



LIGHTHOUSE SCHOOLS PARTNERSHIP

First Aid Policy Statutory

This policy applies to all schools within the Lighthouse Schools Partnership and will be amended to include individual school circumstances.

This policy remains valid, and in operation, until a new or updated policy is published.

Policy approved by Local Governing Body	
Signed by Chair of Governors: <i>Martin Gosden</i>	Date: 29.09.2026
Name: Victoria Reyes	Role: Headteacher

Review cycle:	Annually
Next review date:	September 2027

This is the First Aid Policy for: The Whiteoak Academies

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on the [statutory framework for the Early Years Foundation Stage](#) (for schools with Early Years Foundation Stage (EYFS) provision only), advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), 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 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [The 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

In schools with Early Years Foundation Stage (EYFS) provision, at least 1 person who has a current Paediatric First Aid (PFA) Certificate will be on the premises at all times when children are present, and will accompany children on outings.

We will have a sufficient number of suitably trained first aiders to care for anyone on school site, in case they are injured.

There is no prescribed 'one size fits all' number of first aiders required for a school. To determine how many trained first aiders are required, we will conduct a written First Aid Risk Assessment. The assessment will be documented, will identify potential hazards and specific first aid needs (e.g. the number of first aid containers and their contents), as well as identifying the number of first aiders needed. The risk assessment will include consideration of the following key factors:

- **School size, layout and location:** (e.g. more buildings or a large campus means more first aiders needed for coverage; any specific hazards or risks on site)
- **Age of pupils:** (e.g. as noted above, staff working with under-5s *must* have a PFA qualification)
- **Activities:** (e.g. higher-risk activities (sports, science labs) or off-site trips need more trained staff)
- **Staffing levels:** (e.g. number of employees, nature of their work, operational hours - cover for all staff, including after-school clubs and trips)
- **Specific requirements:** (e.g. specific needs or disabilities of your pupils and staff)
- **Accident history:** (review past incidents to anticipate future needs)

As part of the First Aid Risk Assessment, we will use the following as a guide: for Employees, the HSE suggests that low-risk workplaces like schools should have one trained first aider for every 50-100 employees, plus cover for absence; for Pupils, schools should have at least one trained first aider for every 150 children as a minimum, though this is often higher in practice.

The First Aid Risk Assessment will be reviewed regularly, and updated as circumstances change.

We will have a Designated First Aid Co-ordinator who will take charge of first aid arrangements. It is good practice for this person to have received first aid training.

3.1 Designated first aid co-ordinator(s) and first aiders

Designated first aid co-ordinator(s) are responsible for:

- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Assisting with medication storage and administration with designated staff

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
- Making sure that an ambulance or other professional medical help is summoned when appropriate
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident (see section 6).
- Supporting investigation and reporting of RIDDOR-qualifying incidents
- Helping develop and review first aid risk assessments and protocols
- Taking part in emergency drills and evacuation procedures
- Liaising with emergency services during incidents
- Promoting first aid awareness among staff and pupils/students
- Reviewing this policy at least annually

Our school's Designated first aid co-ordinator and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

3.2 The Local Governing Body

The Local Governing Body (LGB) has 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.

3.3 The Headteacher

The headteacher is responsible for the review and implementation of this policy, including:

- Undertaking, or ensuring that managers undertake, risk assessments as appropriate and that appropriate measures are put in place
- Ensuring that an appropriate number of trained first aiders 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
- Ensuring all staff are aware of first aid procedures
- Ensuring the provision of first aid and the appropriate storage and administration of medication in line with policy and guidance.
- Ensuring that adequate space is available for catering to the medical needs of pupils

- Ensuring that specified incidents are reported to HSE when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Complying with this policy and following first aid procedures
- Making sure they know who the Designated first aid co-ordinator(s) and first aiders in school are
- Completing accident reports for all incidents that they attend, where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 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. If the injury appears to be life threatening, they will call 999 immediately. In any event, the staff member will 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 (if not already called). They will remain on the scene until help arrives
- If the injured person (or their parents/carers in the case of pupils) have provided instruction that first aid should not be provided, 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. On the parents/carers' arrival, the first aider may recommend next steps to them
- If emergency services are called, parents/carers will be contacted immediately
- The first aider/another member of staff will complete an accident report on the same day or as soon as is reasonably practicable after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off the school premises, staff will make sure that they always have the following:

- A school mobile phone (or personal one used only for emergencies)
- A portable first aid kit (see section 5.3 for details)
- 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 (see section 5.4 for details).

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

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 with Early Years Foundation Stage provision, there will always be at least one first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EYFS). For schools without Early Years Foundation Stage provision, there will always be at least one first aider on school trips and visits.

5. First aid equipment

5.1 AEDs

AEDs: An Automated External Defibrillator (AED) is a portable, life-saving device used to treat sudden cardiac arrest. The school AEDs are located in the main school entrance and in the entrance to Hannah More Infants. Pupils and staff will receive training on their use to support emergency preparedness and community safety. Where appropriate (depending on the location and accessibility of AED), the AED will be added to [The Circuit - the national defibrillator network](#).

5.2 In-school first aid kit

A typical first aid kit in our school will include, at a minimum (based on HSE recommendations):

- A leaflet giving general advice on first aid (e.g. [Basic advice on first aid at work](#))
- 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.

First aid kits are stored in:

- Main Reception office.
- Woodlands
- Yr 6 Practical Area (with FAAW)
- The First Aid area within the IT suite.
- The medical room at the back of Grove Hall (the Junior school).
- The school kitchen.
- All classrooms also hold a mini first aid kit.

5.3 Off-site first aid kit

When taking pupils off the school premises, the portable first aid kit will include, at a minimum (based on HSE recommendations)

- A leaflet giving general advice on first aid (e.g. [Basic advice on first aid at work](#))
- 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

Trip First aid kits are stored in:

- 1 x Grove First Aid room
- 2 x First Aid stock cupboard within the IT suite.

5.4 Transport first aid kit

When transporting pupils using a minibus or other large vehicle, the vehicle first aid box will contain, at a 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

6. Record-keeping and reporting

6.1 First aid and accident records

- Minor incidents will be recorded in our online reporting system 'Medical Tracker'. Communication must be made to both parents/carers and relevant staff to ensure appropriate follow-up.
- Significant incidents (involving pupils or adults), i.e. those resulting in missing education, leaving site, or requiring off-site medical treatment or incidents that could need to be investigated internally or externally, will be logged in the Trust's compliance system (iAM Compliant). These will be recorded on the same day or as soon as possible after an incident resulting in an injury. These incidents will be reviewed and followed up to ensure appropriate action is taken. As much detail as possible will be supplied when reporting an accident, including completing all required fields in iAM Compliant.
- For reportable accidents (RIDDOR - see below) involving pupils, a copy of the accident report will also be added to the pupil's educational record.
- Records held will be retained by the school in accordance with the Records Management Policy and Retention Schedule and then disposed of securely.

6.2 Reporting to the HSE

The relevant member of staff will enter details of any accident that may result in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) into the Trust's compliance system (iAM Compliant).

The Trust-appointed Health & Safety Consultant (North Somerset Council) 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.

6.2.1 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 seven consecutive days (not including the day of the incident). In this case, these will be reported 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 and soldering using rosin flux
 - 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

6.2.2 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 (examinations and diagnostic tests do not constitute 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)

6.3 Notifying parents/carers

Parents/carers will be informed 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.

7. Training

First aiders will hold a valid certificate of competence in either first aid at work, emergency first aid at work or any other level of training or qualification that is appropriate to the circumstance. First aid training will be provided by a company that offers nationally regulated qualifications, with training centres recognised by an awarding organisation such as Qalsafe Awards, First Aid Awards (FAA) or RLSS UK. The awarding organisation will be regulated by the national qualification regulators (OFQUAL). Alternatively, one of the three Voluntary Aid Societies recognised by the Government may also be used; St John Ambulance, British Red Cross & St Andrew’s First Aid. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

The school 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 school policy and the first aid provision will be reviewed by the Headteacher and Designated First Aid co-ordinator at least annually.

9. Links with other policies

This First Aid Policy is linked to the:

- Health, Safety and Welfare Policy
- Supporting Pupils with Medical Conditions and Allergies at School Statutory Guidance
- Allergy Safety Policy
- Safeguarding and Child Protection Policy
- Restrictive intervention and Safe Touch Policy

- Educational Visits Policy

Appendix 1: List of Designated first aid co-ordinators and Trained First Aiders

STAFF MEMBER'S NAME	ROLE	FIRST AID QUALIFICATION AND EXPIRY DATE
Liz Wines	Office Manager and Designated First Aid Coordinator	First Aid at Work 25.04.2027
Sandra Morris	Learning Partner	First Aid at Work 28.01.2029
Claire Buck	Office Administrator	Emergency First Aid 16.01.2029
Ruth Ham	Office Administrator	Emergency First Aid 08.07.2027
Fiona Hague	Office Manager	Emergency First Aid 06.01.2028
Alex Elford	Finance Administrator	Emergency First Aid 06.01.2028
Lorna Bradbury	Learning Partner & SMSA	Paediatric First Aid 14.09.2027
Norma Byford	Learning Partner/HLTA	Paediatric First Aid 12.09.2029
Emily Czerwinke	Learning Partner & SMSA	Paediatric First Aid 23.03.2029
Lisa Mobbs	Learning Partner & SMSA	Paediatric First Aid 06.02.2029
Sally-Ann Parry	Learning Partner & SMSA	Paediatric First Aid 24.02.2029
Grace Piercey	Learning Partner & SMSA	Paediatric First Aid 15.03.2028
Rachael Sparrow	Learning Partner/HLTA	Paediatric First Aid 12.01.2029
Vic Fiore	Teacher & Forest School Leader	Paediatric First Aid 26.03.2027
Sarah Greer	Learning Partner & SMSA	Emergency First Aid 27.03.2027
Becky Jones	Learning Partner	Emergency First Aid 16.01.2029
Bryony Kemp	Learning Partner & SMSA	Emergency First Aid 22.04.2029
Dawn Mair	Teacher	Emergency First Aid 25.10.2027
Deb Partridge	Learning Partner/HLTA	Emergency First Aid 16.01.2029
Abby Pillinger	Learning Partner	Emergency First Aid 27.03.2027
Michelle Riley	Learning Partner	Emergency First Aid 07.05.2029
Sam Rowe	Learning Partner & SMSA	Emergency First Aid 16.01.2029
Liz Waldren	Learning Partner & SMSA	Emergency First Aid 12.02.2028
Sam Watkins	Learning Partner	Emergency First Aid 05.02.2028

STAFF MEMBER'S NAME	ROLE	FIRST AID QUALIFICATION AND EXPIRY DATE
Leanne Watts	Learning Partner & SMSA	Emergency First Aid 19.04.2027
Tracy Wood	Pastoral Lead/Lunchtime Supervisor	Emergency First Aid 27.03.2027
Vicki Dalton	Learning Partner & SMSA	Emergency First Aid 06.01.2028
Liz Mann	Learning Partner & SMSA	Emergency First Aid 07.05.2029
Jade Thomas	SMSA	Emergency First Aid 07.05.2029