


The Aylesbury Vale Academy Trust



First Aid Policy

Policy Reference:	AVA.046
Description:	This policy statement sets out the Aylesbury Vale Academy's arrangements to ensure the health and safety of all staff, students and visitors; that staff and governors are aware of their responsibilities with regards to health and safety and to provide a framework for responding to an incident and recording and reporting the outcomes
Status:	Statutory Document
Policy Audience:	Staff, Students and Governors
Academy Contact:	Principal
Other related AVA policies and procedures:	Health and Safety Policy, Medical Conditions Policy, Risk Assessment Policy
Governor Committee:	Governing Body
Approved by the Governing Board on:	24.02.2026
Latest Date for Next Review:	24.02.2027
Version + Schedule of Amendments:	V2 24.02.2026
Signed:	
Date of Signature:	24.02.2026

In reviewing this policy the Governing Board has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged by this policy.

Contents

1. Aims	2
2. Legislation and guidance	2
3. Roles and responsibilities	3
4. First aid procedures	4
5. First aid equipment	5
6. Record-keeping and reporting.....	5
7. Training.....	7
8. Monitoring arrangements	7
9. Links with other policies	7
Appendix 1: List of trained first aiders	8
Appendix 2: accident report form	11
Appendix 3: first aid training log	12

.....

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [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
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The Medical Officer(s) and first aiders

The school's appointed person is Medical Officer, Lisa Ripley. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- 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
- Sending students home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in Appendix 2)
- Keeping their contact details up to date

Our school's Medical Officer and first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school.

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal and staff members.

3.4 The Principal

The Principal is responsible for the implementation of this policy. The Principal will delegate this to the Medical Officer, including:

- Ensuring that an appropriate number of trained first aid personnel 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 students
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see Appendix 2) for all incidents they attend to where a first aider/the Medical Officer is not called
- Informing the Principal or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Medical Officer will contact parents immediately
- The Medical Officer will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

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

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details

Risk assessments will be completed by the Staff leading the trip assisted by the Medical Officer prior to any educational visit that necessitates taking students off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on Primary phase school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- All experiment labs
- All design and technology classrooms
- The school kitchens
- School vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident log in the accident record book will be completed by the Medication Administrator in the Primary phase or the Medical Officer in the Secondary phase, on the same day or as soon as possible after an incident resulting in an injury
- If the accident requires first aid or is a near miss it is then recorded in Assessnet by the Medication Administrator in the Primary phase or the Medical Officer in the Secondary phase. As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at Appendix 2
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of
- An Accident and Incident report will be written termly for the Governors to review and discuss

6.2 Reporting to the HSE

The Medical Officer 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).

As directed by the Principal, The Medical Officer will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - 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, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone needing hospital treatment
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The Medical Officer or appointed first aider will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

The Principal will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in the school's care. This will happen without delay and within 14 days.

The Designated Safeguarding Lead will also notify Local Authority Child Protection Agency of any serious accident or injury to, or the death of, a student while in the school's care.

7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see Appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Medical Officer annually or sooner if legislation changes.

At every review, the policy will be approved by the full governing board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting students with medical conditions

Appendix 1: List of trained first aiders

Secondary Phase:

Name	Location/Phone Ext.	Expiry Date
Mrs. L. Ripley (Medical Officer)	Medical Room / A00-06 / 690	18/11/2027
Mrs. L. Herlihy (Level 3)	Pastoral Office A00-03 / 769	15/11/2026
Mrs. C. Tibucanu (Level 3)	Admissions Office C01-06 / 730	15/11/2026
Mrs. F. Aje	D00-10 / 715	24/09/2027
Miss S. Boente Varela	C01-13 / 640	19/03/2027
Mr. M. Braybrook	Cover Manager B00-07 / 791	19/03/2027
Ms. A. Chony	C01-11 / 638	24/09/2027
Mr. A. Cluett	Library / C00-01 / 656	12/05/2028
Miss. D. Collins	Pastoral Office / D00-01 / 629	12/05/2028
Mr. E. Constantine-Cort	E01-11 / 649	19/09/2026
Miss. J. Coote	B00-04 / 696 & B00-08 / 698	24/09/2027
Mrs. V. Crumpton	D00-12 / 618	12/05/2028
Ms. N. Davis	E02-08 / 684	24/09/2027
Mrs. U. Deva	D.T. Technician / B01-05 / 735	19/09/2026
Miss. K. Dinnal	P.E. Office / A00-07 / 691	24/09/2027
Ms. N. Doyle	C02-09 / 670	24/09/2027
Mr. R. Drake	Caretaker / B00-23 / 721	19/09/2026
Mrs. T. Edmonds	Food Technician / B00-04 / 696	19/09/2026
Miss. S. Hamilton	E01-04 / 641	19/03/2027
Miss. C. Henry	B02-36 / 631	24/09/2027
Mr. M. Lobb	P.E. Office / A00-07 / 787	12/05/2028
Mrs. S. Mahadewan	S.E.N. Office / B01-14b / 785	26/02/2026
Mrs. S. Michhiana	E02-04 / 692	19/03/2027
Mr. T. Morrison	E00-05 / 708	19/03/2027
Mr. M. Parsons	Caretaker / B00-23 / 721	19/09/2026
Mrs. E. Perrin	A01-01 / 614	19/03/2027
Mrs. D. Powell	Pastoral Office / D00-01 / 769	19/03/2027
Gillan O'Callaghan	Pastoral	27.01.2029
Mrs. S. Rohde-Patterson	Intervention Room / B02-26 / 647	12/05/2028
Angela Frater	D01-01/702	27/01/2029
Mrs. Z. Trayling	S.E.N. Office / B01-14b / 785	19/03/2027
Mr. L. Vassell	S.E.N. Office / B01-14b / 785	12/05/2028
Mr. N. Wakefield	P.E. Office / A00-07 / 691 & Pastoral Office D00-01 / 789	19/09/2026
Miss. C. Whooley	B00-01 / 694	24/09/2027

Primary Phase:

Name	Certification	Classroom/Phone Ext.	Expiry Date
Mrs. Zoe Clark	Paediatric First Aid	Dolphins (318)	25/09/2027
Mrs. Chloe Cook	Paediatric First Aid	Preschool (331/332/330)	25/09/2027
Mrs. Sian Thomas	Paediatric First Aid	Preschool (331/332/330)	25/09/2027
Mrs. Usra Yaqoob	Paediatric First Aid	Preschool (331/332/330)	25/09/2027
Mrs. Sophia Burney	Paediatric First Aid	Preschool (331/332/330)	25/09/2027
Miss. Jacqui Knight	Emergency First Aid at Work	Dolphins (318)	24/09/2027
Mrs. Tara Bowles	Paediatric First Aid Medication Administration	Pumas (317)	25/09/2027
Mr. Jim Archer	Emergency First Aid at Work	Tigers (316)	27/01.2029
Mrs. Susan Pentecost	Paediatric First Aid First Aid at Work Level 3 Medication Administration	Main Reception (004)	18/11/2027
Miss. Izzi Synott	Emergency Paediatric First Aid Emergency First Aid at Work Medication Administration	Main Reception (003)	12/05/2028
Mrs. Lucy Evans	Paediatric First Aid	Assistant S.E.N.CO (329) Arctic Foxes (306)	25/09/2027
Miss. Kyla Foulger	Emergency First Aid at Work Medication Administration	Arctic Foxes (306)	19/09/2026
Mrs. Kat Upton	Paediatric First Aid Emergency First Aid at Work	Penguins (307)	25/09/2027
Mrs. Amanda Nicholls	Emergency First Aid at Work	Gorillas (314)	27/01/2029
Mrs. Belma Soutter	Paediatric First Aid	Falcons (309)	23/11/2027
Mrs. Alison Benson	First aid at work Emergency First Aid at Work	Red Kites (308)	18/11/2027
Mrs. Anna Nicholls	Emergency First Aid at Work	Cover Supervisor	19/03/2027

AEFM

Name of Employee	Location/Extension	Renewal Date
Ryan Drake	B-00-23 - 721	19.09.26
Markus Parsons	B-00-23 - 721	19.09.26

Appendix 2: accident report form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
Name of person attending the incident			
Signature		Date	

Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>E.g. first aid</i>			
<i>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			