Grove Learning Trust

First Aid Policy

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Version Control

Version	Date	Status	Author (AU) / Approver (AP)
Draft	May 2025	Completion of trust wide first draft	AG (AU)
Final	Summer 2025	Ratified by Resources, Audit & Risk (RAR) committee	RAR Committee (AP)

Vision

As one organisation, our vision for Grove Learning Trust is unapologetically bold. We are all about creating remarkable futures. For our children, our people, our places of work, we want the very best. We know that strong connections will enable us to achieve our vision, in a world where purposeful collaboration, based on mutual respect and trust, helps us to achieve more together.

Trust >> Connect >> Collaborate

Our policies underpin our vision and set out clearly our expectations of each other.

Policy Aims

This policy aims to ensure:

- we comply with the Department for Education's guidance on First Aid in Schools, Early Years & Colleges.
- the provision of first aid at work is adequate and appropriate in the circumstances to aid people who are injured or who become ill.
- sufficient numbers of trained first aiders on duty and available for the numbers and risks on Grove Learning Trust (GLT) premises.
- there are suitable and sufficient facilities and equipment available to administer first aid.
- clear guidelines about managing first aid and medication whilst on educational visits is set out for all colleagues.
- colleagues are aware of the correct systems for reporting and recording both internally throughout GLT and externally to bodies such as the Health and Safety Executive (HSE) and Ofsted.

Provision of First Aid

The minimum first aid provision, taken directly from DfE guidance, is:

- a suitable first aid container stocked in accordance with the findings of the first aid needs assessment and holding at least the minimum requirements suggested by the Health & Safety Executive (HSE)
- an appointed person or designated first aider(s) to take charge of first aid arrangements
- information for employees detailing the location of equipment, facilities and personnel

Furthermore, across all GLT locations:

1. First aid provision must be available at all times whilst people are on GLT premises and also off site whilst undertaking educational visits.
2. In certain circumstances, such as special events, there may be a need to put in place special arrangements to meet the requirements of the Health & Safety Executive's (HSE) First Aid Regulations. These arrangements should be made in conjunction with the head teacher, if school based, or site lead if in a different GLT location. Leaders of such events are required to ensure that adequate first aid arrangements are considered (risk assessment) and put in place.
3. The Health and Safety Executive (HSE) does not specific a particular number of first aiders per organisation, suggesting only that this depends on the location and nature of work being undertaken.
4. Across GLT, it is recommended that each location has at least 1 first aider per 50 staff, pupils and visitors combined. Enough first aiders must be available to cover for sickness, absence, educational visits and any specific medical needs.
5. The head teacher, if school based, or site lead if in a different GLT location, must consider the number of first aiders required and adjust this as necessary as a result of a change to the types (and risks) of activities on offer, number of pupils, staff & volunteers, an increase in the numbers of accidents reported or persons with specific needs.
6. First aiders are to provide initial treatment, in line with their training, and care which prevents further injury or illness. Professional medical advice should always be sought if further treatment is required beyond the first aider's training.
7. First Aiders are not to provide professional medical treatment beyond their first aid training, provide diagnoses, dispense medicines or give medical oxygen, unless directed by ambulance or medical professionals.
8. Each GLT location must clearly define and display their local arrangements for first aid, including the names and locations of first aid staff, pediatric first aid staff, first aid room and first aid equipment.
9. Head teachers, or site leads, are responsible for making colleagues and pupils aware of the location's arrangements for first aid.
10. Any delivery of first aid treatment must always be recorded, as set out below.

First Aid Training

To qualify as a first aider an individual should undergo appropriate training delivered by a competent training provider and hold a valid first aid certificate.

In selecting a first aider, the following factors should be considered:

- reliability and communication skills
- aptitude and ability to absorb new knowledge and learn new skills
- ability to cope with stressful and physically demanding emergency procedures
- availability to respond to an emergency immediately

First aiders will be expected to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school, GLT location or on educational visits
- when appropriate, ensure that an ambulance or other professional medical help is called

Furthermore, across all GLT locations:

11. It is the responsibility of head teachers and site leads to ensure that first aiders have received the appropriate first aid training delivered by a competent first aid training provider.

12. Early years education providers, including all GLT schools, must meet the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS). This includes arrangements for off-site activities involving young children such as educational visits.

13. The EYFS requires that at least one person who has a current paediatric first aid (PFA) certificate should be on the premises and available at all times when children are present and should accompany children on outings. The certificate must be for a full course consistent with the criteria set out in annex A in the EYFS.

14. All staff who obtained a level 2 or level 3 qualification on or after 30 June 2016 must also have either a full PFA or an emergency PFA certificate within 3 months of starting work in order to be included in the required staff to child ratios at level 2 or level 3 in an early years setting.

15. First aid, including paediatric first aid, certificates are usually valid for 3 years and first aiders must be retrained before their certificate expires. Once a certificate expires, the first aider would have to undertake another full course to be reinstated. It is strongly recommended that first aiders undertake annual refresher training to maintain their basic skills and keep up to date with any changes in procedures.

Recording & Reporting

It is essential to keep a record of all incidents involving staff, children, volunteers and visitors, which require first aid staff to be in attendance. This will help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

The record should be readily accessible, and details recorded should include:

- date, time and place of incident
- name of injured or ill person
- details of the injury or illness

- details of what first aid was given
- what happened immediately after the incident (for example, went home, went back to class, went to hospital)
- name and signature (dated) of first aider or person dealing with the incident

This record is not the same as the statutory accident book in which all incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) must be recorded. All reportable incidents should be notified by a specified responsible person, typically the head teacher or site lead.

Head teachers must make arrangements for informing parents or carers of any accident or injury sustained by their child on the same day, or as soon as reasonably practicable, of any first aid treatment given. Communication with parents or carers must be made in writing and where possible preceded by a telephone call.

For children in the Early Years and nurseries, Ofsted must be notified of any serious accident, illness or injury to, or death of, any child while in our care, and of the action taken. Notification should be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

RIDDOR and Reporting

Any RIDDOR related report must be shared with the trust's executive team in the first instance and the Health & Safety Executive (HSE) must be notified of fatal and major injuries, and dangerous occurrences without delay. Further advice can be found here.

Injuries to anyone who has been involved in an accident at any GLT site, or on an educational visit organised by a school, are reportable under RIDDOR if the accident results in:

- the death of a person
- fractures (other than to fingers, thumbs, and toes)
- amputation of an arm, hand, finger, thumb, leg, foot or toe
- any injury likely to cause permanent blinding or reduction in sight in one or both eyes
- any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen
- serious burns (including scalding) which:
    - cover more than 10% of the body
    - cause significant damage to the eyes, respiratory system, or other vital organs
- 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

- requires resuscitation or admittance to hospital for more than 24 hours

If there is any doubt as to whether or not to report an incident, colleagues can consult the HSE general RIDDOR guidance.

Insurance

GLT has opted into the Risk Protection Arrangement (RPA) with the Department for Education, therefore all GLT locations are covered by this insurance protection. Further details can be found here.

Administering Medicine in Schools

First aid at work does not include giving tablets or medicines.

The only exception is when aspirin is used as first aid to a casualty with a suspected heart attack for those over 16 years of age. Never give aspirin to a child younger than 16, unless it has been prescribed by a doctor.

Medication should not be kept in a first aid container, but in a separate designated area.

Whilst some children may have long-term and complex medical conditions or carry their own medication as detailed in their personal care plan, the only role for a first aider is generally, limited (where appropriate) to helping children who need to take their own medication to do so.

Some children may need to have access to life saving prescription drugs in an emergency, the details will be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do.

The administration of prescription only medication specified in Schedule 19 of the Human Medicines Regulations 2012 should only be given by those trained to do so. However, where a first aid needs assessment identifies that Schedule 19 medication may be required to be administered in an emergency, first aiders will require additional training so that they can be aware of the symptoms and condition and administer lifesaving medication in an emergency situation.

Any member of school staff may be asked to provide support to pupils with administering of medicines, but they cannot be required to do so.

Further information can be found here about supporting pupils at schools with medical conditions.

Mental Health

All GLT locations are encouraged to identify a senior mental health lead. This role should include having oversight of the location's approach to mental health and wellbeing. They will support their team to make the best use of existing resources and effort to help improve the wellbeing and mental health of children and staff.

The DfE has published guidance to help us identify whether a child or young person's behaviour may be related to an underlying mental health problem, and how to support them in these circumstances. Further details can be found in the Mental health and behaviour in schools guidance.

It is beneficial to have a colleague(s) trained to identify and understand symptoms and be able to support children and staff who might be experiencing a mental health issue. Education staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one but only appropriately trained professionals should attempt to make a diagnosis of a mental health condition.

First aid training courses covering mental health can teach staff how to recognise warning signs of mental ill health and help them to develop the skills and confidence to approach and support someone, while keeping themselves safe.

HSE also provides further information on mental health conditions, work and the workplace. The Education Support charity provides free 24 hours a day telephone counselling to all serving and retired education staff in need on mental health support. School and college staff are not mental health professionals. Where pupils and students experience more serious mental health problems, schools and colleges should expect them and their families to be able to access support from sources which include professionals working in specialist Children and Young People's Mental Health Services (CYPMHS), voluntary organisations and local GP practices.

Review

Next Review	Summer 2027