

First Aid Policy

The Boulevard Academy

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Monitoring:	Trust Board
Related Policies	<ul style="list-style-type: none">● Health and safety policy & guidance;● Risk assessment policies;● Policy on supporting pupils with medical conditions ;● Equality, Diversity & Inclusion Policy
Where is this policy published?	School Website

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1 Thrive Charter

Thrive Mission Statement

Inspiring pupils to thrive in life

Thrive Values¹

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and *learning* to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

To thrive, pupils and staff need **environments that are safe**, for **equality to be promoted and diversity to be celebrated**, and for **wellbeing to be valued, nurtured and supported**.

- Because the service we provide is crucial to each pupil's future life chances, we ensure that **we give all pupils the opportunity to thrive**, whatever their background or perceived abilities.
- Because our task is challenging **we all strive to grow and develop**, and we support each other in this and in developing a good work-life balance.
- Because thriving happens best where adults provide pupils with a consistency of approach, **we need people who will play their part for the greater good of the team**.
- Because we serve our local communities **we act as partners in the process of assisting our children to thrive** and will work cooperatively to see this happen.
- Because leadership is a privilege **we exercise leadership in an ethical manner** and commit ourselves to upholding [The Seven Principles of Public Life](#).
- Because we are facing a climate crisis **we will work towards being an environmentally sustainable organisation** and will develop pupil and staff participation in achieving this.
- Because we are funded with public money we will ensure that **we focus our resources on pupils and enable them to thrive**.

2 Introduction

Prior to final approval by the LGB, this policy has been the subject of review and suggested amendments have been taken into consideration and changes made where they can be agreed.

¹ Thrive's values are directly descended from the [Co-operative Values](#)

3 Aims

The school aims to ensure that:

- The health and safety of all staff, pupils and visitors;
- Staff and governors are aware of their responsibilities with regards to health and safety;
- We provide a framework for responding to an incident and recording and reporting the outcomes.

This policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation. The Boulevard Academy makes sure all staff understand their duty of care to children and young people are confident in knowing what to do in the event of an emergency. The school understands that certain medical accidents/conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. The school understands the importance of medication and care being taken as directed by health care professionals and parents.

4 Legislation and Guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#); and the following legislation. The latest [guidance updates were published on 14th February 2022](#) and these have been included in this policy:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel. HSE has published detailed [First Aid guidance](#) to help employers comply with the regulations and offers practical advice on what they need to do;
- [Health & Safety at Work etc. Act 1974 and associated regulations](#);
- [School Premises \(England\) Regulations 2012](#), and [the Education \(Independent Schools Standard Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils;
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees;
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept;
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records;
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

This policy complies with our funding agreement and articles of association.

5 Roles and responsibilities

In schools with Early Years Foundation Stage provision at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

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.

5.1 Minimum Legal Requirement - Appointed person

The **minimum legal requirement is to have an 'appointed person'** to take charge of first aid arrangements, provided an 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.

5.2 Appointed person/s and first aiders

The school has appointed Kerryanne Forth as Lead for First Aid. They or one of the registered First Aiders as listed in Appendix 1 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;
- Supporting students with both short term and long term medical conditions.

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.

5.3 The Trust Board and Local Governing Body

The Trust board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

Members of the LGB monitor that the school is following the policy and adhering to the Trust's policies.

5.4 The Headteacher

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

- Ensuring that appropriate number of appointed persons and 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);
- Make sure all staff are aware of this policy and understand their role in its implementation;
- Ensure that all staff who need to know are aware of a child's specific condition;
- Take overall responsibility for the development of Healthcare plans;
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

5.5 Staff

School staff are 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.

5.6 Parental Responsibility

Provide the school with sufficient and up-to-date information about their child's medical needs and any specific conditions

6 First Aid Procedures

6.1 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 Pastoral Head of Year or Administration staff will contact parents immediately;
- The first aider/relevant member of staff who responded will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

6.2 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;
- Parents' contact details.

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

7 First Aid Equipment

7.1 First Aid Kits

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.

First aid kits are stored in:

- The medical room;
- Reception (at the desk);
- All science labs;
- All design and technology classrooms;
- The school kitchens;
- Sports Hall/Studios
- Pastoral Desks/Room
- SEN Room

7.1 Defibrillators

Each school in Thrive has:

- A defibrillator;
- Staff trained to use this.

8 Record-keeping and reporting

8.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff who responded to the incident 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, including all of the information included in the accident form at appendix 2;
- A copy of the accident report form will also be added to the pupil's educational record by The Senior Leadership Team Administrator
- Records held in the first aid and accident book and/or digitally will be retained by the school until their 25th birthday, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of [See Thrive Data Retention Policy].

8.2 Reporting to the Trust

- A log for all accidents will be recorded on the spreadsheet, provided by the Thrive Cooperative Learning Trust.

8.3 Reporting to the HSE

The Academy Site Manager 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).

In the Thrive Cooperative Learning Trust, incidents that are recorded on RIDDOR should also be recorded on Smart Log.

The Academy Site Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

School Staff: 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) which:
- Covers more than 10% of the whole body's total surface area; or
- Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalding 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the School Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome;
 - Severe cramp of the hand or forearm;
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach;
 - Hand-arm vibration syndrome;
 - Occupational asthma, e.g. from wood dust;
 - Tendonitis or tenosynovitis of the hand or forearm;
 - Any occupational cancer;
 - Any disease attributed to an occupational exposure to a biological agent
- 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.

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences include:

- Death of a person that arose from, or was in connection with, a work activity*;
 - An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment
- *An accident “arises out of” or is “connected with a work activity” if it was caused by:
- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip);
 - The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or;
 - The condition of the premises (e.g. poorly maintained or slippery floors)

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>

8.4 Notifying parents

The responsive First Aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

8.5 Reporting to Ofsted and Child Protection Agencies

The Headteacher/Designated Safeguarding Lead will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher/Designated Safeguarding Lead will also notify Hull Local Authority and any relevant local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school’s care.

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 Links with other policies

This first aid policy is linked to the

- Health and safety policy & guidance;
- Risk assessment policies;
- Policy on supporting pupils with medical conditions ;
- Equality, Diversity & Inclusion Policy

11 Reviewing the Policy

This policy will be reviewed regularly and amended when necessary.

12 Public Sector Equality Duty

12.1 The Equality Act 2010 replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It aims to ensure that people have equality of opportunity in accessing and experiencing public services. Schools when carrying out their day to day work should have regard to the following:

- eliminating discrimination
- advancing equality of opportunity and
- foster good relations across all characteristics

12.2 Schools cannot unlawfully discriminate against pupils because of their disability, gender, race, religion or belief, sex and sexual orientation. Protection is now extended to pupils who are pregnant or undergoing gender reassignment. This means it is now unlawful to discriminate against a transgender pupil or a pupil who is pregnant or recently had a baby.

12.3 This policy was reviewed and updated with reference to this duty. The author/s of this document considered this policy in the light of these requirements to ensure that The Boulevard Academy adheres to these statutory regulations.

13 Person Responsible

Updated Spring 2025

Headteacher

To be reviewed Spring 2026

Appendix 1 List of First Aiders

- A De Bokx (June 23)
- Danielle Anderson (Aug 23)
- Dominique Turner-Bone (Aug 23)
- Tara Howgill (Sept 23)
- Fiona Marshall (Jan 23)
- Kerryanne Forth (Sept 22)
- Julie Branagan (Sept 22)
- Lauren Shepherd (March 23)
- Meg Fletcher (April 24)
- Chloe Rouse (April 24)
- India Shields (Aug 22)
- Bartek Urban (Aug 22)
- R Welsh (Sept 22)
- E Hamer (Dec 22)
- Michael Lodge (Nov 22)
- Jordan Clayton (March 23)
- Claire Hemmerman (Jan 23)
- Rikki Gawthorpe (Nov 23)
- Laura-Rae Johnson (June 24)
- Chloe Goundrill (July 22)
- Emma Morrison (July 22)
- Emma Thomas (July 22)
- Demi Lidster (January 25)
- Jasmine Guest (Jan 25)
- Lydia Sinclair (Jan 25)
- Kieran Short (Jan 25)
- Sarah Dennis (Jan 25)
- Rebecca Morgan (Jan 25)
- Ellie Jennings (Jan 25)
- Farra Aloraibi (Jan 25)
- Isla Brown (Jan 25)
- Danielle Bigby (Jan 25)
- Frankie Toynton (Jan 25)
- Brittany Gibson (Jan 25)
- Ruby Noble (Jan 25)
- Naomi Eccles (Jan 25)
- Sarah Croughan (Jan 25)

Appendix 2 Accident Reporting Log

Date	Time	Student	Year	Details of accident/illness and location of injury	Location of where accident happened	Treatment Given	Parents Informed & Time	Collected from School & Time	Follow Up	Staff
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