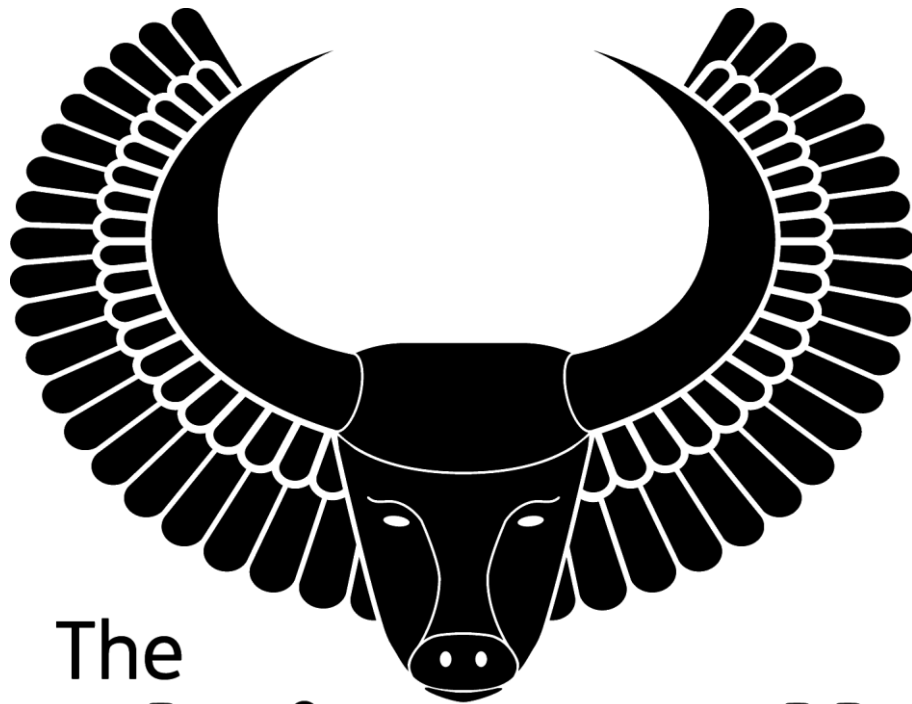


The Flying Bull Academy



The
Flying Bull
Academy

First Aid Policy

February 2026

Revised by School	Feb 2026
Responsible Person	AOO
Responsible Committee	Full Governing Body
Ratified by GB	Feb 2026
Next Review	March 2027



THE FLYING BULL ACADEMY

A distinctive vision

Everyone in our school community deserves to be cared for unconditionally and valued equally as a unique person. In our learning, in our work, in our relationships and in the ways in which we organise our community we are committed to aiming for success in everything we do.

An ethos of local partnership

The Flying Bull Academy and the University of Chichester Academy Trust share the belief that education has the power to transform society. Our school is deeply rooted in its locality and encourages the involvement and interest of parents/carers and the community, recognising that strong and vibrant communities have partnership and inclusion at their heart.

First Aid Policy

Policy Statement

The school will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

The relevant legislation is listed below:

- Statutory Framework for the Early Years Foundation Stage
- Early years foundation stage advice from the Department for Education on first aid in schools, health and safety in schools
- 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

Responsibility for first aid is held by the Headteacher who is the responsible manager.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our First Aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises.
- Ensuring the First Aid Needs Assessment is reviewed periodically or following any significant changes that may affect first aid provision
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

- 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
- Reporting specified incidents to the HSE when necessary

Responsibilities

The University of Chichester Academy Trust has ultimate responsibility for health and safety matters in the Academy, but delegate's operational matters and day-to-day tasks to the Headteacher and staff members.

Headteacher

The Headteacher is responsible for the implementation of this policy and ensuring that staff practices are being met. The Headteacher will monitor all staff practice and periodically review procedures using the Health & Safety Management Review Monitoring Form, this includes examination of accident reporting, near miss reports, accident investigations, first aid training and certificates, first aid kit check records, random checks of first aid kits and that suitable and sufficient risk assessments are in place, in date and appropriate measures are being put in place.

The Headteacher is responsible for carrying out and reviewing the First Aid Needs Assessment form with support from the AOO. They will ensure that an appropriate number of appointed persons and trained first aid personnel are present in the school at all times and that first aiders have an appropriate qualification.

The Headteacher will ensure that all staff are aware of first aid procedures and have access to relevant risk assessments. They will ensure that this First Aid Policy is understood in conjunction with the Supporting Pupils with Medical Conditions Policy.

The Headteacher will ensure that adequate space is available for catering to the medical needs of pupils and that this space is well maintained to meet these needs.

The Headteacher will report specified incidents to the HSE when necessary and under the guidance of the Health & Safety Consultant.

AOO

The AOO, under the direction of the Headteacher is responsible for ensuring compliance, as outlined in the First Aid Needs Assessment Form. They must coordinate staff training requirements and keep staff training up to date. They will ensure that the list of first aiders is displayed for all staff on the Health & Safety Notice Board and in the Medical Room. They must support staff to remain competent to perform their role by being the first point of contact for First Aid concerns.

The AOO will appoint staff to make sure that first aid kits are adequately stocked and replenished. They will periodically review the First Aid Kit Checklists and carry out random checks of first aid kits.

The AOO will review this policy annually or following any significant changes that may affect first aid provision.

The AOO will comply with this policy and the Supporting Pupils with Medical Conditions Policy.

Finance & HR Assistant

The Finance & HR Assistant will support the AOO with training requirements and record them on the training matrix.

First Aid Trained Staff

First aid trained staff will take charge when someone is injured or becomes ill, 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. They will ensure that an ambulance or other professional medical help is summoned when appropriate. They will arrange for pupils to be sent home to recover, where necessary, and make sure that parents/carers are informed. They must fill in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

School Staff

School staff are responsible for ensuring they follow first aid procedures, that they know who the first aiders are in school and complete accident reports for all incidents they attend to where a first aider/appointed person is not called. They must inform the Headteacher or AOO of any specific health conditions or first aid needs.

The school's first aiders are listed in the contact page. Their names will also be displayed on the Health & Safety Notice Board and in the Medical Room.

First Aid Training

The Headteacher will ensure that appropriate numbers of staff on site and for off-site activities are nominated and adequately trained for the following, as identified by the First Aid Needs Assessment:

- Appointed Persons
- School first aid trained staff
- Paediatric first aid trained staff
- Awareness training on National college for use of Defibrillator
- Other staff when relevant for Defibrillator, Epi-Pen, Asthma, Diabetes, any other pupil need

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

Quantity	Location
1	KS1 Shared Area
1	KS2 Shared Area
1	Main Office
1	Laps Office
1	HDIC (Travel Kits)
2	Minibus (Travel Kits for use on off-site activities)
1	Nursery
16	Classrooms (Travel Kits)
1	Medical Room
1	Staff Room

The contents of first aid kits are listed under the '*minimum quantity*' column on the First Aid Kit Checklist in Appendix 2 & 3. It is the responsibility of the nominated person to check the contents of all first aid kits, replenish the kit and record findings on the First Aid Kit Checklist (appendix 2 & 3). The check sheet is completed every term or more often if required. Completed checklists are to be stored in the Site Manager's Office. The nominated person will also make sure that adequate PPE is available.

The school has an Automatic External Defibrillator (AED) on the premises, this is located in the Site Manager's Office. This is checked (batteries and condition) every 3 months and reported on the 'The Circuit' national defibrillator website by the Finance and HR assistant.

The medical room next to the school office is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Seating area, blanket/ cushion
- Running water
- First aid kit
- Stock of first aid kit supplies
- PPE
- Minor accident Book
- HSE Accident Book
- Sick bags / bowls
- Medical supplies
- Emergency kit for asthma attacks
- Emergency anaphylaxis kit
- Fridge
- Cleaning products e.g. anti-bacterial spray

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

The first aider must fill in an accident report on the same day, or as soon as is reasonably practicable, after the incident. If necessary, the accident will be investigated by the Accident Investigator.

Minor Injuries

All minor injuries (e.g. cuts, grazes, bumps) are dealt with by a National College awareness trained member of staff. All first aid kits contain sterile wipes and plasters that can be used to give basic first aid.

Once the child has received the first aid they need, the accident is logged in the pupil accident report book which is located within the first aid areas by the adult giving first aid.

The Accident Books are checked once a term by the AOO to check for any patterns of injury related to a child.

A first aid note is sent home to the parents to inform them of the accident.

If there are any concerns about how the injury occurred i.e. hurt by another child on purpose or the nature of the injury the class teacher will talk to the child's parent/carer at the end of the day. If necessary, this will be recorded on CPOMs.

Bumped Heads

The following procedure is to be followed in addition to the above procedure, when the accident or injury involves a child's head. Any bump to the head, however small it appears to be, is assessed, treated and recorded by a National College awareness trained member of staff.

A minor bump to the head, will be treated with an ice pack. The parents will then be notified via telephone if there is a mark or bump or a text will be sent if there is no mark or bump. The classroom staff will give the parent collecting the child a 'bumped head' note. If at any time they become concerned about the child's condition a first aider will reassess the child. All staff are trained to be aware of the minor signs and symptoms after a head bump through the National College First Aid Awareness Course.

A major bump to the head, which is when the accident or incident results in suspected concussion or dizziness and / or results in a lump appearing on the head will be assessed and treated by a qualified first aider. The office will be informed and the office will ring the parent or other designated contacts to inform them of the injury. The parents will be offered the opportunity to come to the school and if necessary take the child home for monitoring or for treatment by a medical professional.

If any child sustains a significant head injury at school an ambulance will be called immediately and parents will be contacted as soon as possible.

The incident is recorded in the accident report book or if necessary on CPOMs. They must fill in an accident report on the same day, or as soon as is reasonably practicable, after an incident

Mental Ill Health

The Academy has a Mental Health Lead who is the SENCO.

An employee support/wellbeing program is provided free of charge to staff through "Care First" and contact information is shared with staff when available. Wellbeing webinars are available and promoted to staff, via email.

Visits

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

- A mobile phone

- A travel first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the trip leader and approved by the Headteacher and Educational Visits Coordinator (EVC) prior to any educational visit that necessitates taking pupils off school premises. All off site activities, other than routine or local trips, will be registered, managed, recorded and approved using the Evolve system. Local trips will still be recorded using the Evolve system, these will then be approved by the Headteacher. Routine sporting fixtures are not managed using the Evolve system, but the principles of risk assessment, parental consent and communication remain consistent with the Evolve process.

There will always be at least 1 first aider with a current Paediatric First Aid (PFA) certificate on school trips and visits for reception year pupils, as required by the statutory framework for the Early Years Foundation Stage.

The travel first aid kits must be checked using the First Aid Kit Checklist before leaving the school. Minimum requirements for these kits will need to be assessed on expected usage and the level of risk within that location, this is done by the EVC and/or Trip Leader.

The trip leader is responsible for ensuring that any individual child's medication (e.g. Epi-Pens or Inhalers) is taken with the class. The parent consent form for the child to go on the trip gives the staff the authorisation to administer any medicine or emergency first aid.

Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken
- Location of accident

There is an Accident Report Book to complete, in order to record any minor accidents and for first aid administration, this is kept in the Main Office and all First Aid Areas.

All major accidents or incidents are to be immediately reported to the Headteacher. Major accidents or incidents are recorded in the Accident Report Book located in the school office and followed up with an accident investigation. This investigation is recorded on the Accident Investigation Form or with supporting documents and stored in a folder with the report in the school office.

There is a first aid list for each class. This list shows any allergies, dietary information, medical conditions and whether a child has any medication. This list is updated by the Attendance & Data Officer every term or sooner if required e.g. due to change in circumstance.

All pupil information is stored on Arbor and is accessible to relevant staff.

Whenever first aid is administered a letter is sent home with the child to be given to the child's parent/carer on the day of the incident explaining the nature of the injury and the first aid given. It is the responsibility of the person administering first aid to complete the letter and to pass it on to the child's Class Teacher or Learning Support Assistant.

Extra-Curricular Third party providers use the school Accident Reporting Book located in the school office. Any serious accidents must be reported to the school and investigated by the school's Accident Investigator.

Reporting to the HSE

If any Major accident, incident or injury to members of staff should occur then these events will be reported to the Headteacher, AOO and the Schools Health & Safety Consultant.

Information on the type of reportable injuries, Diseases and Dangerous Occurrences is supplied by the HSE <https://www.hse.gov.uk/riddor/reportable-incidents.htm>

If the school believes it needs to submit a RIDDOR report then they will ALWAYS consult the Headteacher and the Schools Health and Safety consultant.

The Health and Safety Executive will be notified using a RIDDOR reporting form.

Disposal of waste

Used items are disposed of in a tied plastic bag, which is then put in the waste bins.

If a child/adult has been sick the waste is double bagged and then placed in the waste bins.

Any needles will be disposed of using the sharps disposal kit and collection arranged by a professional service.

Related Policies:

- Supporting Pupils with Medical Conditions
- Health & Safety Policy

Appendix 1 - Contacts

<u>Role</u>	<u>Name & Position</u>	<u>Contact Details</u>
Main School Office		Ext. 200
Headteacher	Grace Brown	Ext. 205
AOO	Gill Moran	Ext. 203
Accident Investigator	Graham Thomson	Ext. 208 Ext. 203
Finance & HR Assistant	Sophie Newman	Ext. 211
Attendance & Data Officer	Amanda Beauchamp	Ext. 204
First Aid at Work	Amy Griffiths (Cover Supervisor) Graham Thomson (Site Manager) Teresa Chearman (Year 6)	Ext. 214 Ext.208 Ext. 236
<u>Paediatric First Aid</u>	Jess Graham Kathryn Barker Sam Gray Mel Hogg Urzula Weller Lucy Gray Anitha Venugopal	Ext. 243 Ext. 254 Ext. 244 Ext. 228 Ext. 228 Ext. 228 Ext. 228
National College First Aid Awareness	All Staff	Completed September 2025

Appendix 2

Half Termly Medical Supply Checklist – MAIN FIRST AID KITS

KS1 & KS2 Shared Area, Main Office, LAPs Office, Nursery, Medical Room, Staff Room

Name of person completing checks:	Date checks completed:
-----------------------------------	------------------------

Below is a list of the minimum supplies which should be found in our 1st Aid stations and kits. We must ensure that they are always stocked with the following supplies to ensure we can always meet 1st Aid needs and requirements. If items are missing, please top up equipment promptly.

Item	Minimum Level	Confirmed expiry dates checked and refilled to minimum level						
		KS1 Shared Area	KS2 Shared Area	Main Office	LAPs Office	Nursery	Medical Room	Staff Room
Disposable gloves	1 Full Box							
Moist wipes	10 wipes							
Large plasters	5 plasters							
Medium plasters	5 plasters							
Small plasters	5 plasters							
Gauze Swabs	10 units							
Low Adherent dressings	5 units							
Finger dressings	2 units							
Eye pad dressings	2 units							
Eye wash solution	2 units							
Micropore tape	1 roll							
Large bandage	1 unit							
Medium bandage	1 unit							
Triangular bandage	1 unit							
1 st Aid scissors	1 pair							
Accident book	1 book							
Mouth shield	1 pen/pencil							
Sick bags	5 bags							

