

# Greenshaw Learning Trust

## **First Aid Policy**

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## First Aid Policy

The GLT First Aid Policy is a Trust Policy that applies to all schools in the Greenshaw Learning Trust. Operational arrangements, in line with this policy, will be made at school level.

### Policy Statement

Greenshaw Learning Trust (“the Trust”) is committed to ensuring the health, safety, and welfare of all pupils, staff, visitors, and contractors across its schools.

The Trust recognises its statutory duty to make appropriate first aid provision in accordance with relevant legislation and guidance. This policy establishes a Trust-wide framework to ensure consistent, effective, and compliant first aid arrangements across all schools.

This policy provides information on how GLT schools fulfil their first aid requirements, manage illness and accidents, and reporting processes. This policy applies to all schools within the Greenshaw Learning Trust and all governors, pupils and staff of the school must abide by this policy, which has been adopted pursuant to the Pupil Welfare Statement of the Greenshaw Learning Trust.

It is the responsibility of the Headteacher of the school to ensure that their school and its staff adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the GLT CEO and/or Board of Trustees.

The policy adheres to the principles set out by the Department for Education in Guidance on First Aid in Schools, and Supporting Pupils at School with Medical Conditions. It will be reviewed every three years or more frequently if required.

- This Policy is the responsibility of the GLT Health, Safety and Compliance Manager.
- This Policy was reviewed and updated: February 2026
- This Policy was approved by the GLT Board of Trustees on: 27 March 2026
- This Policy is due for review: March 2027

# GLT First Aid Policy

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## **Associated Policies and Procedures**

This policy should be read in conjunction with:

- The GLT Health and Safety Policy and Procedures
- The GLT Educational Visits Policy
- The School Supporting Children with Medical Conditions Procedure
- The GLT First Aid Guidance

## **Purpose**

The purpose of this policy is to:

- Ensure prompt and appropriate first aid is provided to anyone who becomes ill or injured on Trust premises or during Trust activities.
- Establish clear roles and responsibilities for first aid provision.
- Ensure compliance with statutory requirements.
- Provide a consistent approach across all Trust schools.
- Promote a safe and healthy learning and working environment.

## **Scope**

This policy applies to:

- All schools within the Trust
- All Trust employees (including temporary and agency staff)
- Pupils
- Governors
- Volunteers
- Visitors and contractors
- Off-site activities and educational visits organised by the Trust

## **Legal and Regulatory Framework**

This policy is informed by the following legislation and guidance:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First-Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE Guidance: Supporting Pupils at School with Medical Conditions
- Early Years Foundation Stage (EYFS) Framework

## **General Principles**

In the event of an accident or injury to a pupil, it is important to remember the responsibilities of the School 'in loco parentis'. Not only must the pupil receive immediate attention, either at the site of the accident or in a First Aid Room, but it is important to ensure that all necessary follow-up action is taken. Parents should be informed immediately if the accident is sufficiently serious that a pupil may have difficulty getting home or has to be referred to the hospital.

## **Roles and Responsibilities**

### **GLT Board of Trustees**

The GLT Board of Trustees will:

- Ensure appropriate first aid arrangements are in place across the Trust.
- Receive assurance that schools comply with statutory requirements.
- Review this policy in line with the Trust review cycle.

### **Headteachers**

Headteachers are responsible for:

- Implementing this policy at school level.
- Undertaking and reviewing a first aid needs assessment.
- Ensuring that an appropriate number of trained First Aid personnel, in line with GLT First Aid Guidance, 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

### **First Aiders**

First Aiders will:

- Take charge when someone is injured or becomes ill
- Provide first aid in line with their training and competence.

- Ensure there is an adequate supply of medical materials in First Aid kits, and replenishing the contents of these kits
- Ensure that an ambulance or other professional medical help is summoned when appropriate
- Act 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
- Make a decision to send pupils home to recover, where necessary
- Fill in an accident report on the same day as, or as soon as is reasonably practicable after, an incident
- Keep their contact details up to date
- Maintain valid and in-date certification.

## **All Staff**

All staff must:

- Ensure they follow First Aid procedures
- Ensure they know who the First Aiders in school are
- Report accidents, injuries, and unsafe conditions promptly.
- Inform the headteacher or their manager of any specific health conditions or First Aid needs

## **First Aid Provision**

The arrangements for First Aid provision will be adequate to cope with all reasonably foreseeable incidents. The Headteacher will ensure that all pupils, staff and visitors are aware of the First Aid procedures in their school; where they should go if they need First Aid treatment, and who should be contacted.

Each school will determine its first aid provision based on a documented needs assessment, and the GLT First Aid Guidance, that considers:

- Size and layout of the premises
- Number and age of pupils
- Specific medical needs of pupils and staff
- Nature of curriculum and activities undertaken
- Off-site visits and educational activities
- History of accidents and incidents

Provision will include:

- An appropriate number of trained First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) staff.
- Paediatric First Aiders where required (particularly in EYFS settings).
- Clearly marked and accessible first aid boxes.
- Additional first aid kits for trips and sporting activities.

And where available, will include access to an Automated External Defibrillator (AED) (primary schools have AEDs and pads that are suitable for children under the age of 8 years).

Schools with Early Years Foundation Stage provision have a statutory requirement to have paediatric first aiders on site when children are present, and schools must follow the GLT First Aid Guidance regarding this.

First aid boxes will be regularly checked and restocked. Contents will comply with statutory guidance.

The location of First Aid equipment will be displayed prominently around the school site.

## **Pupils with Medical Conditions**

The Headteacher will ensure:

- Appropriate arrangements are in place to support pupils with medical conditions.
- Individual Healthcare Plans (IHPs) are developed where necessary.
- Staff receive appropriate training for specific medical needs (e.g., asthma, diabetes, epilepsy, anaphylaxis).
- Safe storage and administration of medication in accordance with Trust policy.
- Emergency medication (such as adrenaline auto-injectors or inhalers) is managed in line with statutory guidance.

No pupil will be denied access to education due to a medical condition.

## **Trips and visits**

First Aid arrangements for School Trips and Visits are contained in the GLT Educational Visits Policy.

Adequate and appropriate First Aid provision will form part of the arrangements for all out-of-school activities.

Risk assessments for educational visits must:

- Identify first aid requirements.
- Ensure appropriate trained personnel are present.
- Ensure suitable first aid equipment is taken.
- Establish clear emergency arrangements, including contact procedures.

Higher-risk visits may require enhanced first aid provision.

## Accident Reporting and Record Keeping

All occasions of pupils and staff requiring First Aid attention or treatment are recorded on the same day, or as soon as possible after an incident or accident.

The [GLT Incident Form](#) (accessed via the Intranet) will be used to report any significant adverse incident that takes place in any of our schools. The GLT Incident Form includes a list of what is defined as a significant incident.

The following details are recorded:

- Name of person reporting the incident
- Date of the incident
- Time of the incident
- Location of the incident
- Name of the affected person
- Nature of illness/accident
- Details of any First Aid administered
- Whether parents are contacted and whether a pupil is sent home or to hospital

Each school will:

- Maintain an internal record of **all** first aid treatment provided.
- Record significant adverse incidents or accidents on the GLT Incident Form, in accordance with Trust procedures.
- Inform parents/carers of significant injuries or head injuries on the same day.
- Report notifiable incidents under RIDDOR where required.
- Analyse accident data to identify trends and inform preventative measures.

All records will be stored securely in line with data protection requirements.

## Reporting to the HSE

The School Health and Safety Lead 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) and will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

## Reporting to External Bodies - Early Years Settings

- The Headteacher must notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 will also notify the relevant local child protection agency of any serious accident or injury to, or the death of, a pupil while in the school's care.

Further information regarding accident reporting and recording can be found in the GLT Health and Safety Policy and Procedures.

## Training

All schools must have an appropriate number of trained First Aid personnel present in the school at all times, in line with the GLT First Aid Guidance

All First Aiders must have completed an appropriate training course. Courses run by St John Ambulance or British Red Cross meet GLT requirements. If another provider is used, the Headteacher will have completed appropriate due diligence to ensure compliance with the expectations set out by the HSE. The school will keep a register of all trained First Aiders, what training they have received and when this expires.

The Headteacher will ensure that:

- First aiders hold valid, accredited qualifications.
- Training is refreshed prior to expiry.
- Paediatric first aid requirements are met where applicable.
- Staff receive awareness training regarding school first aid procedures.
- Specific medical training is provided where identified by needs assessments.

Training records will be maintained at school level.

## Monitoring and Review

The GLT Health, Safety and Compliance Manager will:

- Monitor compliance through internal health and safety processes.
- Require schools to provide assurance that first aid arrangements remain appropriate.
- Review this policy every 3 years, or more frequently if required.