DDAT
Derby Diocesan Academy Trust

First Aid Policy
September 2025

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Section 1 - Introduction

First aid has three aims:-

- to **preserve** life
- to **prevent** injuries worsening and
- to **promote** the individual's recovery

The Health and Safety (First-Aid) Regulations 1981 requires employers to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

https://www.hse.gov.uk/firstaid/legislation.htm

The policy should be used as a starting point and customised to reflect management, training, and accident recording procedures of the business.

Section 2 - First Aid and Accident Reporting Policy Statement

The school will :-

- formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible and practical steps are taken to meet the needs of all site users.

- ensure that appropriate training is provided and that correct procedures are followed, so that staff have sufficient understanding, confidence and expertise.

- establish a procedure to ensure that all accident trends are monitored by the Board of Directors and actions taken where necessary.

- establish suitable investigation methods for significant accidents/incidents/near misses.

- ensure that appropriate authorities are notified of significant accidents/incidents.

- ensure that all reasonably practicable steps are taken to maintain the health and welfare of all persons using the premises.

- establish and maintain safe working procedures amongst employees.

- ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

Section 3 - First Aid Arrangements

The Trust Board of Directors has overall responsibility as the employer to ensure compliance with health and safety legislation and associated matters for schools which are part of the trust. Responsibilities are delegated to the Senior Leadership Team and staff, usually the Headteacher.

The Executive Headteacher / Headteacher is responsible for putting the company's policy into practice and for developing detailed procedures. Executive Headteacher / Headteacher must ensure that the first aid provision does not fall below the required standard. The COO must ensure that provision for staff and others complies with other relevant legislation and guidance**.** Executive Headteacher / Headteacher should also make sure that staff are aware of the health and safety policy, including arrangements for first aid.

Employees

General conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks.

The Executive Headteacher / Headteacher / COO must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The Executive Headteacher / Headteacher must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site

Assessment of need

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks. The school will consider all users of the business to include staff, volunteers, visitors and contractors.

The Executive Headteacher / Headteacher / COO should regularly review the first-aid needs (at least annually), and particularly after any staff changes, to ensure that the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

Training

A first aider must hold a valid certificate of competence, issued by an organisation who can demonstrate how they satisfy certain criteria set by the Health and Safety Executive (HSE). These criteria include:

- the qualifications required for trainers and assessors
- monitoring and quality assurance systems
- teaching and standards of first-aid practice
- syllabus content
- certification

Level 3 First Aid training courses cover a range of first aid competences:-

- First Aid at Work (18 hour course)
- Emergency First Aid at Work (6-hour course)
- Paediatric First Aid (12-hour course)
- Emergency Paediatric First Aid (6-hour course)

The HSE produce guidance on the standards and requirements of the above courses.

The Executive Headteacher / Headteacher / COO will arrange for their staff to undertake an appropriate first aid course, based on their risk assessment, to ensure adequate cover for both pupils and adults for all on-site, and off-site activities.

First aid certificates issued by an Ofqual Awarding Body are valid for three years. The Executive Headteacher / Headteacher / COO will adhere to best practice and arrange refresher training and retesting of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employers can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The school should keep a record of first aiders and certification dates.

EYFS Statutory Framework updates from September 1st 2025

Paediatric First Aid (PFA)

- At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings.
- The certificate must be for a full course consistent with the criteria set out in Annex A of the framework.
- PFA training must be renewed every three years and be relevant for people caring for young children and babies.
- Providers should take into account the number of children, staff, and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.
- All staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work in order to be included.
- Providers are responsible for identifying and selecting a competent training provider to deliver their PFA training. There is no hierarchy in relation to the range of Training Providers who offer Paediatric First Aid training, however you may want to consider one of the following: one that is a member of a Trade Body with an approval and monitoring scheme, the Voluntary Aid Societies and those who work under Ofqual Awarding organisations offering nationally regulated qualifications. It may also be helpful to refer to HSE's guidance about choosing a first aid training provider, which

can be found at: www.hse.gov.uk/pubns/geis3.htm 30 the required staff: child ratios at level 2 or level 3 in an early years setting27.

- All staff who have completed the experience-based route must obtain a PFA qualification before they can be included in the staff:child ratios at level 3. To continue to be included in the ratio requirement the certificate must be renewed every 3 years.
- Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

Safer eating

- Whilst children are eating there should always be a member of staff in the room with a valid paediatric first aid certificate for a full course consistent with the criteria set out in Annex A of the framework.
- Before a child is admitted to the setting the provider must obtain information about any special dietary requirements, preferences, food allergies and intolerances that the child has, and any special health requirements. This information must be shared by the provider with all staff involved in the preparing and handling of food.
- At each mealtime and snack time providers must be clear about who is responsible for checking that the food being provided meets all the requirements for each child.
- Providers must have ongoing discussions with parents and/or carers and, where appropriate, health professionals to develop allergy action plans for managing any known allergies and intolerances. This information must be kept up to date by the provider and shared with all staff. Providers should refer to the British Society for Allergy and Clinical Immunology (BSACI) allergy action plan.
- Providers must ensure that all staff are aware of the symptoms and treatments for allergies and anaphylaxis, the differences between allergies and intolerances and that children can develop allergies at any time, especially during the introduction of solid foods which is sometimes called complementary feeding or weaning.
- Providers should refer to the NHS advice on food allergies: Food allergy - NHS (www.nhs.uk) and treatment of anaphylaxis: Anaphylaxis - NHS (www.nhs.uk).
- Providers must have ongoing discussions with parents and/or carers about the stage their child is at in regard to introducing solid foods, including to understand the textures the child is familiar with. Assumptions must not be made based on age.
- Providers must prepare food in a suitable way for each child's individual developmental needs, working with parents and/or carers to help children move on to the next stage at a pace right for the child. The NHS has some advice providers should refer to: Weaning - Start for Life - NHS (www.nhs.uk).
- Providers must prepare food in a way to prevent choking. This guidance on food safety for young children: Food safety - Help for early years providers - GOV.UK (education.gov.uk) includes advice on food and drink to avoid, how to reduce the risk of choking and links to other useful resources for early years providers.
- Babies and young children should be seated safely in a highchair or appropriately sized low chair while eating. Where possible there should be a designated eating space where distractions are minimised.

- Children must always be within sight and hearing of a member of staff whilst eating. Choking can be completely silent, therefore, it is important for providers to be alert to when a child may be starting to choke. Where possible, providers should sit facing children whilst they eat, so they can make sure children are eating in a way to prevent choking and so they can prevent food sharing and be aware of any unexpected allergic reactions.
- When a child experiences a choking incident that requires intervention, providers should record details of where and how the child choked and ensure parents and/or carers are made aware. The records should be reviewed periodically to identify if there are trends or common features of incidents that could be addressed to reduce the risk of choking. Appropriate action should be taken to address any identified concerns.

Liability and Indemnity

In the event of a claim alleging negligence by an employee, action is likely to be taken against the company rather than the employee. The Trust / School will make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their training, and employment.

Staff with special health needs

The Trust / School will ensure that it considers the specific health needs of any employee. A specific risk assessment for staff will be documented to reflect any special measures that the company must take. This information will be shared with all first aiders, where appropriate, to ensure that they are aware of any special health needs. First aiders are not permitted to administer specific medication for specific health needs.

Administering medication/injections/ointments/creams

First aiders are not permitted to administer medication, injections or ointments/creams

First aid kits

The Trust / School will provide the proper materials, equipment and facilities at all times. First-aid equipment will be clearly labelled and easily accessible. The HSE recommends that first aid kits conform to British Standard (BS) 8599.

First aid kits will be kept fully stocked and all sterile products will be in-date. The number of kits, and their locations will be determined when assessing needs. The kits should be checked periodically and documented by an appointed person. All staff will be aware of the whereabouts of first aid kits on the site.

Defibrillators

All DDAT schools are to have defibrillators in place and registered with The Circuit. This is also checked during the annual H&S audit. School staff should know where this is located. The nearest defibrillator for public use at the DDAT offices is in the neighbouring NFU Mutual building.

A daily visual check of the defibrillator is required to check its status as well as a monthly check to confirm all parts are present. The pads usually need replacing every 5 years to maintain their condition and will have an expiry date on them.

First aid accommodation

The Trust / School will provide suitable and sufficient accommodation for first aid according to the assessment of first-aid needs identified. This should contain a washbasin and be reasonably near to a WC. The area need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

Hygiene/Infection control

The Trust / School will ensure that all staff take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Teaching CPR in Schools

The Resuscitation Council UK has published government advice about teaching secondary age students basic CPR skills from age 12, which is below.

In England, teaching cardiopulmonary resuscitation (CPR) is part of the Health Education curriculum for secondary school students and is recommended for students aged 12+. It states that pupils should know life-saving skills, including how to administer CPR and the purpose of defibrillators and when one might be needed. Millions of children in England now have access to life-saving defibrillators in every state school in England. The Government has ensured every state school in England has a lifesaving defibrillator. 20,376 defibrillators have been delivered to 17,862 state-funded schools.

By the end of Primary School children should know how to make a call to emergency services and how to deal with a head injury.

Lesson plans can be found on the Resuscitation Council website and also via St. John's Ambulance - First Aid Lesson Plans | St John Ambulance

Reporting accidents / Record keeping

All first aid accident records should be securely stored. For the purposes of an accident investigation, the first aider should seek permission from the employee involved, before sharing any medical information with any other party.

Statutory requirements

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE.

The Trust / School must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records

For definitions of major injuries, dangerous occurrences and reportable diseases see HSE guidance on RIDDOR

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - HSE

The Trust / School will ensure that all accident records are stored securely at all times.

Accident reports for all injuries will be kept securely for 3 years from the date of the injury.

Mental Health First Aid (MHFA)

It is important for employers to recognise the effects of mental health issues in the same way as physical first aid needs.

The Trust / School will ensure that an adequate number of Mental Health First Aiders are trained, to be able to identify, understand and help a person who may be developing a mental health issue. Mental Health First Aid certification is valid for 3 years and the Executive Headteacher / Headteacher / COO will ensure that renewal of qualifications is maintained, to provide adequate MHFA cover.

Section 4 - Guidance

Additional guidance can be found below:

https://www.hse.gov.uk/riddor/

https://www.hse.gov.uk/simple-health-safety/firstaid/what-to-put-in-your-first-aid-kit.htm