Castle Phoenix Trust

First Aid Policy

Trust Level Policy

Date Effective	01 November 2025
Review Cycle	2 yearly
Review Date	November 2027
Date of Approval by Trustees	12 November 2025
Committee Approved by	Board of Trustees
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Date	**Notes**
November 2022	Full review of policy
November 2025	Review

Introduction

The Health and Safety (First Aid) Regulations 1981 states the requirements relating to first aid provisions for employees.

The responsibility for Health and Safety in schools, including the administration of first aid, lies with the employer (Castle Phoenix Trust).

Teachers are not required to administer first aid under their conditions of employment, but any employee can volunteer to be a first aider. The Trust is responsible for ensuring that there are sufficient trained persons to meet the statutory requirements and identified needs at all times at each school within the Trust.

All first aiders throughout the Trust must receive training by a provider that has been approved by the HSE.

Daily first aid situations may be dealt with by first aiders at each school. However, any employee or any person volunteering to administer first aid will be covered and indemnified under the Trust/school insurance policy.

This first aid policy does not include administration of medication. Please refer to each individual school's policy on the administration of medication for such arrangements.

Background

First aid delivered quickly and effectively can preserve life, prevent the condition from worsening and promote recovery.

Objectives and Targets

Castle Phoenix Trust aims to ensure that:

1. All legal requirements for first aid are fulfilled.

2. Each school within the Trust has sufficient members of staff trained and available to support the legal requirements for covering first aid.

3. There is always a first aider on rota to support the needs of pupils during the whole school day.

4. Staff will receive requalification training as appropriate on expiry of their certificate.

5. First aid facilities at each school are fit for purpose and meet the needs of the school.

6. First aid boxes are located throughout each school building(s) and that they are fully stocked at all times.

First Aid Plan

In discharging its duty of care, the Board of Trustees delegates the Trust Head of Estates & Compliance to liaise with each headteacher who has operational responsibility for ensuring that first aid procedures are carried out to comply with any legal requirements.

The Head of Estates & Compliance will ensure that:

1. There is sufficient numbers of first aiders at each school within the Trust
2. First aiders renew their qualifications before their expiry date
3. First aid signage is located throughout each schools building(s)
4. Each school has first aid boxes located at strategic points/areas within each schools building(s)

To ensure that first aid provision across the Trust is adequate and meeting legal requirements headteachers, in liaison with the Head of Estates & Compliance will:

- Ensure that first aid provision is available at all times whilst people are on the school premises and also off premises whilst on school visits
- Providing information as required
- The Head of Estates & Compliance will ensure analysis of accident statistics is discussed at each school's estates & compliance meeting
- The Head of Estates & Compliance will ensure that appropriate insurance cover is in place across the Trust

On a day-to-day basis, first aiders have the responsibility to:

- Undertake training as and when required
- First aiders work to the agreed weekly rota
- Ensure that all first aid boxes are re-stocked as required
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- Ensure that an ambulance is called for if required
- Take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities and must take care when dealing with blood or other body fluids, disposing of clinical waste in bins provided by the school
- Ensure that another first aider or adult witness is present where required
- Report to the Headteacher and the Head of Estates & Compliance any time that first aid is given under circumstances which need to be later reported to HSE under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)'
- Complete and keep copies of the accident report form/first aid book for any incident
- Ensure that the incidents form is completed on Every Compliance where required, i.e., when a child is sent home or directly to hospital.

On a weekly basis, first aiders will check the following and arrange for stocks to be replenished where necessary:

- The contents of first aid containers in accordance with the section below
- That there are sufficient first aid containers located onsite
- Travelling first-aid containers are available for school trips

- First aid containers are available in school minibus (if applicable)
- First aid accommodation is kept clean and tidy

Contents of First Aid Containers

Following HSE recommendations, where no special risk is present, the following items will be in the first aid containers at each school in the Trust.

- First aid guidance leaflet
- Medium sterile dressings
- Large sterile dressings
- Conforming bandages
- Finger sterile dressings
- Hydrogel burn dressings
- Sterile adhesive dressings (Plasters)
- Triangular bandages
- Eye pad sterile dressings
- Saline solution (Eye washing and cleaning of wounds)
- Saline cleansing wipes
- Resuscitation face shield
- Emergency foil blankets
- Tough cut shears
- Nitrile disposable gloves
- Adhesive tape (Securing dressings)
- Safety pins

Equivalent or additional items are acceptable.

First aid kits must be taken on all off-site activities. Where possible a first aider will accompany off-site visits.

Procedure for Sick Pupils

Pupils who feel unwell should be sent to reception or the medical room (as applicable) to explain the nature of their illness. First aiders will guide/provide recommendations to designated leaders whether sick pupils should be sent home. Designated leaders will ultimately make the decision to send sick pupils' home, completing the appropriate pass for them to leave school.

First aiders will instruct reception to contact parents to make arrangements for the pupil to go home. Unwell pupils must be signed out when leaving school for medical reasons by reception.

It may be appropriate for first aiders who have dealt with an incident contact parents themselves where there is a need to recommend further treatment/seek medical advice.

Procedure for Pupils with Medical Needs

A register of pupils with medical conditions should be available to all first aiders/staff and regularly updated. All information should be treated as confidential.

Accident Procedures

Outside of class time pupils should be dealt with in the first instance by a member of staff on duty. However, if the injury requires first aid treatment the pupil should be sent to reception/the medical room to be dealt with by a first aider.

During lesson times if members of staff in the relative department are unable to deal with the injury then the pupil should be sent to reception/medical room, if necessary accompanied by another pupil.

All accidents/injuries must be recorded by the first aider who is dealing with the incident. Accident forms/report books are available from the school office/reception.

Where appropriate parents/carers will be contacted by the school regarding the incident.

Pupils will be given a note to take home with a brief description of the incident/injury and treatment given to the pupil.

If the first aider believes that the injured pupil requires medical treatment, they will:

- Arrange for the emergency services (999) to be called if necessary
- Arrange for parents to be informed
- Arrange for and accompany if necessary the injured pupil to be transported to A&E by ambulance

Monitoring and Evaluation

In order to monitor and evaluate this policy, injury forms/accident books will be monitored by the Head of Estates & Compliance to identify recurring incidents which could be prevented if appropriate actions are taken.

Reviewing

The Trust will review regularly this First Aid Policy and ensure that the necessary legal standards are being met and that, where improvements to the policy can be made in the light of monitoring accident reports, such improvements will be made.

Appendix 1

Number of First Aiders – Recommended Minimum Provision

Number of Staff	Recommended Minimum Provision
<25	Two members of staff trained in First Aid at Work
25 – 50	Three members of staff trained in First Aid at Work
>50	Four members of staff trained in First Aid at Work, plus one more for every 100 employed

The figures above are based on members of staff and does not take into consideration pupils or members of the public.

For higher risk activities within schools the recommended numbers of first aiders will need to be increased.

Although there is no legal requirement to provide first aiders for non-employees, it is Trust policy that provision is made. The number of additional first aiders will depend upon what activities the pupils are undertaking within each school.

For school-based activities the current number of first aiders for staff may be sufficient.

Where pupils are undertaking higher risk activities; for example, laboratory work, there may be a need to increase the number of first aiders.

Staff working in Trust primary schools may also undertake additional training in Pediatric First Aid. The numbers required for this additional training will be determined by each headteacher and DfE guidance.