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Xavier Catholic Education Trust First Aid Policy

This Policy has been approved by theXavier Catholic Education Trust in September 2026

Committee Responsible: Risk & Audit CommitteeTo be reviewed May 2027

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Introduction

As part of our duty of care to employees, students and visitors, the Xavier Trust expects its Academies to provide a well-managed system of first aid provision for all who attend the premises. Furthermore, in accordance with The Health and Safety (First-Aid) Regulations 1981 employers are required to provide adequate and appropriate equipment, facilities and personnel to ensure immediate First Aid attention can be provided when required.

The Regulations do not place a legal duty on employers to make first aid provision for non-employees such as the public or students in schools. However, HSE strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them.

This first aid policy does not include administration of medication. Please refer to each individual school for the arrangements regarding on the administration of medication.

Legislation and guidance

This policy is based on advice from the Department for Education on First Aid in Schools, Early Years and Colleges and Health and Safety in Schools, Early Years Foundation Stage (EYFS) Statutory Framework and the following legislation:

1. The Health and Safety (First Aid) Regulations 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:
2. The Management of Health and Safety at Work Regulations which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training First aid in schools, early years and further education - GOV.UK
3. Reporting of Injuries, Diseases & Dangerous Occurrences RIDDOR, 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: https://www.hse.gov.uk/education/index.htm

Policies statement: The purpose of the policy is to:

4. To provide a clear process relating to the provision of first aid (equipment and personnel).
5. Enable staff to understand their responsibilities.
6. Ensure first aid cover is available both in the academies and on external visits.

Scope of this policy and who this policy applies to:

7. This policy applies to all academies across The Xavier Trust and outlines the training required tobecome a first aid provider, what The Xavier Trust is required to offer and what facilities and support must be in place in each academy.
8. There are designated members of staff in each academy who have received the required level of training. A list of names can be found in each academy. This policy also applies to all stakeholderswho may require First Aid attention.

Dissemination and implementation

9. This policy is accessible via the website.

Roles and responsibilities
In academies with Early Years Foundation Stage Provision

10. At least one person who holds a current Paediatric First Aid (PFA) must be on the premises and available at all times when children are present.
11. Settings need to ensure that they have enough Paediatric First Aid (PFA) trained staff to cover for sickness/trips etc
12. All staff counted in ratios – including apprentices (16+) volunteers (17+) and experience- based staff
13. Paediatric First Aid (PFA) training must include face to face assessment on infant and child manikins.
14. All choking incidents or near misses must be recorded and reviewed
15. Paediatric First Aid (PFA) must be renewed every 3 years and the first aiders displayed /on show or easily available at the setting.
16. At mealtimes a qualified Paediatric First Aider must be present whenever children are eating.
17. *The Appointed Person* in each academy school should be in a full-time position and is responsible for ensuring that Individual Health Plans (IHP) are in place for persons with a medical condition/s and that the medical condition is put on the school Management Information System (ARBOR). *The Appointed Person* is also responsible for maintaining the first aid equipment and calling for an ambulance when needed and ensuring that there is an adequate number of first aiders trained on site. Appointed persons do not necessarily need to have first aid training but should have the adequate skills, knowledge and attitude to carry out the duties. The School Office will be able to confirm the name of the Appointed Person.educati
18. The names of all First Aiders employed by the academy will be displayed throughout the site inprominent position. (e.g. Staff Room, Reception, Medical Room and Health and Safety Notice boards etc.)

First Aid

Facility

19. All academies must allocate a room or area for first aid or medical treatment, as an appropriate environment to administer first aid or allow a person to rest for minor illnesses.
20. This environment should be private, allow access to hand washing facilities, drinking water withinclose proximity, access to toilet facilities and should enable a person to sit or lie down if needed.
21. Areas used as eye wash stations must be sited away from where there is a risk of dust particles,fibres, splashes from hazardous chemicals etc.
22. Each academy's Appointed Person will oversee the management of the first aid/medicaltreatment room.

Adequate Cover

23. First aid personnel should be balanced across departments and especially wherever higher risk ofinjury is considered present (e.g. Physical Education, Science, Food/Design and Technology, working at height etc.)

24. In all Trust EYFS (Reception) classes, there should be at least two members of staff with current paediatric first aid training and should be on the premises at all times. If this cannot be achieved, more staff must be trained to ensure adequate cover.
25. In all Trust primary academies, the recommended ratio is at least one first aider for every 50 building or site users. For trips, visits or activities away from the site, the level of risk must be considered to define the required number of first aiders.
26. In all Trust secondary academies, the recommended ratio is at least one first aider for every 100 building or site users.. For trips, visits or activities away from the site, the level of risk must be considered to define the required number of first aiders.
27. For example, one first aider to every 10 attendees is recommended for high-level risk activities. This can include first aiders employed by the external venue, but it is strongly recommended that at least one first aider from the academy attends.
28. Where an academy has a student with a complex medical condition such as anaphylaxis, diabetes or epilepsy etc., sufficient staff first aiders should have specialised training to deliver emergency first aid.

Procedure - The First Aider's and Appointed Person's role

29. The administration of first aid up to but not exceeding the level of his or her training.
30. Ensure that the medical condition is put on the school management information system (Arbor)
31. All IHP (Individual Health Plans) should be reviewed every academic year with parents to ensure that all the information held is correct

32. All student medication kept at school should be clearly labelled, preferably in a box or bag. Regular checks must be conducted to ensure the medication is in date. Students' individual medication should be accessible and not locked away during the school day so it is readily available when needed. Additionally, all school first aiders should be aware of where the medication is located.
33. Please see the Medical Conditions Policy for further guidance on the management of medications

34. Ensuring that any incident and the treatment provided are recorded on the accident form and entered into the online system as soon as reasonably practicable after an incident .
    The record needs to be readily accessible and state:

- Date and time of incident
- Name of injured or ill person
- Details of the injury or illness
- Details of the first aid provided
- What happened immediately after the incident (e.g., went home, returned to class, went to hospital
- Name and signature of first aider or person managing the incident or illness

35. Reporting immediately to the Headteacher and the Office Manager all incidents requiring theattendance of a student, member of staff or other person to hospital.
36. Ensuring that all spillages of body fluids are cleaned up and disposed of appropriately.
37. Maintain adequate stock levels in all First Aid kits and boxes to ensure they are fully equipped at all times.
38. Ensure that their own recommended immunisations and injections are kept up to date, as appropriate.

39. In First Aid cases involving a suspected head injury, staff, students, or others should not be left unaccompanied. All other First Aid cases must be monitored sufficiently and appropriately, in accordance with a risk assessment.

Reporting to the HSE

The headteacher 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).

The headteacher will report these to both the Trust and 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:

40. Death
41. 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

42. 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)
43. Where an accident leads to someone being taken to hospital
44. 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 to https://www.hse.gov.uk/education/index.htm

Infectious Illnesses – Guidance given by the UKHSA

45. **Norovirus –** if a student or member of staff has vomiting or diarrhoea, they must not return to work, school or nursery until 48 hours after the symptoms have stopped. This is to stop the
infection spreading.

Common symptoms of Norovirus are:

- Nausea
- Diarrhoea
- Vomiting
- High temperature
- Headache
- Aching arms and legs

46. Classrooms, desks and communal areas where there are elevated cases of infection should be regularly cleaned with antibacterial products. Regular handwashing with warm water and soap for 20 seconds should be promoted to stop the infections spreading.
47. **Flu and COVID – 19 –** If a student or a member of staff have symptoms such as a high temperature, coughing and feeling tired and achy, they need to limit contact with others, especially those who are vulnerable, wear a face mask where possible and regularly wash hands, dispose of tissues in bins to reduce the spread

First Aid Kits / Boxes

48. The academies will provide sufficient and suitably stocked first aid kits at all sites and portable kitswill be available for off-site events.
49. The location of these kits will be clearly indicated with appropriate signs.
50. If the Academy has a Defib this must be checked and logged on a monthly basis to ensure batteryand pads are working and in date.
51. First aiders will monitor that there are sufficient supplies of first aid equipment and first aidkits and contents within their department.
52. Contents of first aid kits should be based on a risk assessment, which will depend on the type ofwork being carried out in the relevant location.
53. The contents of the new British Standard BS-8599 Workplace First Aid Kit (Small) are:

a. 1x First-Aid Guidance Leaflet
b. 4x Medium HSE Dressing 12cm x 12cm Sterile
c. 1x Large HSE Dressing 18cm x 18cm Sterile
d. 2x Triangular Bandage 90cm x 90cm x 127cm
e. 6x Safety Pins Assorted
f. 2x Eye Pad & Bandage Sterile
g. 40x Assorted Wash proof Plasters Sterile
h. 20x Saline Cleansing Wipes
i. 1x Microporous Tape 2.5cm x 5m
j. 6x Nitrile Gloves (Pair)
k. 2x Finger Dressing with Adhesive Fixing 3.5cm x 3.5cm
l. 1x Resuscitation Face Shield
m. 1x Emergency Thermal Blanket
n. 1x Burn Dressing 10cm x 10cm
o. 1x Small Tuff Cut Scissors Black 6”
p. 1x Conforming Bandage 7.5cm x 4m

Trips and Visits

54. Before undertaking any off-site activities, an assessment of the required first aid provision must be conducted through a risk assessment. This assessment should then be logged on the Trust's external visits system, Evolve. The level of first aid provision depends on the risk level of the visit and the number of attendees.
55. EYFS trips – Paediatric First Aid (PFA) provision must accompany children off site and at the appropriate ratios.
56. It is recommended a travelling first aid kit is taken on all off-site activities where access to the academy's first aid provision is limited. Additionally, a mobile phone, parents' or guardians' contact details and a list of pupils' specific medical needs should be carried.
57. Epi-pens and other medications of students going off site must accompany them with thedesignated trained member of staff.
58. It is recommended that all drivers of vehicles used for such activities are competent andrecommended that they are first aid trained.
59. It is the duty of the attending first aider to check that the first aid kit is available and contents full.
60. All accidents occurring during any trip and visit must be recorded as soon as practicable.

First Aid Provision Risk Assessment

61. The Health and Safety (First-Aid) Regulations 1981 requires academies to carry out an assessmentof first aid needs. This involves consideration of workplace hazards and risks, the size of the academies and other relevant factors, to determine what first aid equipment, facilities and personnel should be provided.
62. Each academy will have a First Aid Provision Risk Assessment.

Allergy guidance for schools

63. **Anaphylaxis –** symptoms of anaphylaxis happen very quickly and is a life-threatening reaction. It can be caused by food, medicine, plants or an insect sting.
    Please refer to links below for more information and resources:
    Anaphylaxis – NHS
    What to do in an emergency | Anaphylaxis UK
    Allergies at School | Allergy UK | National Charity
    Schools Allergy Code | The Allergy Team
64. New allergy guidance has been published by the DfE, stating the legal requirements for school and caterers please refer to link below :
    Allergy guidance for schools - GOV.UK

EpiPens in Academies

65. For Department of Health guidance on the use of EpiPens (adrenaline auto-injectors) please referto the below link:
    Guidance on the use of adrenaline auto-injectors

Inhalers in Academies

66. For Department of Health guidance on the use of inhalers please refer to the below link:
    Guidance for the use of inhalers

Training

67. From January 2024 any staff members working in EYFS and educated at a level 2 and level 3 who gained their qualification since June 2016, must hold a valid paediatric first aid (PFA) certificate, otherwise they cannot be included in ratio (Section 3, Paediatric first aid) www.gov.uk/government/publications/early-years-qualification-requirements-and-standards

68. The First Aid at Work training or School First Aid course provides the comprehensive set of practical skills needed by first aiders in most workplaces to become a confident first aider at work, giving both the ability and knowledge to deal with first aid emergencies. It meets the standards required to help comply with Health and Safety (First aid) regulations.
A person with the first aid qualification will have covered:

a. Head injuries
b. Managing an emergency
c. Health and safety (first aid) regulations
d. Communication and casualty care
e. Low blood sugar
f. Asthma
g. Poisoning
h. Bleeding (minor and severe)
i. Resuscitation (adult CPR)
j. Bone, muscle and joint injuries
k. Seizures
l. Burns and scalds
m. Severe allergic reaction
n. Chest pains (including heart attack)
o. Shock
p. Choking
q. Spinal injuries
r. Eye injuries
s. Stroke
t. Fainting
u. Unresponsive casualty
v. Defibrillator pad placement, prompts and how to respond
w. The First Aid certificate is valid for three years from the date of issue

Refresher course

69. Staff approaching the expiry date of their First Aid at Work Certificate can attend a refreshercourse; providing that their certificate is not out of date by more than 28 days.

Monitoring

70. The Office Manager and the Headteacher will monitor the implementation and effectiveness ofthe policy by monitoring reports made under the policy.

Diversity

71. The Xavier Trust is committed to a policy of celebrating diversity, promoting equality of opportunity, providing an inclusive workplace, and eliminating any unfair treatment or unlawful discrimination. This overriding objective applies to all policies and procedures relating to staff andstudents. The Trust will always comply with the requirements of the Equalities Act 2010 and associated guidance produced by the Department for Education.