



Broadway Academy Trust Policies

Our Children. Our Community. Believe it can be done!

First Aid Policy

Approved by: Deep Experience/Support Committee

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The contents of this policy are supplementary to the Broadway Academy [Health and Safety Policy](#).

1. Aims

The aims of the first aid policy are to:

- Ensure the health and safety of all staff, pupils 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 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 1992](#), which require employers to assess the risks to the health and safety of their employees
- [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 pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The Academy has an appointed Lead First Aider, who is known to all students; their name and where they are based is displayed around the Academy. There are also lists of trained Volunteer First Aiders available in staff workrooms or from the admin office.

The Lead First Aider is 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 advising the administration department about replenishing contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Administration of medicine in line with the [Academy policy](#)
- Ensuring all medicines are stored securely, keeping records of parental consent for administration, maintaining records of administration, and safely disposing of medicines no longer required
- Creating and reviewing short-term care plans for injured students returning to the academy
- The storage and supervision of students' spare asthma inhalers and EpiPens
- Ensuring there is a fully equipped and stocked medical room
- Ensuring that all Volunteer First Aiders are qualified, and their qualifications are renewed every 3 years
- Co-ordinating Volunteer First Aiders

The Lead First Aider along with a team of Volunteer First Aiders are trained and qualified to carry out the role 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
- Keeping their contact details up to date

The Academy's current first aiders are listed in appendix 1.

3.2 The governing board

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

3.3 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of first aiders is always present in the academy and available to deputise in the Lead First Aider's absence
- 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 (see section 6)

3.4 Staff

Academy staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the Academy Lead First Aider is and who the Volunteer First Aiders are
- Completing accident reports for all incidents they attend to where a first aider has not been called
- Informing the Headteacher and CEO 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 pupil is too unwell to remain in the Academy 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 Lead First Aider or a Volunteer First Aider, in collaboration with a member of the Pastoral team or Senior Leadership team, will contact parents immediately.
- The Lead First Aider or Volunteer First Aider 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 pupils off the Academy premises, staff will ensure they always have the following:

- An Academy mobile phone
- A portable first aid kit and an accident & injury report book
- Information about the specific medical needs of pupils (staff must make sure that any student who uses an inhaler or EpiPen has the device with them when they go on the trip)
- Parents' contact details
- An emergency contact for a member of the Senior leadership team

Risk assessments will be completed by the trip coordinator. They will be ratified by the member of the Senior Leadership team who is responsible for risk assessments and trip procedures. This will always take place prior to any educational visit that necessitates taking pupils off the Academy premises. Risk assessments will also be completed for activities outside of the curriculum that take place on the Academy site.

The Academy will always endeavour to have at least one first aider on trips and visits where possible or if appropriate.

5. First aid equipment

A typical first aid kit in the Academy will include the following:

- A leaflet with general first aid advice
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Medium-sized individually wrapped sterile unmedicated wound dressings
- Large sterile individually wrapped unmedicated wound dressings
- Disposable gloves
- Adhesive tape
- 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 several areas throughout the Academy:

- The medical room
- The security office
- Reception
- The admin office
- All science labs
- All design and technology classrooms
- The Academy kitchens
- Academy vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident log will be completed by the Academy Lead First Aider or Volunteer First Aiders on the same day or as soon as possible after an incident resulting in an injury. A copy of the completed log will be handed to the student.
- As much detail as possible should be supplied when reporting an accident, including all the information included in the accident form
- A copy of the accident report form will also be added to the pupil's educational record by the Pastoral team or a member of the administration team.
- Records held in the first aid and accident book will be retained by the Academy 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.

6.2 Reporting to the HSE

The Academy Lead First Aider and Director of Site Security and Facilities 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).

The Academy Lead First Aider will report these to the Director of Site Security and Facilities (responsible to the Health and Safety Executive) as soon as is reasonably practicable and in any event within 10 days of the incident (except where indicated below)

School staff 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) which:
 - Covers more than 10% of the whole body's total surface area
 - Causes significant damage to the eye, 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, or requires resuscitation or admittance to hospital for more than 24 hours
- Work related Injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Director of Site Security and Facilities will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent

- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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>

6.3 Notifying parents

The Academy Lead First Aider, or in their absence the Volunteer First Aider, will liaise with the Pastoral team to 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. If a student has banged their head, the student will be sent home with a head injury advice letter usually for information only, following administration of appropriate First Aid.

Parents/carers will also be informed if emergency services are called.

7. Training

All Academy staff can 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 Academy will keep a register of all trained first aiders, what training they have received and the expiry date of the qualification. (Appendix 1)

Staff are encouraged to renew their first aid training when their certificate is due to expire.

8. Links with other policies

This first aid policy is linked to the

- [Health and safety policy](#)
- [Finance, Resources and Risk assessment policy](#)
- [Policy on supporting pupils with medical conditions](#)
- [Accessibility policy](#)
- [Data protection policy](#)

APPENDIX 1

STAFF QUALIFIED TO ADMINISTER FIRST AID

NAME	EXPIRY DATE	DIRECTORATE
KEVIN CAINES	MAR 2027	ACADEMY FIRST AIDER
ANIKE COX	SEPT 2026	DRAMA
NAVEED ARSHAD	SEPT 2026	PE
BINYAMIN RAHMAN	SEPT 2026	PE
ANDY TAYLOR	SEPT 2026	ASSISTANT HEAD
SHERI BEGUM	SEPT 2026	H & SOC CARE
JAYDE DIXON	SEPT 2026	ADMIN
AMARI REEVES	SEPT 2026	CARETAKER/ COMMUNITY CENTRE
GORDON WINSTON	JULY 2027	MENTOR
WILL SKELTON	JULY 2027	BASED AT ISLAND POOL
MARILYN DALEY	JULY 2027	SSM
DILFOZIR RAHMAN	NOV 2028	SECURITY
KASHIF AKHTAR	NOV 2028	ENGLISH
SAM TAYLOR-WHITEHEAD	NOV 2028	SSM /PE
SALMA BI	NOV 2028	H & SOC CARE
SHAZIDA AHMED	NOV 2028	H & SOC CARE
KATIE EDWARDS	NOV 2028	PE
CAITLIN FLEMING	NOV 2028	PE
SHOAIB TAJ	NOV 2028	COMMUNITY
ABDUL HOQUE	NOV 2028	TECH VOC / COMMUNITY
RAZIA ALI	NOV 2028	SEND
JAMES BLACKBURN	JAN 2029	ICT TECHNICIAN