HEALTH AND SAFETY POLICY – APPENDIX 7

FIRST AID

INITIO LEARNING TRUST

December 2025

Reviewed Annually

This policy which deals with reactive First Aid should be read in conjunction with the policy on ***Supporting pupils at school with medical conditions***

Contents

CONTENTS....2
1. STATEMENT OF INTENT....3
2. ROLES AND RESPONSIBILITIES....3
2.1 Headteacher....4
2.2 Designated first aiders....4
2.3 All Staff....4
3. ARRANGEMENTS....4
3.1 First Aid....5
3.2 First Aid Needs Risk Assessment....5
3.3 Early Years Requirements....5
3.4 First Aid Procedures....5
3.5 Insurance Arrangements....5
3.6 Educational Visits....5
3.7 Mental Health First Aid....6
3.8 Defibrillators....6
3.9 Accident Recording and Reporting....6
4. CONCLUSION....6

1. Statement of Intent

Initio Learning Trust is committed to ensuring that those with medical conditions,

Initio Learning Trust is committed to providing adequate and appropriate equipment, facilities and trained staff to ensure students and staff receive immediate first aid attention if they are injured, taken ill or have an allergic reaction in our schools.

We will:

- Complete first aid needs risk assessments for provision in each school and on educational visits and other activities taking place outside school premises.

- Implement and regularly review local procedures in each school which meet the requirements of the policy and provide high quality first aid arrangements for students, staff and visitors.

- Ensure that
    - All staff are aware of this policy
    - The trust is appropriately insured
    - Trained staff are aware that they are insured to support students and staff in the provision of first aid.
    - Sufficient trained staff are available to implement the trust policy and local procedures
    - Suitable records of assistance required and provided are kept.
    - First-aid materials, equipment and facilities are available.
    - Local procedures for providing first aid are in place and are reviewed regularly.

2. Roles and Responsibilities

2.1 Headteacher

2.1.1. Ensuring appropriate first aid risk assessments are completed and appropriate measures are completed and are reviewed annually and/or after any significant changes.

2.1.2. Ensuring that an appropriate number of appointed persons and/or trained first aid personnel (with reference to Early Years regulations where appropriate) are always present in the school and that their names are prominently displayed throughout the school.

2.1.3. Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.

2.1.4 Determining and overseeing the training needs of school staff.

2.1.5. Ensuring all staff are aware of local first aid procedures.

2.1.6. Ensuring that adequate space is available for first aid treatment of students and staff.

2.1.7 Ensuring the contents of each first aid box and any associated first aid equipment (e.g. Defibrillators) meet the minimum requirements, quantity and use by dates and arrange for replacement of any first aid supplies or equipment which has been used or are out of date.

2.1.8. Ensuring the completion of accident report forms and investigations in accordance with the trust's Accident Reporting and Investigation Procedure.

2.1.9. Reporting specified incidents to the Health and Safety Executive (HSE).

2.1.10 Providing access to mental health first aid

2.2 Designated first aiders

2.2.1. Members of staff who have been designated as first aiders must ensure that:

a) They provide first aid support to the level of their competence and training.

b) Records are kept of any first aid incident and support provided.

2.3 All Staff

2.3.1. Ensuring they follow first aid procedures.

2.3.2. Ensuring they know who the first aiders in school are and how to contact them straight away.

3. Arrangements

3.1 First Aid

3.1.1. Details of first arrangements in each school are on staff noticeboards and available from the school office.

3.2 First Aid Needs Risk Assessment

3.2.1 The school will ensure a first aid needs risk assessment is completed to establish if there is adequate and appropriate first aid provisions in place, including mental health first aid.

3.2.2 The school will ensure this assessment is reviewed when significant changes occur.

3.2.3 A sufficient number of staff will be trained in First Aid At Work and/or Emergency First Aid A Work as per the outcome of the first aid risk assessment. Re-fresher training will be provided as required.

3.2.4 A sufficient number of staff will receive specialist training as identified with the first aid needs risk assessment or as required within student's individual health care plans.

3.3 Early Years Requirements

3.3.1. For primary and first schools subject to the early years foundation stage framework, the first aid requirements set out in the framework are in place.

3.3.2. The school ensure enough paediatric first aiders are in place as per the school's first aid needs risk assessment and early years requirements.

3.3.3. The school will ensure all staff who obtained a level 2 or level 3 qualification on or after 30 June 2016 have either a full PFA or an emergency PFA certificate within 3 months of starting work to be included in the required staff to child ratios at level 2 or level 3 in an early years' setting.

3.3.4. The school will ensure paediatric first aid training is renewed every 3 years.

3.4 First Aid Procedures

3.4.1 Each school will determine local procedures which meet the requirements of this policy and statutory guidance.

3.4.2 These local procedures will include determination of the circumstances in which parent/carers should be notified about student injuries and first aid treatment, including head injuries.

3.5 Insurance Arrangements

3.5.1. The trust subscribes to the Department for Education's Risk Protection Arrangement (RPA) as an alternative to holding commercial insurance. The RPA provides indemnity for the trust and staff when proving support to children with medical conditions in accordance with the statutory guidance.

3.6 Educational Visits

3.6.1 In the case of a **residential visit**, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the residential centre.

3.6.2 In the case of **day visits** a trained First Aider will carry a travel kit in case of need.

3.6.3 Where identified within an educational visits First Aid Needs Assessment, the Lead First Aider will arrange for additional equipment such as epi-pens, inhalers as relevant to health care plans.

3.7 Mental Health First Aid

3.7.1. The trust is committed to ensuring mental health first aid is provided to staff. A mental health first aider's role is to act as the first point of contact for people with mental health issues, providing support and guidance to staff.

3.7.2. The trust recognises that respecting the privacy of information relating to individuals who have received mental health first aid or may be experiencing a mental health problem or mental health crisis at work is of high importance.

3.7.3. However, confidentiality cannot be guaranteed: Where a mental health first aider assesses there is a risk of harm, they must escalate the matter to the headteacher and trust's HR advisors.

3.7.4. All staff are encouraged to speak to a mental health first aider at any time should they feel they may be developing a mental health problem, experiencing a worsening of an existing mental health illness or experiencing a mental health crisis.

3.7.5. If at any time a member of staff forms a belief that another colleague may be developing a mental health problem, suffering from a mental illness or experiencing a mental health crisis, they should contact their line manager or Headteacher.

3.7.6. The trust also has telephone counselling provision for all staff available through UKHealthcare, with the details available on the Wellbeing pages of the Initio intranet.

3.8 Defibrillators

3.8.1 Defibrillators are available within schools as part of the first aid equipment. The location is available from the school office.

3.8.2 First aiders will be trained in the use of defibrillators.

3.8.3 The equipment will be regularly checked as operational.

3.9 Accident Recording and Reporting

3.9.1 Follow the procedure as set out in Appendix 3 - ACCIDENT and INCIDENT REPORTING AND INVESTIGATION PROCEDURE

4. Conclusion

4.1. This First Aid policy reflects the school's serious intent to accept its responsibilities in all matters relating to the management of first aid and allergies. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.