



**D**etermination **R**espect **E**ngagement **A**mbition **M**otivation **S**uccess

Trafford Alternative Education Provision

# **First Aid Policy**

## **STATUTORY**

**[2025]**



## Determination Respect Engagement Ambition Motivation Success

### Trafford Alternative Education Provision

|                          |                  |                 |              |
|--------------------------|------------------|-----------------|--------------|
| Policy Title:            | First Aid Policy |                 |              |
| Last Reviewed & Updated: | October 2025     | Due for Review: | October 2026 |

#### Document Control

#### Version control/History

| Name             | Description   | Date           |
|------------------|---|----------------|
| Sarah Langstreth | Additional First Aiders added                         | September 2025 |
| Sarah Wright     | Updates to legislation, allergies and AED information | October 2025   |

#### Approvals

| Name           | Position              | Date                          |
|----------------|-----------------------|-------------------------------|
| Linda Thompson | Executive Headteacher | 22 <sup>nd</sup> October 2025 |

#### Links to

| Policy   |
|--|
| <ul style="list-style-type: none"><li>• Health and Safety</li><li>• Managing medicines</li></ul> |

#### General Data Protection Regulation (GDPR)

This policy document has been reviewed in compliance with GDPR (May 2018)

Linda H Thompson, Executive Head teacher



**Determination Respect Engagement Ambition Motivation Success**

**Trafford Alternative Education Provision**

**Our Mission Statement:**

Trafford Alternative Education Provision is committed to providing....

A 21<sup>st</sup> Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.

## 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

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE 'Supporting pupils at school with medical conditions'
- DfE 'First aid in schools, early years and further education'
- DfE 'Early years foundation stage (EYFS) statutory framework'
- DfE 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

## 3. Roles and Responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

**Section 3.1** below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DFE guidance listed in section 2. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

**Appointed Person(s) and First Aiders:**

The school's appointed first aiders are listed on the First Aider document displayed in the school and staff room. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

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
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **The Local Authority and Governing Board:**

*Trafford Local Authority* has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Governing Board.

The Governing Board delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **The Executive Headteacher:**

The Executive Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel 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 appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that 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 (see section 6)

### **Staff:**

School staff is responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called

- Informing the headteacher or their manager of any specific health conditions or first aid needs

## 4. First Aid Procedures

### 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 and 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. They will remain on 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, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Deputy Headteacher / Pastoral team member will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

### Off-site procedures:

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils including an Inhaler if required
- Parents' contact details

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

There will always be at least one first aider on school trips and visits.

## 5. First Aid Equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages

- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

Individual Inhalers and spacers will be taken for those who require them

First aid kits are stored in:

- The first aid room
- Reception areas
- The school kitchens
- School vehicles
- Food tech rooms
- D&T rooms

## 6. Automated External Defibrillators (AEDs)

The school has procured an AED through the NHS Supply Chain, which are located in all three receptions.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an **annual** basis, and usually during a first aid session throughout the academic year. Use of the AED will be promoted to pupils during **PSHE lessons**.

## 7. Illnesses and Allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible. There will be a clear procedure for contacting parents in case of illness or injury and where necessary, emergency services.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

The school will manage any emergencies relating to illnesses and allergies in accordance with the [Emergency procedures](#) section of this policy.

## 8. Record-Keeping and Reporting

### First aid and Accident Record book:

- An entry in the 'accident record book will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident using form HS1 where applicable, including all of the information included in the entry in the accident book.
- A copy of the accident report HS1 form will also be added to the pupil's educational record by the first aider.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- *If applicable the Business Manager will upload HS1 form to Trafford Health and Safety Unit.*

### Reporting to the HSE:

Trafford Health and Safety Unit will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) contacting the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences 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)
  - 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
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- 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

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)  
<http://www.hse.gov.uk/riddor/report.htm>

## **9. Training**

All school staff are able to undertake first aid training if they would like to.

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 (see Appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

## **10. Monitoring Arrangements**

This policy will be reviewed by the Executive Headteacher annually

At every review, the policy will be approved by the Executive Headteacher.

## **11. First Aid Procedures**

Links with other policies:

- Health and Safety policy
- Risk Assessment policy
- Policy on Supporting Pupils with medical conditions

**Appendix One: List of Appointed Person(s) for First Aid and/or Trained First Aiders**

| <b>Staff member's name</b> | <b>Role</b>                                  | <b>Contact Details</b> |
|----------------------------|--|------------------------|
| Ashley Curtis              | TA/Trained First Aider                       | 0161 912 1479          |
| John Fraiel                | Teacher/Trained First Aider                  | 0161 912 1479          |
| Zoe Hynes                  | Business Support Officer/Trained First Aider | 0161 912 1249          |
| Mike Scragg                | Teacher/ Trainer First Aider                 | 0161 912 2893          |
| Niall Ruddock              | Site Manager/Trained First Aider             | 0161 912 5013          |
| Angela Henry               | Teacher/Trained First Aider                  | 0161 912 1249          |
| Laura Williamson           | Teacher/ Trained First Aider                 | 0161 912 1479          |
| Ellis Goulden – Westwood   | Teacher/ Trained First Aider                 | 0161 912 1182          |
| Sarah Langstreth           | School Business Manager/ Trained First Aider | 0161 912 5857          |
| Mike Pidlyskyj             | Assistant Head/ Trained First Aider          | 0161 912 1479          |

## Appendix Two: Accident Report Form

Incident No \_\_\_\_\_

FORM HS1

### ACCIDENT OR DANGEROUS OCCURRENCE REPORT FORM

**This form must be completed by the person in charge (in conjunction with the injured party)**

Details of Injured Party

Name \_\_\_\_\_

Payroll No. \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_ Telephone No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Job Title (or public / client / pupil) \_\_\_\_\_

Department \_\_\_\_\_ Section \_\_\_\_\_

Accident / Aggression / Dangerous Occurrence Details

Date \_\_\_\_\_ Time \_\_\_\_\_ hrs

Address accident occurred  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Reported \_\_\_\_\_ Reported To \_\_\_\_\_

How Did Accident / Aggression / Dangerous Occurrence Happen?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature and Location of Injuries

Did the injured party attend hospital ? \_\_\_\_\_

How did they reach hospital ? \_\_\_\_\_

Were they detained in hospital? \_\_\_\_\_

Name of first aider \_\_\_\_\_

Nature of first aid given \_\_\_\_\_

Has there been time lost at work as a result of this accident? \_\_\_\_\_

If so, how many days? \_\_\_\_\_

Was the injured party carrying out normal duties? \_\_\_\_\_

Was protective equipment in use? \_\_\_\_\_

Name of Line Manager or Equivalent \_\_\_\_\_ Designation \_\_\_\_\_

Name of Witness / Aggressor

\_\_\_\_\_

Address

\_\_\_\_\_

Name of Witness / Aggressor

\_\_\_\_\_

Address

\_\_\_\_\_

Line Managers / Teacher / Duty Officer's Comments in Regard to the Accident \ Aggression \ Dangerous Occurrence

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any Remedial Action Taken

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Line Manager / Teacher / Duty Officer \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Position \_\_\_\_\_

**In the form of a report, a full investigation of the events together with strategies used and any subsequent remedial action agreed should be available to H&S if required.**

**DO NOT WRITE BELOW THIS LINE**

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**Health and Safety Unit Use Only**

Received by \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date F2508 sent \_\_\_\_\_

AT  RC  NI

Notes

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|                                  |  |                             |  |
|----------------------------------|--|-----------------------------|--|
| <b>Name of injured person</b>    |  | <b>Role/class</b>           |  |
| <b>Date and time of incident</b> |  | <b>Location of incident</b> |  |

**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 Three: First Aid Training Log

#### First Aid

| Name                   | Start | Course            | Renewal        |
|------------------------|-------|-------------------|----------------|
| Ellis Goulden-Westwood |       | First Aid at Work | TAEP July 2027 |
| Zoe Hynes              |       | First Aid at Work | TAEP July 2027 |
| Mike Scragg            |       | First Aid at Work | TAEP July 2027 |
| Sarah Langstreh        |       | First Aid at Work | TAEP July 2027 |
| John Fraiel            |       | First Aid at Work | TAEP 2025      |
| Ashley Curtis          |       | First Aid at Work | TAEP July 2026 |
| Niall Ruddock          |       | First Aid at Work | TAEP July 2026 |
| Angela Henry           |       | First Aid at Work | TAEP Jan 2027  |
| Mike Pidlyskyj         |       | First Aid at Work | TAEP Sept 2028 |

#### Anaphylaxis - Trained in Epi Pen use

|                               |          |
|-------------------------------|----------|
| Linda                         | Thompson |
|                               |          |
| Ellis<br>Goulden-<br>Westwood |          |
| Zoe<br>Hynes                  |          |
| Mike<br>Scragg                |          |
| Sarah<br>Langstreh            |          |
| John<br>Fraiel                |          |
| Ashley<br>Curtis              |          |
| Niall<br>Ruddock              |          |
| Angela<br>Henry               |          |
| Mike<br>Pidlyskyj             |          |
|                               |          |
|                               |          |
|                               |          |
|                               |          |
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