The Park Federation
ACADEMY TRUST

First Aid Policy

Hannah Ball Academy

Approved by	Name: Lorraine Machingauta - Principal		
Date	26.10.2026	**Next review due**	Date: 26.10.2027

Summary of Changes

Version	Date	Summary of Changes	Approved By

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1. Aims

This policy sets out how Hannah Ball Academy provides first aid and responds to illness or injury. We aim to:

- protect the health, safety and welfare of pupils, staff and visitors;
- ensure staff know how to summon help and what to do in an emergency;
- provide suitable first aid equipment, facilities and trained staff, based on the school's first-aid needs assessment;
- record, report and review incidents appropriately.

2. Legislation and guidance

This policy has regard to:

- the Health and Safety (First-Aid) Regulations 1981;
- the Management of Health and Safety at Work Regulations 1999;
- the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- the Social Security (Claims and Payments) Regulations 1979;
- the School Premises (England) Regulations 2012;
- relevant Department for Education and Health and Safety Executive guidance.

The employer must assess first-aid needs and provide appropriate arrangements for employees. The school also includes pupils and visitors in its assessment and provision. The arrangements in this policy are informed by the school's first-aid needs assessment, including its premises, activities, staffing and pupil needs. (hse.gov.uk)

3. Roles and responsibilities

3.1 Employer and governance

The academy's employer is the relevant academy trust. The Trust Board has strategic oversight of health and safety. The Academy Council carries out its delegated governance responsibilities in line with the trust's scheme of delegation.

Operational responsibility for implementing this policy rests with the Principal.

3.2 Principal

The Principal is responsible for:

- implementing this policy and ensuring staff know how to access first aid;
- ensuring the school's first-aid needs assessment is completed and reviewed;
- ensuring adequate trained first-aid cover is available during the school day and for school activities, taking account of staff absence and off-site visits;
- ensuring first aiders' training is current and that they can carry out their role;
- ensuring first-aid equipment and facilities are suitable and maintained;
- ensuring incidents are recorded and any reportable incident is reported to the HSE;
- ensuring staff understand when and how to contact parents or carers and emergency services.

3.3 Appointed persons

The school's appointed persons are **Shelley Sullivan and Tania Pyne**.

An appointed person takes charge of first-aid arrangements when needed. This includes calling emergency services and ensuring first-aid equipment and facilities are maintained. An appointed person is not necessarily a trained first aider and must not be described as one unless they hold a current first-aid qualification. (hse.gov.uk)

3.4 First aiders

The school's trained first aiders are listed in Appendix 1 and displayed at appropriate points around the school.

First aiders will:

- respond promptly to an incident within their level of training;
- assess the situation and provide appropriate first aid;
- call for additional help or emergency services when necessary;
- make a clear record of treatment and the incident;
- inform the relevant member of staff when a pupil's parent or carer needs to be contacted.

A first aider should not provide treatment beyond their training or competence.

3.5 All staff

All staff must:

- follow the school's first-aid procedures and know how to summon a first aider;
- take reasonable steps to keep themselves and others safe;
- report incidents and hazards promptly;
- share relevant information about a pupil's known medical needs with the appropriate staff, following the school's procedures.

4. First-aid procedures

4.1 An incident in school

If someone is injured or becomes unwell:

1. The nearest member of staff should make the area safe if they can do so without putting themselves or others at risk.
2. They should summon a first aider or appointed person. If the injury or illness appears serious or life-threatening, call **999** immediately and then alert the school office.
3. The first aider will assess the person and provide treatment within their training. They will decide whether emergency services or further medical attention are needed.
4. The person should not be moved if doing so could worsen an injury, unless there is an immediate danger.
5. A member of staff will contact the pupil's parent or carer when appropriate. If an ambulance is called for a pupil, the school will contact the family as soon as possible.
6. The incident must be recorded as soon as practicable.

Staff should not delay calling 999 where there is a serious concern while trying to contact the family or a senior colleague.

4.2 When a pupil needs to go home

A pupil who is unwell or injured may need to be collected by their parent or carer. The decision should be made with regard to the pupil's condition and safety. The school should not send a pupil home alone when this would be unsafe or inappropriate.

If a pupil needs urgent medical attention, staff should call an ambulance where necessary and follow the emergency operator's instructions. A member of staff should stay with the pupil until help arrives and, where possible, accompany the pupil if they are taken to hospital, ensuring the family is informed.

4.3 Off-site visits

Before an educational visit, the visit leader will ensure that:

- the visit risk assessment considers first-aid needs and access to emergency help;
- suitable first-aid supplies are taken;
- staff have relevant information about pupils' medical needs and emergency contacts;
- the group has a working means of communication, such as a school mobile phone;
- the visit has appropriate first-aid cover, based on the visit's risks and the needs of the pupils attending.

Where a pupil has an individual healthcare plan or other relevant medical arrangements, the visit leader will check and follow them. Further detail is set out in the school's Educational Visits and Supporting Pupils with Medical Conditions policies.

4.4 First aid during physical education and sport

Staff supervising physical education and sport should know how to summon a first aider and should consider any activity-specific risks. Any required first-aid equipment should be accessible. If an incident is serious, staff should call emergency services rather than move the pupil unless remaining where they are presents an immediate danger.

5. First-aid equipment and facilities

First-aid kits are located in:

- the medical room;
- the main office;
- classrooms, for use when staff take pupils to the playground or other areas of the site.

The school will also provide portable kits for off-site visits. Kit contents will be suitable for the school's needs and checked regularly. A named person will replenish used or out-of-date supplies.

First-aid kits will not contain medicines. Medicines are managed under the Supporting Pupils with Medical Conditions Policy and the pupil's individual healthcare arrangements.

Staff should report missing, damaged or depleted supplies to the appointed person.

6. Recording and reporting

6.1 Accident and first-aid records

An accident or first-aid record will be completed as soon as practicable after an incident, and normally on the same day. The record should include:

- the name of the injured or unwell person;
- the date, time and place of the incident;
- what happened, including any relevant circumstances;
- the nature of the injury or illness;
- the first aid or action taken and by whom;
- whether a parent or carer, emergency services or another professional was contacted;
- any follow-up action required.

Records must be factual, completed securely and shared only with those who need access to them. Where an incident concerns a pupil, the school will store the record in line with its records-management and data-protection arrangements. Staff should follow the school's safeguarding procedures if an incident or disclosure raises a safeguarding concern.

Accident records will be retained in accordance with the trust's records-retention schedule and applicable requirements. The policy should not state a single retention period unless this has been confirmed against the trust's schedule and current legal advice.

6.2 Informing parents and carers

The school will inform a pupil's parent or carer about an injury or illness when this is appropriate, particularly where:

- the pupil has received first aid beyond minor treatment;
- the pupil may need monitoring or medical attention;
- the pupil needs to be collected;
- emergency services have been called.

For pupils in the Early Years Foundation Stage, parents or carers will be informed of accidents or injuries and any first aid given on the same day or as soon as reasonably practicable.

6.3 RIDDOR

The Principal, or a delegated senior leader, will decide whether an incident must be reported to the HSE under RIDDOR and will ensure any required report is made within the applicable timeframe.

For employees, RIDDOR reporting can apply to specified injuries, certain work-related illnesses and injuries that result in more than seven consecutive days away from work or unable to do normal duties. For pupils and other people who are not at work, reporting generally applies where a work-related accident results in death or an injury requiring the person to be taken directly from the scene to hospital for treatment. The circumstances of the incident must be considered; not every accident at school is reportable. (hse.gov.uk) (hse.gov.uk)

The school will maintain a record of reportable incidents and the action taken. Staff must report incidents promptly to the Principal or delegated senior leader so that reporting deadlines can be met.

6.4 Early years notifications

Where the school has a relevant Ofsted registration, the Principal or delegated senior leader will ensure that any serious incident requiring notification is reported in accordance with the current EYFS framework and Ofsted requirements. Not every first-aid incident is a notifiable event. (gov.uk)

7. Training

The Principal will use the first-aid needs assessment to determine the appropriate number and level of trained first aiders. Cover should take account of the school day, staff absence, site layout, pupil needs and activities such as educational visits.

The school will:

- keep a record of first-aid qualifications and renewal dates;
- arrange refresher training before certificates expire;
- ensure staff know how to contact a first aider and where first-aid equipment is kept;
- provide relevant additional training where a pupil's needs or the school's risk assessment indicate this is necessary.

A member of staff whose first-aid certificate has expired must not be counted as a currently qualified first aider.

8. Monitoring and review

The Principal will review this policy annually and sooner if there is a significant change in the school's first-aid needs, premises, activities or relevant requirements.

The review will consider:

- the findings of the first-aid needs assessment;
- whether trained first-aid cover was available when needed;
- accident and first-aid records, including any patterns or recurring hazards;
- whether equipment, training and procedures remain suitable.

The revised policy will be approved in accordance with the trust's governance arrangements.

9. Related policies and documents

- Health and Safety Policy
- Risk Assessment Policy
- Educational Visits Policy
- Supporting Pupils with Medical Conditions Policy
- Child Protection and Safeguarding Policy
- Medicines Policy
- Records Management and Data Protection policies

Appendix 1: First-aid contacts

Appointed persons

- Shelley Sullivan
- Tania Pyne

First-aid training record

Name	Role	Training provider	Date completed	Expiry / renewal date
Shelley Sullivan	Office Manager	Enhance Services	01.06.26	01.06.29
Tania Pyne	LSA	Enhance Services	01.06.26	01.06.29
Sonja Harris	LSA	Enhance Services	01.06.26	01.06.29
Vigitha Manivannan	LSA	Enhance Services	01.06.26	01.06.29
Sabbia Yasin	LSA	Enhance Services	01.06.26	01.06.29
Amanda Dear	LSA	Enhance Services	01.06.26	01.06.29
Emma Meeking	Class Teacher	Enhance Services	01.06.26	01.06.29
Nicola Pascal	LSA	Enhance Services	01.06.26	01.06.29
Maria Elliott	Class Teacher	Enhance Services	01.06.26	01.06.29
Savanna Ballard	Class Teacher	Enhance Services	01.06.26	01.06.29

Appendix 2: Accident and first-aid record

- Name of injured or unwell person:
- Pupil class / staff role / visitor details:
- Date and time:
- Location:
- Description of what happened:
- Injury or symptoms observed:
- First aid or other action taken:
- Name of first aider / staff member:
- Parent or carer contacted? If yes, by whom and when:
- Emergency services contacted? If yes, details:
- Further action or follow-up required:
- Record completed by and date: