



First Aid Policy

North Kesteven Academy

2025-2026



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North
Kesteven
Academy

Think Excellence

Contents

1. Aims.....	2
2. Legislation and guidance.....	2
3. Roles and responsibilities	3
4. First aid procedures	3
5. First aid equipment.....	4
6. Record-keeping and reporting.....	5
7. Training	6
8. Monitoring arrangements.....	6
9. Links with other policies	6
Appendix 1: list of appointed persons(s) for first aid and/or trained first aiders.....	7
Appendix 2: Location of First Aid Boxes.....	8

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and governors 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 academies](#) and [health and safety in academies](#) and the following legislation:

- [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 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 \(Independent Academy Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students

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

3. Roles and responsibilities

3.1 Appointed person and first aiders

The academy's appointed person is the Director of Operations. They 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

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 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
- Keeping their contact details up to date

Our academy's first aiders are listed in appendix 1.

3.2 The governing body

The governing body has ultimate responsibility for health and safety matters in the academy, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.3 The headteacher

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

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the academy 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 students
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

Academy staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person(s) in the academy 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

4. First aid procedures

4.1 In-academy 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. First aid can be accessed by calling reception (10), channel 1 radio, or sending a reliable student for assistance. The first aider will attend the scene – do not send injured individuals themselves.
- 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 the 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 student is too unwell to remain in the academy, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will suggest next steps to the parents
- If emergency services are called, the Inclusion team or Receptionist will contact parents immediately
- The first aider or relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

When taking students off the academy premises, staff will ensure they always have the following:

- An academy mobile phone
- A portable first aid kit including, as a minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of students
- Parents' contact details

When transporting students using a minibus or other large vehicle, the academy will make sure the vehicle is equipped with a clearly marked first aid kit containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the member of staff organising the trip and the Assistant Headteacher responsible for trips and visits prior to any educational visit that necessitates taking students off academy premises.

Members of staff in charge of a trip will have completed a suitable first aid course.

5. First aid equipment

A typical first aid kit in our academy will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)

- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in locations around the Academy. These are set out in Appendix 2.

5.1 Defibrillators

The Academy has 3 automated external defibrillators (AEDs) that are located in Reception, Sixth Form, and outside the PE office. All first aid qualified staff have received training in single, two, and three person CPR. In an emergency situation where a qualified first aider is not available, any member of staff or the public may use the defibrillators which are safe for use without training and issue the user with full spoken instruction.

5.2 Emergency Anaphylaxis Kit

The Academy has an emergency anaphylaxis kit which is kept in Reception. All qualified first aid staff are trained in the use of the adrenaline pens. The adrenaline pens should only be administered by staff who are trained to recognise and treat the signs of anaphylaxis.

6. Record-keeping and reporting.

6.1 First aid and accident record book

- An accident report will be completed by the first aider or relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. The accident or near miss reporting procedure is clearly visible on the Academy's desktop.
- As much detail as possible should be supplied when reporting an accident
- A note of the accident/incident will be added to the Academy's Management Information system for all student related incidents.
- Records held in the first aid and accident book will be retained by the academy 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.

6.2 Reporting to the HSE

The Director of Operations 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 Director of Operations will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident.

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)

- 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
- 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)
- 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 academies 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 here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

7. Training

All academy 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 academy will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

The academy will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the academy will arrange for staff to retake the full first aid course before being reinstated as a first aider.

8. Monitoring arrangements

This policy will be reviewed annually by the Director of Operations.

At every review, the policy will be approved by the governing body.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting students with medical conditions

Appendix 1: list of appointed persons(s) for first aid and/or trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Romina Goldsworthy*/**	Director of Operations	X472 /on call radio
Leanne Parker**	Headteacher's PA	X411/on call radio
Sharon Neal**	Administrator	X412/on call radio
Kayleigh Harpham**	Chief Finance Officer & Deputy Director of Operations	X415/on call radio
Mike Gallimore**	Cover Manager	X441/on call radio
Mark Fenton***	Caretaker	X408
Tara Hamer***	Teacher	PE X476
Sheryle Chambers***	Receptionist	Reception X0

*Appointed person

**First Aid at Work

***Emergency First Aid at Work

Appendix 2 Location of First Aid Boxes

First Aid equipment is available at all times in the First Aid Room.

Reception

General Office

Staffroom

Kitchen

Site Office

Hall

Library

PE Office

Maths

Main Hall – large First Aid box

Sixth Form - with a list of other First Aid boxes

S1 Science

S2 Science

S3 Science

Science Prep(S)

S4 Science

S5 Science

K1 Science

K2 Science

K3 Science

Science Prep (K)

Technology

Food technology

Music office

PE Office

History office