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Occupational Health & Safety

31st August 2026

# First Aid Policy

## The Flying High Academy Ladybrook

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## The Flying High Academy Ladybrook School

## Section 1 - Introduction

First aid has three aims:-

- to **preserve** life
- to **prevent** injuries worsening and
- to **promote** the individual's recovery

The Health and Safety (First-Aid) Regulations 1981 requires employers to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

https://www.hse.gov.uk/firstaid/legislation.htm

This policy has been developed following Department for Education and Employment's Guidance on First Aid for Schools.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf

The policy should be used as a starting point and customised to reflect management, training, and accident recording procedures of the individual School.

## The Flying High Academy Ladybrook School

## Section 2 - First Aid and Accident Reporting Policy Statement

**The School will :-**

- formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible and practical steps are taken to meet the needs of all site users.

- ensure that appropriate training is provided and that correct procedures are followed, so that staff have sufficient understanding, confidence and expertise.

- establish a procedure to ensure that all accident trends are monitored by the Governing Body and actions taken where necessary.

- establish suitable investigation methods for significant accidents/incidents/near misses.



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- ensure that appropriate authorities are notified of significant accidents/incidents.
- ensure that all reasonably practicable steps are taken to maintain the health and welfare of all persons using the premises.
- ensure that all reasonably practicable steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- establish and maintain safe working procedures amongst staff and pupils.
- ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

**Signed** **Date 03/09/2026**

## The Flying High Academy Ladybrook School

## Section 3 - First Aid Arrangements

The Governing Body has accountability and responsibility for health and safety matters within the school. Responsibilities are delegated to the Headteacher, Senior Leadership Team and staff.

The Headteacher is responsible for putting the governing body's policy into practice and for developing detailed procedures. The Headteacher must ensure that the first aid provision does not fall below the required standard. The Headteacher must ensure that provision for pupils and others complies with other relevant legislation and guidance**.** The Headteacher should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

### SCHOOL STAFF

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.



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The Flying High Academy Ladybrook must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The Flying High Academy Ladybrook must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site

## ASSESSMENT OF NEED

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks. The Flying High Academy Ladybrook will consider all users of the School to include pupils/students, staff, parents, volunteers, visitors and contractors.

The governing body and/or Headteacher should regularly review the school's first-aid needs (at least annually), and particularly after any staff changes, to ensure that the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

## TRAINING

A first aider must hold a valid certificate of competence, issued by an organisation who can demonstrate how they satisfy certain criteria set by the Health and Safety Executive (HSE). These criteria include:

- the qualifications required for trainers and assessors
- monitoring and quality assurance systems
- teaching and standards of first-aid practice
- syllabus content
- certification

Level 3 First Aid training courses cover a range of first aid competences:-

- First Aid at Work (18 hour course)
- Emergency First Aid at Work (6 hour course)
- Paediatric First Aid (12 hour course)
- Emergency Paediatric First Aid (6 hour course)

The HSE produce guidance on the standards and requirements of the above courses.

The Flying High Academy Ladybrook will arrange for their staff to undertake an appropriate first aid course, based on their risk assessment, to ensure adequate cover for both pupils and adults for all on-site, and off-site activities.

First aid certificates issued by an Ofqual Awarding Body are valid for three years. The Flying High Academy Ladybrook will adhere to best practice, and arrange refresher training and retesting of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employers can arrange for first aiders to attend a refresher course up



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to three months before the expiry date of their certificate. The Flying High Academy Ladybrook should keep a record of first aiders and certification dates.

## EARLY YEARS FOUNDATION STAGE

The Flying High Academy Ladybrook will ensure that there are adequate numbers of staff trained in Level 3 Paediatric First Aid for EYFS settings. It is a legal requirement to ensure that the school has access to a Paediatric First Aider, at all times. To ensure that this criteria is met, the school must consider possible staff absence (holidays/sick leave) and staff out of school, i.e. on visits/outings.

## LIABILITY AND INDEMNITY

In the event of a claim alleging negligence by a member of the school staff, action is likely to be taken against the school rather than the employee. The Flying High Academy Ladybrook will make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their training, and employment.

## STAFF/PUPILS WITH SPECIAL HEALTH NEEDS

The Flying High Academy Ladybrook will ensure that it considers the specific health needs of any staff or pupils. A specific risk assessment for staff or a pupil's Health Care Plan (HCP) will be documented to reflect any special measures that the school must take. This information will be shared with all first aiders, where appropriate, to ensure that they are aware of any special health needs. First aiders are not permitted to administer specific medication for specific health needs. The Flying High Academy Ladybrook will ensure that designated members of staff are allocated and appropriately trained to be able to deliver the care needed.

## ADMINSTERING MEDICATIONS/INJECTIONS/OINTMENTS/CREAMS

First aiders are not permitted to administer medication, injections or ointments/creams. The Flying High Academy Ladybrook will ensure that appropriate personnel are designated to administer medication. The Flying High Academy Ladybrook will ensure that medication will only be administered when it would be detrimental to a pupil's health or school attendance not to do so. The school's Medication Policy should be referred to.



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## FIRST AID KITS

The Flying High Academy Ladybrook will provide the proper materials, equipment and facilities at all times. First-aid equipment will be clearly labelled and easily accessible. The HSE recommends that first aid kits conform to British Standard (BS) 8599.

First aid kits will be kept fully stocked and all sterile products will be in-date. The number of kits, and their locations in school will be determined when assessing needs. The kits should be checked periodically and documented by an appointed person. All staff will be aware of the whereabouts of first aid kits on the school site.

## FIRST AID ACCOMMODATION

The Flying High Academy Ladybrook will provide suitable and sufficient accommodation for first aid according to the assessment of first-aid needs identified. This should contain a washbasin and be reasonably near to a WC. The area need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

## HYGIENE/INFECTION CONTROL

The Flying High Academy Ladybrook will ensure that all staff take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. Staff should refer to the Cleaning Bodily Fluids risk assessment.

## REPORTING ACCIDENTS / RECORD KEEPING

All first aid accident records should be securely stored. For the purposes of an accident investigation, the School should seek permission from parents/carers before sharing any medical information with any other party.

## STATUTORY REQUIREMENTS

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE.

The Flying High Academy Ladybrook must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records



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For definitions of major injuries, dangerous occurrences and reportable diseases see HSE guidance on RIDDOR 2013, Education Information Sheet No 1 (Revision 3)

https://www.hse.gov.uk/pubns/edis1.pdf

The Flying High Academy Ladybrook will ensure that all accident records are stored securely at all times.

Accident reports for significant injuries, which require the pupil to be taken to hospital, should be kept securely until that pupil is 25 years of age.

Accident reports for all other minor injuries will be kept securely until the pupil leaves the school, i.e. to move to secondary school, moves out of the area, or to move to another primary school.

## PARENTAL COMMUNICATION

The Flying High Academy Ladybrook School will communicate accidents to parents as follows:-

- Minor grazes/cuts/bruises (not including on the head/face) will be treated, recorded and information passed to parents/carers at the end of the school day.

- All head and facial injuries (no matter how minor) will be communicated to parent/carers by text/telephone at the time of the accident, or as soon after as physically possible. Parents/carers should make the decision, based on the First Aider's accident report, as to the next course of action required, if the emergency services are not being called.

- Significant injuries:-
    - unconsciousness
    - fractures/suspected fractures
    - bleeding
    - hypovolaemic shock
    - amputations
    - crush injuries
    - burns
    - dislocations/suspected dislocations
    - head/neck/spinal trauma

  and / or

  Illness:-
    - unconsciousness
    - cardiac arrest
    - seizures
    - asthma attack
    - hypoglycaemia
    - hyperglycaemia
    - meningitis



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- sepsis
- anaphylaxis

will be communicated to parent/carers immediately, alongside communication with the emergency services.

## MENTAL HEALTH FIRST AID (MHFA)

It is important for employers to recognise the effects of mental health issues in the same way as physical first aid needs.

The Flying High Academy Ladybrook will ensure that an adequate number of Mental Health First Aiders are trained, to be able to identify, understand and help a person who may be developing a mental health issue. Mental Health First Aid certification is valid for 3 years and The Flying High Academy Ladybrook will ensure that renewal of qualifications is maintained, to provide adequate MHFA cover.

## The Flying High Academy Ladybrook School

## Section 4 - Emergency Procedures

The flowchart follows Template F of the Department for Education statutory guidance.

Staff should not take pupils to hospital in their own vehicle, unless it is an emergency situation, which would ensure that the pupil receives quicker professional medical attention, by doing so. This must be assessed following dialogue with the emergency services. Staff should not travel alone with a pupil in their own car.

Where an Ambulance needs to be called in school, there are several roles which need to be fulfilled. The responsibility for these roles is fluid, to cover staff absence/cover. All staff should be aware of the procedures.

| | |
|---|---|
| Decision that pupil needs urgent medical attention | **First Aider** |
| Directing Admin staff to call an ambulance, and call parent/carer<br>give telephone number, postcode, location of pupil within School, provide the name of the pupil and brief description of symptoms | **Headteacher or most senior member of staff available** |
| Passing on information to the Paramedics | **First Aider** |



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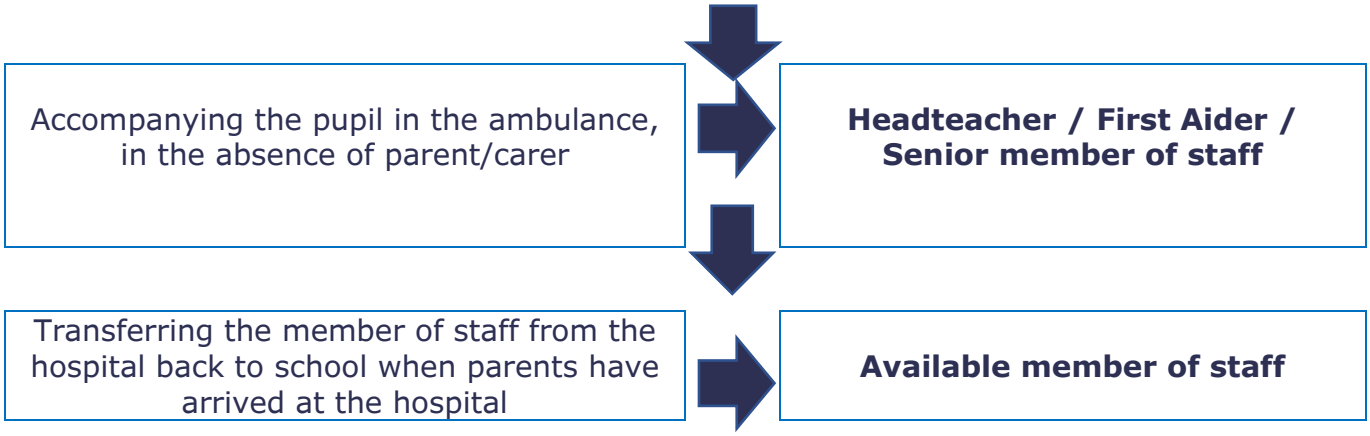


## The Flying High Academy Ladybrook School

## Section 5 - Guidance

Additional guidance can be found below:

https://www.gov.uk/government/publications/first-aid-in-schools

https://www.hse.gov.uk/pubns/edis1.pdf

https://www.hse.gov.uk/riddor/

https://www.hse.gov.uk/simple-health-safety/firstaid/what-to-put-in-your-first-aid-kit.htm

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf



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**APPENDIX 1**

**The Flying High Academy Ladybrook School**

**Accident / Incident Reporting & Investigating Form**

**Part 1 – must be completed by the First Aider if first aid treatment administered**

School……
……

Affected person name:
……

Date of birth: …….. Gender:
……

Person Injured / affected:

☐ Employee – job title…….. ☐ Member of the Public

☐ Pupil – class or year group…….…. ☐ Contractor

Type of Incident:

☐ Accident ☐ Injury or distress by pupil (considered malicious intent)

☐ Near Miss ☐ Injury or distress by pupil (non-malicious intent)

☐ Assault by Adult ☐ Other …….

Date of Incident: ……Time of incident: …… ☐ Lesson time ☐ Recreational time

Location of incident:
……
……
(if off site give full address of premises/street etc.)

Brief description of what happened:
……
……
……
……
……
……..

If evident, state what was the cause of the incident was:
……
……
……
……

Has any immediate action been taken to prevent recurrence?:
……
……
……
……..



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Was first aid or medical attention required? ☐ Yes ☐ No If medical attention given **please tick**:
☐ First Aid at school ☐ GP or Walk in centre ☐ Hospital of own accord

If first aid given describe what action taken, by whom and when
……

……

……

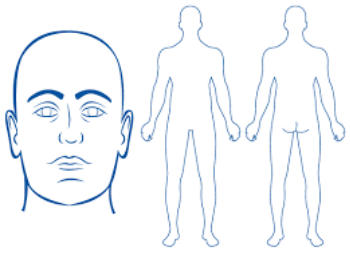
Was an ambulance called? ☐ Yes ☐ No If yes were they taken to hospital ☐ Yes ☐ No

Has an injury occurred: ☐ Yes ☐ No If Yes,
Describe the injury and part of body injured **and** show on body map:

……..

……..

…….



Describe exactly what first aid treatment was administered:

……

……

……

Has parent/carer/relative been notified by telephone or in person: ☐ Yes ☐ No (dependent on severity)

If yes, name of person contacted:……Time: ……

If a head injury, has parent/carer/relative been notified: ☐ Yes ☐ No
Time: ……..

---

**Part 2 - to be completed by First Aider and/or SBM/ Headteacher/Deputy/member of SLT**
**Basic Incident Investigation – complete for <u>ALL</u> incidents**

Were adequate levels of supervision in place? ☐ Yes ☐ No ☐ Not known

Was the immediate area of the incident deemed safe? ☐ Yes ☐ No

Has a photograph been taken of the immediate area? ☐ Yes ☐ No ☐ Not applicable

Was any equipment involved deemed safe? ☐ Yes ☐ No ☐ Not applicable

If equipment was involved is there a formal trail of inspection? ☐ Yes ☐ No ☐ Not applicable



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Are suitable risk assessments in place? ☐ Yes ☐ No ☐ Not applicable

If risk assessment in place have they been recently reviewed? ☐ Yes ☐ No

Was affected persons wearing appropriate clothing/footwear? ☐ Yes ☐ No

Was affected persons behaving in an appropriate manner? ☐ Yes ☐ No

Is any further action required?:

……

……

……..

***If you have ticked "no" for <u>any</u> of the above, or the incident is of a serious nature, a more detailed investigation must be documented (see part 3).***

Staff member completing form: ……..
Date:…….

**Part 3 :- To be completed by person investigating incident**

| | |
|---|---|
| **School** | |
| **Name of affected person** | |
| **Date of incident** | |
| **Name of person** | |
| **Job role** | |
| **Date of investigation** | |

| | |
|---|---|
| **Was School/MAT accident reporting procedure followed correctly?** | |
| **Was basic investigation completed correctly?** | |

| **Is the incident reportable to the HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR?)** | |
|---|---|
| Has an employee been absent from work, due to injuries sustained from this incident, for more than 7 **consecutive** days? (include non-working days, weekends and annual leave but not the day of the incident)<br><br>For pupils, refer to HSE Education Information Sheet No 1 (Revision 3) Incident reporting in schools (accident, diseases and dangerous occurrences)<br><br>**YES: ☐ Not applicable: ☐** | |
| **If "yes" - online form completed and sent by:** | |
| **Date:** | **Time:** |



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| **Brief description of the incident** (if this relates to an injury, describe what the injured person was doing and what activities were being carried out at the time)**:** |
| --- |
| |

| **Immediate cause (s)**<br>(The most obvious reason why an adverse event occurred –e.g. trailing cable, uneven floor, faulty equipment etc) |
| --- |
| |

| **Underlying cause (s)** (consider unsafe act / unsafe condition): |
| --- |
| |



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| **Underlying cause (s)** (consider unsafe act / unsafe condition): |
|---|
| |

| **Were there any witnesses** (staff, students or others)?<br>Include any witness statements or comments – factual information only. |
|---|
| |

| **Recommendations to prevent reoccurrence** | | |
|---|---|---|
| What immediate steps were taken to prevent a reoccurrence? | Date implemented: | |
| | | |
| What further steps should be taken to prevent a reoccurrence? | Responsible Manager | Date completed |



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| **Recommendations to prevent reoccurrence** | | | |
|---|---|---|---|
| | | | |
| **Signed:** | | Date: | |

| **Evidence** (list any evidence / documentation referred to in the investigation e.g. risk assessments, witness statements, photographic evidence, measurements etc..) | |
|---|---|
| Ref : | Description of Evidence / Documentation |
| | |
| | |
| | |
| | |

**A copy of this completed form must now be kept with the accident report with copies forwarded to:**

**Governors and Head Teachers by SBM at the LGB meetings.**



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