FIRST AID POLICY 2026

At Link Academy Trust, our vision is clear:

Flourishing schools for all at the heart of our communities.

Inspired by, ***"Life in all its fullness" (John 10:10)*****,** we strive to create environments where every individual can thrive.

Our mission is underpinned by three core values that guide everything we do:

- **Belonging** – Every interaction matters; we nurture relationships and ensure everyone feels valued and included.
- **Curiosity** – We embrace ambition, creativity, and innovation to inspire lifelong learning.
- **Collaboration** – We foster an open culture of accountability and shared success, working together for the benefit of all.

These principles shape our approach to equality and diversity, ensuring that every policy, decision, and action reflects our commitment to inclusion and excellence.

First Aid Policy 2026

The Link Academy Trust

The Link Academy Trust (the Trust) is a company limited by guarantee and an exempt charity, regulated by the Department for Education (DfE). All Members of the Board of Trustees are Directors of the company as well as Trustees of the exempt charity; the term *Trustee* used in this policy also means *Director*. This policy applies to all pupils in academies within the Trust.

All academies within the Trust are committed to providing a full and effective educational experience for all pupils. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The purpose of this policy is to ensure that pupils, staff and visitors receive prompt, effective and appropriate care when first aid is required, and that parents/carers are informed of incidents as appropriate.

This policy is written in conjunction with the DfE good practice guidance:

First aid in schools, early years and colleges - GOV.UK (www.gov.uk)

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1. Aims

The aims of our first aid policy are to:

- Ensure the health, safety and welfare of all staff, pupils and visitors.
- Ensure that staff and governors are aware of their responsibilities regarding health and safety.
- Provide a clear framework for responding to incidents and for the recording and reporting of outcomes.

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2. Legislation and Guidance

This policy is based on the *Statutory Framework for the Early Years Foundation Stage*, DfE advice on *first aid in schools* and *health and safety in schools*, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981.
- The Management of Health and Safety at Work Regulations 1992.

- The Management of Health and Safety at Work Regulations 1999.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- The Social Security (Claims and Payments) Regulations 1979.
- The School Premises (England) Regulations 2012.

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3. Roles and Responsibilities

3.1 Appointed Person(s) and First Aiders

Each academy has an appropriate number of appointed persons and trained first aiders. These individuals hold Paediatric First Aid (PFA) and/or First Aid at Work (FAW) qualifications. Each year, the Academy Head reviews staffing, pupil numbers and site layout to determine required staffing levels.

The names and locations of first aiders and first aid stations are displayed clearly around each academy.

Appointed person(s) are responsible for:

- Taking charge when someone becomes ill or injured.
- Ensuring first aid kits are adequately stocked and that items remain in date.
- Summoning emergency medical assistance when required.
- Providing immediate and appropriate first aid.
- Liaising with the Academy Head to send pupils or staff home when necessary.
- Completing accident forms on the same day or as soon as reasonably practicable (see appendix 1).
- Keeping their contact details up to date.

3.2 Trustees and Local Board

The Trustees hold overall responsibility for health and safety but delegate the strategic management of first aid and related matters to the Academy Head.

3.3 The Academy Head

The Academy Head is responsible for:

- Ensuring an appropriate number of trained first aid personnel are available at all times.

- Ensuring first aiders remain trained, competent and up to date.
- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and measures implemented.
- Ensuring adequate space is available for treating medical needs.
- Reporting specified incidents to the HSE when required (see section 6).
- Reviewing incidents to improve future responses and practice.

3.4 Staff Responsibilities

All academy staff are responsible for:

- Following the Trust's first aid procedures and relevant risk assessments.
- Knowing who the first aiders are.
- Completing accident records for incidents they attend where a first aider is not involved.
- Informing the Academy Head of any health or first aid needs.
- Reviewing accident trends with the Academy Head to identify possible improvements.

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4. First Aid Procedures

4.1 In-School Procedures

When an accident occurs:

- The nearest member of staff assesses the situation and calls a first aider if required.
- The first aider assesses the injury and determines whether additional help or emergency services are required.
- The first aider determines whether the injured person should be moved or placed in the recovery position.
- Parents are contacted if a pupil is too unwell to remain in school.
- If emergency services are called, the Academy Head or School Administrator contacts parents immediately.

- An accident report form is completed on the same day or as soon as reasonably practicable.
- Serious incidents are reviewed at a later date.

4.2 Off-Site Procedures

When taking pupils off academy premises, staff must ensure they have:

- An appropriate means of communication such as mobile phone or walkie talkie
- A portable first aid kit.
- Information about pupils' medical needs.
- Access to parental contact details.
- Any required medication.

Risk assessments are completed prior to visits.

First aider requirements:

- For EYFS pupils: at least one first aider with a current paediatric first aid (PFA) certificate.
- A staff member with a full current paediatric first aid (PFA) certificate must be present when pupils under 5 years are eating.
- For Key Stage 1 and Key Stage 2 pupils: at least one qualified first aider (FAW/EFAW or PFA).

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5. First Aid Equipment

A typical first aid kit contains:

- General first aid advice leaflet
- Assorted bandages (regular, large, eye pad)
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Assorted plasters

- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kit locations are displayed in the Main Office and typically include:

- The main office
- The staffroom
- Additional academy-specific locations as identified on first aid location posters
- Other secure locations/fridge - see admissions of medicine policy

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6. Record-Keeping and Reporting

6.1 First Aid and Accident Records

- When first aid is given, an accident form is completed (see Appendix 1).
- As much detail as possible must be provided.
- Copies are maintained by the school.
- Records are retained until the child is 25 years old.

6.2 Reporting to the HSE

The Academy Head records and reports incidents that fall under RIDDOR 2013 by reporting to OSHENS. DCC then file the RIDDOR report to the HSE.

Reportable incidents include:

- Death
- Specified injuries (fractures other than fingers/toes, amputations, serious burns, etc.)
- Loss of consciousness
- Injuries requiring hospital treatment beyond 24 hours
- Injuries resulting in more than 7 consecutive days' absence (excluding day of incident)
- Near misses that could have caused serious harm

Reports must be submitted within **10 days**, so OSHENS reports need to be filed as soon as possible

6.3 Notifying Parents

Parents are informed of any accident, injury or treatment on the same day or as soon as reasonably practicable, via note – see appendix 1 example

6.4 Reporting to CEO, Ofsted and Child Protection Agencies

The Academy Head must notify:

- The CEO immediately in the event of a serious accident (If the CEO is not contactable, the DCEO should be contacted.)
- Ofsted within 14 days of any serious accident, illness, injury or death involving a pupil whilst in the academy's care
- The local authority child protection agencies (MASH) of any serious injury or death whilst in the academy's care

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7. Training

- All staff may undertake first aid training if they wish.
- All first aiders must hold a valid certificate and training must be kept up to date.
- The academy keeps a register of first aid training and expiry dates (see SCR).
- At least one member of staff must have a current paediatric first aid certificate at all times for EYFS as set out in the statutory framework.
- If not trained, staff may not administer first aid unless in exceptional circumstances.

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8. Monitoring Arrangements

This policy is reviewed annually by the Standards & Curriculum Committee and approved by the Full Board.

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9. Links with Other Policies

This first aid policy is linked to:

- Health and Safety Policy

- Risk Assessment Policy
- Policy on Supporting Pupils with Medical Conditions
- Safeguarding Policy

Policy Review History

Reviewed by S&C Committee: 25 January 2023
Approved by Board of Trustees: 6 February 2023

Reviewed by S&C Committee: 30 January 2024
Approved by Board of Trustees: 6 February 2024

Reviewed by S&C Committee: 4 February 2025
Approved by Board of Trustees: 10 February 2025

Reviewed by S&C Committee: 3rd February 2026
Approved by Board of Trustees: 9th February 2026

Next Review: Spring 2027

Appendix 1

DRAKE'S C OF E PRIMARY SCHOOL ACCIDENT FORM

Name of child/adult:		Class of Child	
Date of accident:		Time of accident	
Exactly where accident happened:			
Description of accident:			
Description of injury and care given:			
Care given by whom:			
Signature of person who saw the accident (if one)		Date:	
Signature of person who dealt with accident		Date:	
Signature of witness (if one)		Date:	
Action to be taken as a result of accident (if any):			
Mark the area of the body which had the injury.			