First Aid Policy

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Person responsible for policy: COO

Chair of Trustees SVMAT signature: C L Chevassut

Contents

Introduction....3
Aims....3
Scope....3
Responsibilities....3
1. Duties & Obligations....4
2. Training....4
3. First Aid Equipment and First Aid Rooms....5
4. Emergency Procedures....6
5. Off Site Activities....7
6. Accident Reporting and Record Keeping....7
7. Sharps....7
8. Automated External Defibrillators (AEDs)....8
9. Monitoring Compliance....10
10. Policy Review....10
11. Links to Other Policies....10
12. Concerns & Complaints....10

Introduction

Stowe Valley Multi Academy Trust (SV MAT or The MAT) aims to provide a safe environment for pupils, staff, visitors, contractors and volunteers.

This policy explains how first aid is delivered across all schools in the trust. It sets out the standards expected in every setting including Early Years.

All schools must follow this policy and keep clear records to show that first aid arrangements are in place and effective. Schools may retain local procedures where these provide additional clarity or reflect site-specific arrangements, provided they align with this policy.

Aims

The aims of this policy are to:

- Provide immediate help to anyone who becomes injured or unwell whilst on SV MAT premises
- Reduce the effects of injury or illness
- Ensure safe, consistent and compliant practice across all SV MAT schools
- Make sure that staff and pupils know how to get first aid help
- Support staff with clear responsibilities and training

Scope

This policy applies to:

- All SV MAT schools
- All pupils at SV MAT schools
- All SV MAT employees, including agency staff
- Visitors, volunteers and contractors on SV MAT premises
- All off site activities organised by The MAT

The Headteacher in each school has overall responsibility for making sure this policy is implemented.

Responsibilities

The following responsibilities apply across SV MAT and cover all pupils with medical needs including allergies / anaphylaxis and those requiring medication.

Trust Board:

- Approve this policy for use across SV MAT and review it on the recommended cycle
- Ensure oversight of first aid arrangements across SV MAT
- Receive assurance that first aid arrangements are safe, effective and monitored by SV MAT Central Team

SV MAT Central Team:

- Provide guidance templates and support
- Ensure appropriate insurance cover is in place
- Monitor compliance across schools
- Review this policy when law or guidance changes
- Monitor first aid arrangements at their school
- Receive reports on incidents, training and compliance

Headteacher:

- Put this policy into practice in their school
- Make sure enough trained first aiders are always available
- Keep staff informed of pupils' medical needs
- Ensure safe systems for medication storage and record keeping
- Ensure that arrangements are in place for maintaining first aid rooms and equipment.
- Ensure pupils with specific health needs have Individual Healthcare Plans

Designated First Aiders:

- Give immediate help to anyone injured or unwell
- Stay with the casualty until help arrives or they recover
- Work within the limits of their training
- Call emergency services when needed
- Maintain first aid rooms and equipment
- Record all treatment in the school accident system
- Report defective equipment and request replenishment

School Staff:

- Know how to get first aid help in the school they are working in
- Report accidents, hazards, near misses and any concerns
- Follow safeguarding procedures if they are worried about a pupil

Pupils:

- Tell staff if they feel unwell or have been injured
- Take part in discussions about their health needs where appropriate

1. Duties & Obligations

SV MAT is required to ensure that the following legislation is followed and complied with:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety First Aid Regulations 1981
- Department for Education guidance First aid in schools and early years settings
- Early Years Foundation Stage statutory requirements

Every school must have:

- Enough trained first aiders for the size and risks of the site
- First aid equipment, supplies and facilities
- Clear procedures for emergencies

2. Training

Schools must make sure:

- Designated First aiders have valid and recognised training
- Training is refreshed on the required schedule
- Paediatric first aid training is in place where Early Years provision exists
- Records of training are kept and reviewed

Training may include:

- Emergency First Aid
- First Aid at Work
- Paediatric First Aid
- Allergy and Anaphylaxis Awareness and AAI Administration
- CPR and defibrillator training

First Aid Needs Assessment

Each school must have a current first aid needs assessment in place. Where a school is unsure how many trained first aiders are required, the SV MAT Health and Safety Manager must be contacted. They will arrange a first aid needs assessment. The assessment will take account of:

- Pupil numbers
- Staff numbers
- The layout of the school site
- Curriculum and activity risks
- Any other relevant factors

The findings will be documented and must be acted on. A first aid needs assessment must be:

- Reviewed at least every three years
- Reviewed sooner if there is a significant change to the site staffing or activities
- Reviewed following a serious incident where first aid arrangements may have been a factor

3. First Aid Equipment and First Aid Rooms

All schools must provide:

- Clearly marked first aid kits in accessible areas
- Mobile first aid kits for use on trips and outdoor activities
- A first aid room or suitable space for assessment and treatment

First Aid Kit Checks

First aid boxes must be checked regularly and restocked when required. These checks and restocks are to be recorded.

Example Standard Contents of First Aid Kits

First aid kits should include:

- Disposable gloves
- Sterile dressings in different sizes
- Triangular bandages
- Safety pins
- Eye pads
- Adhesive plasters
- Cleansing wipes
- Microporous tape
- Saline pods
- Foil blanket
- Scissors
- Finger dressings

- Resuscitation face shield
- Basic first aid guidance leaflet

Medication must not be stored in first aid kits.

Automated External Defibrillators (AEDs) are not included within standard first aid kits. Where provided, AEDs form part of the school's wider emergency response arrangements and are covered in Section 8 of this policy.

4. Emergency Procedures

When someone becomes injured or unwell:

- A first aider must be called
- The area must be made safe
- The situation must be assessed
- Emergency services must be called without delay, where required

Staff must not take a pupil to hospital during a serious incident unless instructed to do so by emergency services. Where a pupil is taken to hospital by ambulance and a parent or carer is not available, a member of staff should accompany them where permitted by the ambulance service and remain until a parent or carer arrives. Where a pupil is transported by school staff, when instructed by 999 or 111 call handler, two members of staff should accompany them until a parent or carer arrives.

Calling an Ambulance:

Staff must:

- Dial 999 (or 0/9 999 if phone systems require an additional digit to obtain an external phone line)
- Give the full school address, including postcode
    - If available, the What3Words location of the school entrance or alternative vehicle gate can be given if appropriate.
- Wait for the operator to repeat the address back
- Ensure that a member of staff is at the gate to direct the ambulance on arrival

Head Injuries

All head injuries must be

- Assessed by a first aider
- Recorded in the school accident ("bump") book, or on iAM Compliant if it meets the relevant thresholds within the SVMAT Accident and Near Miss Reporting procedure.
- Reported to parents/guardians/carers the same day

Parent/Guardian/Carer Notification

Parents, guardians or carers will be contacted when:

- A pupil has a significant injury
- A pupil has a head injury
- A pupil is too unwell to remain in school
- A pupil has a rash of unknown cause

- A pupil is vomiting or has diarrhoea
- A pupil requires hospital treatment

Bodily Fluids and Clinical Waste

In order to undertake cleaning of bodily fluids or disposal of clinical waste, trained first aid staff will be required to:

- Wear disposable gloves
- Use approved cleaning products
- Dispose of materials in clinical waste bags
- Sharps must be placed in a medical sharps bin.

5. Off Site Activities

Staff planning off site activities must:

- Ensure first aid arrangements are appropriate to the level of risk (this can be included within the overall visit risk assessment)
- Ensure a qualified first aider is included where identified as necessary by the risk assessment
- Take suitable first aid equipment, including required medication
- Include emergency contact details
- Plan for pupils with medical needs

6. Accident Reporting and Record Keeping

All accidents must be recorded by schools using either:

- Local record keeping process (such as school accident / bump book) for simple / low level pupil injuries
- iAM Compliant for any incident that meets the SV MAT reporting thresholds detailed in the SVMAT Accident and Near Miss Reporting procedure.

Each record is to include:

- Name of the injured person
- Date, time and location
- Description of the event
- Injury details
- First aid given
- Name of the first aider
- Whether parents/guardians/carers were informed

Records must be stored securely in line with data protection requirements.

7. Sharps

Sharps include needles, blades and any instrument that can pierce the skin. Sharps injuries can expose individuals to infection and must be prevented.

Schools are to:

- Identify where sharps may be used
- Assess risks associated with storage, handling, use and disposal
- Provide suitable storage and disposal systems
- Ensure staff receive training
- Put Individual Healthcare Plans (IHPs) and risk assessments in place for pupils who use sharps

Handling Sharps:

- Only trained staff may handle sharps
- Gloves must be worn
- Sharps must be held in the centre of the shaft
- Sharps must not be passed from hand to hand
- Needles must not be re-sheathed
- The sharps bin must be brought to the sharp

Disposal of Sharps:

- Sharps must be placed straight into an approved sharps bin
- Sharps bins must be stored safely
- Sharps waste must be collected by an approved contractor

Record Keeping:

Schools are to keep:

- Sharps risk assessments
- Individual Healthcare Plans (IHPs)
- Staff training records
- Evidence of sharps disposal arrangements

8. Automated External Defibrillators (AEDs)

SV MAT supports the use of Automated External Defibrillators (AEDs) as part of The MAT's approach to emergency first aid. An AED can give a lifesaving shock to a person who is in cardiac arrest. AEDs are designed for public use and give clear spoken instructions so staff can follow them safely.

Current Provision

Some schools already have AEDs in place while others are in the process of purchasing them. AED placement varies across the trust –

- In many primary schools the AED is kept in the main school office in a grab bag so it can be taken quickly to the casualty.
- Other primary schools have an external wall mounted cabinet which is accessed using a keycode.
- Most secondary schools have AEDs installed in external wall mounted cabinets.
- Larger secondary schools may have several AEDs located around the site so that a device can be reached quickly from different buildings or outdoor areas.

As new AEDs are installed the school must update its first aid arrangements and inform the SV MAT Health and Safety Manager. Once installed, the AED becomes part of the school's overall first aid and emergency response arrangements and must be considered alongside first aid provision and planning.

Location and Access Requirements

Where an AED is installed, the school is to:

- Place it in a clearly marked and accessible location
- Make sure the grab bag or cabinet is easy to access at all times
- Ensure staff know where the AED is kept
- Keep the keycode for any locked cabinets known to staff who may need access

Where AEDs are fitted in locked cabinets, staff are required to understand how to open the cabinet and retrieve the device quickly.

Schools with more than one AED will keep a simple site map showing all AED locations and make sure staff know the nearest device to their working area.

Checks and Maintenance

Schools with an AED are to:

- Complete regular visual checks of the device
- Check pads and batteries are in date
- Record AED checks using iAM Compliant
- Replace consumables (e.g. pads) before they expire
- Make sure external cabinets where used are working and clearly visible

In addition to school level checks, the SV MAT Central Team will arrange an annual inspection of all AEDs through a third-party contractor. Schools are to give access and support the visit so that the inspection can be completed.

The SV MAT Health and Safety Manager will keep a central record of all annual inspection findings and follow up any issues with each school.

After Use

If an AED is used, schools are to:

- Record the incident using iAM Compliant
- Inform the SV MAT Health and Safety Manager
- Replace the used pads as soon as possible
- Check the AED and cabinet and return it to service promptly

Registration with The British Heart Foundation

All AEDs installed across SV MAT schools are registered with The British Heart Foundation AED network “The Circuit” by the SV MAT Health and Safety Manager. The Circuit is the national defibrillator network used by the ambulance service.

Schools are to:

- Notify the SV MAT Health and Safety Manager (safety@stowevalley.com) whenever a new AED is installed
- Confirm the location, availability, storage type (e.g. office or lockable cabinet) and key code (if applicable) to the Health and Safety Manager
- Inform the Health and Safety Manager if the AED is moved, replaced or temporarily out of service

Registration improves the chances of survival in a cardiac emergency by letting ambulance services identify the nearest device

9. Monitoring Compliance

Schools are to:

- Check first aid kits including ensuring all supplies are in date where relevant
- Review accident logs
- Maintain training records
- Review first aid arrangements each year

SV MAT Central Team will monitor compliance across all schools.

10. Policy Review

This SV MAT policy will be reviewed every two years, or sooner if:

- Legislation or Guidance changes
- A serious incident requires review
- Changes in practice require updates

11. Links to Other Policies

This policy should be read in conjunction with:

- Health and Safety Policy
- *DRAFT - Students with Medical Conditions, Allergy and Anaphylaxis, Administration of Medication Policy*
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Risk Assessment Guidance Document
- Clinical Waste and Infection Control Guidance

12. Concerns & Complaints

Concerns and complaints will be dealt with in accordance with SVMAT Complaints Policy.

<u>SV MAT Oversight</u>

SV MAT Central Team may request access to school-level records at any time to:

- Review the implementation of this policy.
- Monitor trends in first aid incidents.
- Identify training or resource needs across The MAT.
- Support schools to continuously improve safety.