

Including Local Arrangements In Annexes For:

Horizons Alternative Provision Academy

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils/students and visitors
- Ensure that staff and trustees 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

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation and guidance:

- The [Statutory Framework for the Early Years Foundation Stage](#)
- <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2> [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
- [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/students

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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders (physical and mental health)

The appointed person(s) at each school 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 and all relevant information is shared

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/students 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 3)
- Keeping their contact details up to date
- Mental Health first aiders are to assist and sign-post to appropriate regulated bodies

The school's appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site; in staff rooms & main school offices specifically.

Appointed persons and first aiders in Central Services (Trust offices)

Due to the location of Central Services being situated within the premises of Maiden Erlegh School, we utilise the training of the appointed first aiders at Maiden Erlegh School, in line with [HSE guidance](#) on first aid at work. The Central Services team have 3 members of the team certified to deliver mental health first aid where and when required.

Other than sending pupils/students home, the school first aiders responsibilities for the Central Services team are the same as those listed above for school-based staff.

3.2 The Board of Trustees

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

3.3 The Headteacher

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

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times including pediatric first aiders for EYFS/Foundation
- 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; including but not limited to the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the school's first aid needs
- 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/students
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 School staff

All school staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and mental health first aiders are

- Completing accident/incident reports (see appendix 3) for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident/incident resulting in injury/illness:

- The closest member of staff present will assess the seriousness of the injury/illness 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/illness and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- If the injured person (or their parents, in the case of pupils/students) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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/student 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 school will contact parents/carers immediately
- The first aider will complete an accident/incident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury/illness
- Accident/incident report forms will be included in all Party Organiser packs
- For mental health first aid, our trained first aiders will assess the severity of the accident/incident and sign-post to the appropriate regulated bodies

4.2 Off-site procedures

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

- A school mobile phone
- A portable first aid kit – where no specific risk is identified the minimum contents of the first aid kit should be a leaflet with general first aid advice, sterile adhesive dressings, sterile un-medicated dressings, triangular bandages, safety pins, cleansing wipes and gloves.
- Information about the specific medical needs of pupils/students and staff
- Parents' contact details

Risk assessments will be completed by the party leader prior to any educational visit that necessitates taking pupils/students off school premises. Individual risk assessments will

be completed where applicable for any student/staff for needs additional to that of the party risk assessment.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents can collect their child will depend on the location and duration of the trip).

In the case of Early Years Foundation Stage provision there will always be at least 1 first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one qualified first aider on residential or trips where the risk assessment deems it necessary. For all other school trips, a qualified first aider will attend where possible but there will always be a first aid kit and the risk assessment will flag where first aiders can be accessed during the visit.

4.3 Central Services (Trust offices) procedures

- The closest member of staff present will assess the seriousness of the injury/illness 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/illness and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- If the injured person has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury/illness
- For mental health first aid, our trained first aiders will assess the severity of the accident/incident and sign-post to the appropriate regulated bodies

5. First aid equipment

Each school have a number of comprehensive first aid kits that are maintained and refreshed as required along with, where applicable, a defibrillator (see annex 2(b) for location).

No medication is kept in first aid kits.

6. Action Plans

We will ask the parent/carer of any student who has been prescribed medication for asthma and any student who has been prescribed an auto-adrenaline injector (e.g. Epien) to complete a particular version of a health care plan called an Action Plan which outlines the school's response in the event of an asthma or anaphylactic attack.

Schools are able to keep spare inhalers and Epi-pens for any child who needs it in an emergency, provided they have a medical diagnosis that prescribes their use and the

school has signed permission from the parent/carer.

See annex 3.

7. Record-keeping and reporting

7.1 First aid and accident/incident record book

- An accident/incident form 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/illness
- As much detail as possible should be supplied when reporting an accident/incident, including all of the information included in the accident report form in appendix 3
- For accidents involving pupils/students, a copy of the accident/incident report form will also be added to the pupils/student's educational record
- Records held in the first aid and accident/incident 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.

7.2 Reporting to the HSE

The School Business Manager (Estates Manager for Central Services) will keep a record of any accident/incident which results in a reportable injury/illness, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business Manager (Estates Manager for Central Services) 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. Fatal and major injuries and dangerous occurrences should be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury/illness likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury/illness 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/illness or asphyxia
 - Any other injury/illness 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 3 consecutive days (not including the day of the incident)
- Where an accident/incident leads to someone being taken to hospital
- Near-miss events that do not result in an injury/illness, 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/illness 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](#).

7.3 Notifying parents

The school will inform parents of any significant accident/incident or injury/illness sustained by a pupil/student and any first aid treatment given, on the same day, or as soon as reasonably practicable. This includes where the accident/incident happens on a school trip. Parents will also be informed if emergency services are called.

7.4 Reporting to Ofsted and child protection agencies

The school will notify Ofsted of any serious accident/incident, illness or injury to, or death of, a pupil/student 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 school will also notify local child protection agencies of any serious accident/incident or injury to, or the death of, a pupil/student while in the school's care.

8. Training

All first aiders must have completed an accredited first aid 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 2).

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

A list of staff who have undertaken first aid training is stored on the central office notice board.

In each school with an EYFS provision, at least 1 staff member at all times will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils/students with medical needs

ANNEX 1 - LIST OF TRAINED FIRST AIDERS AND CERTIFICATION DATE

STAFF MEMBER'S NAME	NAME/TYPE OF TRAINING	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
Tracey Hill Lead First Aider/Appointed Person	First Aid at Work	02/12/2025	02/12/2028
Abigail Kendall	Emergency First Aid at Work	13/11/2025	13/11/2028
Ashley Sparks	Emergency First Aid at Work	02/11/2025	02/11/2028
Katie Turner	Emergency First Aid at Work	02/11/2025	02/11/2028
Sharon Quittenton	Emergency First Aid at Work	08/07/2024	08/07/2027
Lee Merriman	Emergency First Aid at Work	02/11/2025	02/11/2028
Sarah Lock	Emergency First Aid at Work	03/12/2025	03/12/2028
Stacey Hurt	Emergency First Aid at Work	05/11/2025	05/11/2028
Andrea Ifill	Paediatric First Aid	25/11/2024	25/11/2027
Julie Syed	Emergency First Aid at Work	20/11/2025	20/11/2028
Charlotte Baggley	Emergency First Aid at Work	13/11/2025	13/11/2028
Matthew Pearson	Emergency First Aid at Work	11/01/2026	11/01/2029
Carol Johnson	Emergency First Aid at Work	07/01/2026	07/01/2029

ANNEX 2 - REPORTING AND ADMINISTERING FIRST AID - SCHOOL PROCEDURE

The Designated First Aid Lead for this school is: Tracey Hill

Other trained First Aiders are: As listed above

School procedure for notifying parents: Phone call to parents completed by responding First Aider.

Schools Designated Reporting Officer (RIDDOR): Abigail Kendall

Location of medical room:

Cranbury Road site:	Ground floor, by staff toilets
College Road site	First floor, by staff toilets

ANNEX 3 - SCHOOL SPECIFIC FIRST AID EQUIPMENT AND INFORMATION

Schools main first aid kit is located:

Horizons Alternative Provision Academy

site: Medical

Room College Road site: Home Room

The staff member responsible for managing the first-aid kit is: Tracey Hill

This school has a defibrillator on site: YES (Secondary Only)

If YES, the designated staff member for routine inspection is: Tracey Hill

:

This school has a Medivac chair on site: NO

This school has an accessible lift on site: NO

This school keeps spare asthma inhaler(s): YES

If YES, the designated staff member for routine checking of expiry date is: Tracey

Hill Expiry date(s) of inhaler(s):

Cranbury Road site:

May 2028

College Road site:

May 2028

This school keeps spare adrenaline auto-injectors (AAIs): YES

If YES, the designated staff member for routine checking of expiry date is: Tracey

Hill Expiry date(s) of AAI(s):

Cranbury Road site:

March 2027

College Road site:

March 2027

Commented [NE1]: Hi Hannah 😊 Please could the third site for HZN be added to this section, thank you!!
[@Hannah Bicknell \(Executive Assistant to CEO\)](#)