code of Practice (ACOP) [L74: First Aid at Work](#) applies to all employers and employees who work in establishments.
- 1.2 The First Aid Regulations do not apply directly to non-employees, although ACOP L74 places emphasis on the need, when assessing the overall risk, to take account of all persons who have access to the premises. Therefore, it is sensible to combine first aid provisions and facilities for employees and non-employees (including visitors to the premises and contractors) ensuring that the level of provision for employees is not diluted.
- 1.3 This document sets out Leicestershire County Council's (LCC) arrangements to ensure compliance with the First Aid Regulations and ACOP L74. It also provides guidance to management about what first aid facilities should be provided, the training of first aiders, administering treatment and the employer's responsibilities (Appendix 1).
- 1.4 Where establishments work with children or vulnerable adults there may be additional best practice guidance available and managers must seek further information in line with the relevant regulatory authority such as OFSTED and the Care Quality Commission (CQC).

2.0 Employers Responsibilities

- 2.1 It is an employer's responsibility to ensure that there is adequate and appropriate equipment and facilities in place to enable the application of First Aid to employees who become ill or are injured at work, extending these responsibilities to visitors and contractors.
- 2.2 **Symphony Learning Trust** - has ultimate responsibility for health and safety matters within the schools, but delegates responsibility for the management of such matters to the school's Local Governing Body. The Governing Body in turn delegates operational matters and day-to-day tasks to the Head Teacher and staff members.
- 2.3 **The Head Teacher** – is responsible for the implementation of this policy including:
Ensuring that an appropriate number of qualified first aid staff are present in the school at all times.
Ensuring that 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 – through AssessNet software.

Staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aid staff are
- Completing Accident/Illness Report Slip notes for pupil incidents they attend/witness (appendix 3) (using professional judgment re accidents below the head)
- Ensuring that a carbon copy/ photocopy is made and retained by the school by placing this in the relevant file found in the medical room
- Ensuring parent copies of the forms are passed to class teachers/ cover team who are responsible for ensuring these are passed to parents at the end of the school day.
- Completing one of the school's accident books for the incident

- Reporting any incidents where a pupil needs to be seen by a medical professional to the office e.g. in the case of a head bump, suspected sprain, break of bone and completing the relevant form (Appendix 2)
- Reporting any incidents to the office and onto EVERY where the accident is caused by faulty equipment or inappropriate use of equipment or behaviour so that appropriate action can be taken by the senior leadership team
- Informing the Head Teacher of any specific health conditions or first aid needs which require parents to be called. In the absence of the Head Teacher, the Deputy Head teacher should be consulted.

2.4 The First Aid Regulations and ACOP L74 require the employer to make an assessment of first aid needs appropriate to the circumstances (hazards and risks) of each workplace; see Appendix 1. This is commonly referred to as a 'First Aid Needs Assessment'. This requires conducting a suitable and sufficient risk assessment considering, and dependent on, the following:

- (i) The number of staff, visitors and contractors to site
- (ii) The nature of the hazards likely to be encountered and activities undertaken
- (iii) Age group of users
- (iv) The geographical layout of the establishment and the facilities it provides
- (v) Accessibility to assistance and emergency medical services

2.5 There is no ratio for the number of first aiders to employees although ACOP L74 offers some guidance which Newcroft Primary Academy staff should adhere to:

- Low risk workplaces (such as offices) - one trained First Aider to every 50 employees with an additional first aider for every 100 employees
- High risk workplaces - one trained first aider for five or more employees, with an additional first aider for every 100 employees

First-Aid Facilities

3.1 The number of first aiders, first aid kits and whether a dedicated first aid room is required will be dependent upon the assessment of risk and the criteria stated in 2.2 above.

3.2 First aid boxes or kits should be identifiable, signed with a white cross on a green background, easily accessible and placed in areas of greatest risk.

3.3 All staff members, as part of their initial induction, should be given information relating to:

- (i) Who the first aid trained staff are;
- (ii) Where the nearest first aid box/kit is located
- (iii) Site procedure for dealing with first aid emergencies

3.4 First Aiders must make themselves known to all employees.

3.5 HSE guidance on suggested first aid box contents:

ITEM	MINIMUM QUANTITIES
First Aid Guidance Leaflet	1
Sterile Adhesive Dressing (individually wrapped plasters)	20
Sterile eye pads	2

Sterile Triangular Bandage (individually wrapped)	4
Adhesive Tape (safety pins not used)	5
Medium Sterile Dressing	6
Large Sterile Dressing	2
Disposable Gloves	3 Pairs
Sterile Cleansing Wipes	4
Sterile Water or Saline (if mains water not available)	1 Litre

3.6 Other suggestions based on the activities being undertaken and risk assessment:

- Instant ice packs
- Disposable yellow plastic bags for clinical waste/sharps bin
- Silver foil survival blanket
- Vent Aid

3.7 It is important that an 'appointed person' is given responsibility for checking and, where necessary, replenishing the contents of first aid boxes/kits to the above minimum quantities on a regular basis.

3.8 Sterile items are marked with a 'use-by' date. When replacing these items within the first aid boxes/kits the dates marked on such items should be checked to ensure that expired items are disposed of and replaced. For non-sterile items without dates, personal judgement should be used to determine whether they are fit for purpose.

3.9 The Lead First Aider is responsible for ensuring any stock is replenished. Should a first aider note that something has ran out, it is their responsibility to inform the Lead First Aider who is responsible for ordering stock.

3.10 Anti-bacterial pump soap, water and disposable drying materials or suitable equivalents must be available.

3.11 If utilising a designated room or area as a 'First Aid Room' to allow patients to sit/lay down quietly in private, it is important that casualties are not left alone, or are checked regularly, dependant on the severity of their illness/injury. This is called the 'Medical Room' at Newcroft.

3.12 The school holds 2 'spare' Adrenaline Autoinjectors (Jext or known as EpiPens), provided by Leicester Hospitals Charity. These are located in the school's medical room. Replacements should be ordered by the Lead First Aider as per the procedures outlines in 3.7 and 3.8.

3.13 The school holds 1 Salbutamol blue inhaler for the treatment of asthma, provided by Leicester Hospitals Charity. These are located in the school's medical room. Replacements should be ordered by the Lead First Aider as per the procedures outlines in 3.7 and 3.8.

4.0 First Aid 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.

4.1 It is the employer's duty to select a competent training provider. First aid training providers will need to be able to demonstrate how they satisfy the HSE's First Aid Training Criteria

- 4.2 The designated person should also have knowledge and competence in first aid, as demonstrated by:
- A current, valid FAW certificate
 - In-depth knowledge of the subject of first aid and first aid training
- 4.3 There are three types of first aid personnel often referred to as "First Aiders":
- (i) Certified First Aider – First Aid at Work (FAW)
 - (ii) Paediatric First Aider- Paediatric First Aider (PFAW)
 - (iii) Emergency First Aid at Work (EFAW)
- 4.4 It is important that staff complete a formal refresher prior to the expiry of their certificate which is valid for 3 years. This training should be arranged in plenty of time before it expires. Should a certificate expire the employee will be required to complete the course in its entirety.
- 4.5 It is essential when selecting members of staff to fulfil the roles of First-Aid provisions, personal qualities likely to make a good First-Aider should be considered. Reliability, strength of character, ability to remain calm in an emergency situation or when others may be injured should all be considered.
- 4.6 A qualified first aider should be readily available on the premises and easily contactable at all times when employees are at work. Consideration must be made to take into account annual leave, out of hours working and other unplanned absence.
- 4.7 In an Early Year's Foundation Stage setting, there should be at least one person who has a current Paediatric First Aid (PFA) certificate. This person must be on the premises, and available, at all times when children are present and accompany children on outings.

Administration of First Aid

- 5.1 Any persons detailed in 4.3 (above) can administer first aid in line with the training they have received.
- 5.2 Where accidents involve external bleeding, first aiders must wear protective gloves and ensure that their own personal wounds are covered with a waterproof dressing.
- 5.3 If a first aider receives bites, scratches or needle stick injuries, wash the wound with water, make it bleed, if you can, and then cover with a waterproof dressing. Report the incident to your line manager and record the incident through your own incident/accident reporting procedure. This should then be addressed within your sites workplace risk assessment to ensure sufficient and suitable control measures are in place.

5.4 Mouth to Mouth Resuscitation

- 5.4.1 If contaminated blood is present through facial injuries, and mouth to mouth contact is required, a Vent Aid should be kept in first aid boxes/kits to facilitate this.
- 5.4.2 Where first aiders feel unable to deliver rescue breaths due to the presence of blood, vomit or other reason, they should endeavour to continue to provide chest compressions in line with their training.

5.5 Requesting the Attendance of an Ambulance

- 5.5.1 All first aiders must be fully aware of their work location procedures for calling, and meeting, the emergency services. Any member of staff can call for an ambulance.
- 5.5.2 First aiders should follow NHS guidance, however, if there is any doubt, an ambulance should be called without delay and follow any instructions provided by the emergency services call handler.

Mental Health First Aid (MHFA)

- 6.1 It is important for employers to recognise the effects of mental health issues in the same way as physical first aid needs. A senior leader has undertaken the MHFA training to support staff and pupils and is the Mental Health and Pastoral Lead for the school.

Reviewing and Reporting

- 7.1 The School's Business Manager and First Aid leader should periodically review their first aid needs, particularly after any accidents or incidents occur. Recording the accidents and incidents dealt with by first aiders is an important part of the review process.

Post Incident Support

- 8.1 It is acknowledged that dealing with an emergency situation can have a significant psychological impact on all involved. It is important for line managers/Head Teachers to be aware of the signs and symptoms of post incident stress and provide support, where necessary. It must be noted that the effects can often take months to manifest.
- 8.2 Employees should be encouraged to discuss incidents and seek professional support, if necessary, from their GP. The Leicestershire Traded Services Wellbeing Service can also be contacted where necessary via email - counsellingandwellbeing@leics.gov.uk

9. Newcroft Primary Academy First Aid Procedures

Recording Accidents

Accident books are located in:

1. Breakfast/ After School Club
2. Pre-School classroom
3. Reception base
4. KS1 playground (the medical room outside of playtimes)
5. KS2 Hall Croft playground (the medical room outside of playtimes)
6. School office- location of the staff accident book

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, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain at 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 school, the Head teacher will be consulted (SLT in their absence) and parents will be contacted and asked to collect their child.

Parents will be advised on what next steps are recommended. Other senior leaders should be consulted in the absence of the Head teacher.

If emergency services are called, the Head teacher, a senior leader, or member of office staff will contact parents immediately.

The first aider/relevant member of staff witnessing the incident will complete an Accident/Illness Report Slip (Appendix 3) and a form (Appendix 2) on the same day or as soon as is reasonably practical after an incident resulting in an injury.

All accidents should be recorded in the above books by a First Aider. Not all accidents require a note. For example, a very minor graze or bruise. The choice to issue an accident note will be made by a First Aider, at their discretion.

Minor accidents including minor bumped heads

When a minor accident note is written, a carbon copy will be made to enable the school to have a mirrored copy of what is sent home to parents (Appendix 3). These are stored in the medical room folder. These forms must be dated and signed by the person administering first aid. The accident note should record how and where the accident occurred.

Breakfast and After School Club follow the same protocols and use their first aid book and Accident/Illness Report Slip during their operating hours.

First Aiders will pass minor accident notes onto teachers or cover teachers. Teachers and cover Teachers are then responsible for passing them to parents at the end of the day or to ensure that older pupils, who walk home are given them to hand to parents. This will be at the teacher's discretion. For pupils who are using our wrap around care, the notes should be passed to the staff in charge, to then be passed to parents on collection.

Break Time and Lunchtime protocol for accidents

In the event of minor accident / injury at break time or lunchtime, a first aider should deal with the injury on the playground and where required, accompany the pupil to the Medical Room for treatment. Accident/Illness Report Slip will be passed to teachers/ cover teachers to pass on to parents at the end of the day.

Serious injury or head bump protocols

- Serious injuries or where a second opinion is required, should be referred to a First Aid at Work appointed person or Paediatric First Aider (the most up to date list of first aiders can be found in classrooms, halls, kitchens, the staff room, the medical room and the office- Appendix 4).
- Serious accidents or head bumps should also be reported to the office so that a call home can be made, if deemed necessary by the Head teacher or Deputy Head teacher (or another senior leader if required) with the advice of a First Aider. All head bumps should be treated seriously and parents should always be informed so that they can continue to care for their child appropriately at home in the hours after a head bump.
- If a child has a visual injury to the face or head, or any part of the body that the first aider deems as concerning, it is best practice for a call home to be made to advise parents.
- **In the event of serious accident/injury – do not move a child from the scene and send immediately for a First Aider.**
- If a child needs to remove clothing for an injury to be investigated, this should be carried out by two members of staff for safeguarding reasons.

Illness/Injury to pupils

- If an injury (or illness as a result of an injury) causes concern the First Aider must inform the Head teacher or Deputy Head teacher (or a senior leader in their absence) to make the decision to call home or send a pupil home.
- In the event of a serious injury, or for those requiring emergency treatment, all staff involved or witnessing the injury will be required to fill in a Health and Safety Executive accident form which will be reported on AssessNet (Appendix 2).
- A file is kept in the office containing information about individual medical conditions. This is shared with teachers. If staff receive additional information from parents, they should inform the office immediately. Care Plans are shared with relevant class teachers and other relevant staff.

Administration of Medicines

Please refer to Administration of Medicines Policy for school procedures on medication.

Off-site Procedures

When taking pupils off the school premises, the trip leader will ensure that all staff attending have:

- A mobile phone
- A First Aid Kit
- Information about the specific medical needs of pupils
- Inhalers (if relevant to certain children)
- Any emergency medication required e.g. EpiPen, relevant diabetes medication

Risk assessments will be completed by the trip leader taking responsibility for the event prior to any educational visit that necessitates taking pupils off school premises. This is in line with the school's Educational Visits Policy.

Appendix 1: First Aid Needs Assessment

The following form is used by the school to determine our first aid at work needs. This is held with the school's risk assessments.

FIRST AID RISK ASSESSMENT		
Please indicate, by ticking the relevant box, which overall category of risk you consider the area to be (see next section for further information)	Lower risk <input type="checkbox"/>	Higher risk <input type="checkbox"/>
If the area is not considered to be 'higher risk' overall, please list opposite any parts/areas of the workplace or particular activities or special hazards that are considered higher risk.		
During what times is the building open to employees and non-employees?	Open to employees	Open to non-employees
Please state the maximum likely number of persons on site at any one time. Include non-employees (pupils, visitors, etc.)		
How many of the following first aid personnel are available at the site/workplace currently?	Emergency First Aiders	First aiders
According to the table below what is the suggested number of first aid personnel that should be available at the site/workplace?	Emergency First Aiders	First aiders
How many additional personnel need to be trained in order to have the suggested appropriate number (see table below). Remember to consider cover for holidays, sickness and other foreseeable absences.	Emergency First Aiders	First aiders
Is someone responsible for ensuring that refresher training is carried out before it expires? If yes, give name and position		

Category of Risk	Number employed and public at location	Suggested number of first aiders
Low-hazard	Fewer than 25	At least 1 appointed person
(e.g. offices, shops, libraries)	25 – 50	At least 1 EFAW first-aider

	More than 50	At least 1 FAW trained first-aider for every 100 employed (or part thereof)
Higher-hazard (e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture)	Fewer than 5 5 – 50 More than 50	At least 1 appointed person At least 1 EFAW first-aider, depending on the type of injuries that might occur At least 1 FAW trained first-aider for every 50 employed (or part thereof)
NOTE: Suggested minimum number of first aiders (these should be considered in conjunction with the first aid risk assessment, numbers may alter as a result)		

Issues to consider and guidance in providing First-Aid are contained on this page. If additional First-Aid needs are identified you should record this information in the box below.

Factors to consider	Space for notes	Impact on first aid provision
Hazards (use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision)		
Does your workplace have low-level hazards such as those that might be found in offices and shops?		The minimum provision is: – an appointed person to take charge of first-aid arrangements; – a suitably stocked first-aid box.
Does your workplace have higher-level hazards such as chemicals or dangerous machinery?		You should consider: – providing first-aiders; – providing additional training for first-aiders to deal with injuries resulting from special hazards; – providing a suitably stocked first-aid box; – providing additional first-aid equipment; – precise location of first-aid equipment; – providing a first-aid room; – informing the emergency services of specific hazards etc in advance.
Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?		You should consider: – providing first-aiders; – additional training for first-aiders to deal with injuries resulting from special hazards; – additional first-aid equipment; – precise location of first-aid equipment; – providing a first-aid room; – informing the emergency services of specific hazards etc in advance.
Employees		
How many people are employed on site?		Where there are small numbers of employees, the minimum provision is: – an appointed person to take charge of first-aid arrangements; – a suitably stocked first-aid box. Where there are large numbers of employees, ie more than 25, even in

		<p>low-hazard environments, you should consider providing:</p> <ul style="list-style-type: none"> – first-aiders; – additional first-aid equipment; – a first-aid room.
Are there inexperienced workers on site, or employees with disabilities or particular health problems?		<p>You should consider:</p> <ul style="list-style-type: none"> – additional training for first-aiders; – additional first-aid equipment; – local siting of first-aid equipment. <p>Your first-aid provision should cover any work experience trainees.</p>
Accident and ill-health record		
<p>What is your record of accidents and ill health?</p> <p>What injuries and illness have occurred and where did they happen?</p>		<p>Ensure your first-aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.</p>
Working arrangements		
Do you have employees who travel a lot, work remotely or work alone?		<p>You should consider:</p> <ul style="list-style-type: none"> – issuing personal first-aid kits; – issuing personal communicators/mobile phones to employees.
Do any of your employees work shifts or out-of-hours?		You should ensure there is adequate first-aid provision at all times people are at work.
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?		You should consider the need for provision in each building or on each floor.
Is your workplace remote from emergency medical services?		<p>You should:</p> <ul style="list-style-type: none"> – inform the emergency services of your location; – consider special arrangements with the emergency services; – consider emergency transport requirements.
Do any of your employees work at sites occupied by other employers?		You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written

		agreement between employers is strongly recommended.
Do you have sufficient provision to cover absences of first-aiders or appointed persons?		<p>You should consider:</p> <ul style="list-style-type: none"> – what cover is needed for annual leave and other planned absences; – what cover is needed for unplanned and exceptional absences.
Non-employees		
Do members of the public or non-employees visit your premises?		Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.

Actions identified:		By whom (name) and when (date):
Assessor's name: (please print)	Assessor's signature:	Date assessment completed:
<p>The Line Manager should sign below to show that the assessment is a correct and reasonable reflection of actions required. This document should be reviewed regularly.</p>		
Line Manager's name: (please print)	Line Manager's signature:	Date received: Date for review:
Date of review:	Reviewed by (name):	Comments:

Appendix 2

Newcroft Primary Academy – Accident Reporting Form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

Appendix 3

Newcroft Primary Academy Accident/Illness Report Slip

Date: _____ Time: _____

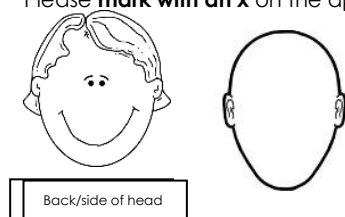
Child's Name: _____

Where was the child when the accident happened?

Nature of accident/illness:

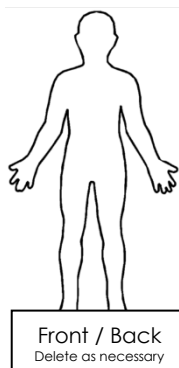
Nature of Accident/Illness	Please tick	Action	Please tick
Bump/bruise		Parent contacted	
Vomiting/nausea		Unable to contact	
Nosebleed		To stay in school	
Headache/high temp		To be collected	
Head injury			
Cut/graze			
Other:			

Please **mark with an x** on the appropriate picture the location of the injury – i.e. head or full body picture



Signed (First Aider):

Brief details:



Important:

Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital.

Appendix 4

An up-to-date list of first aiders, their location and their training and expiry dates is held by the school office and published around school as changes are made.

First Aiders at Newcroft

First Aid at work	
	Location
Jenny Council (Lead First Aider)	Hallcroft Building
Jayne Penman	Newcroft Building
Paediatric First Aid	
Katie Collins	Pre-school
Helen Voss	Newcroft Building
Paula Stevenson	Newcroft Building
Emma Yerolemou	Mobile
Jayne Penman	Newcroft Building
Sam Bowie	Playground/ lunch hall
Sarah Robinson	Playground/ lunch hall
Jo Brooks	Reception
Hayley Fisher	Pre-school
Jenny Council	Hallcroft Building
Angie Haywood	Reception
Steph Berridge-Smith	Pre-school
Emergency First Aid	
Ria Cook	Hallcroft Building
Jody Schofield	Playground
Gaynor Hodgett	Hallcroft Building
Hilary Dugmore	Kitchen
Emma Plimsaul	Reception
Naomi Green	Newcroft Building
Rachel Eames	Cover / Mobile
Sophie Cartlidge	Hallcroft Building
Sarah Pickering	Cover/ Hallcroft Building