



King's Group Academies

Academy Name

FIRST AID POLICY

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Maintained by:	Safeguarding Forum	Next review due:	December 2026



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1. Aims

This policy applies to all King's Group Academies, including early years provision, primary, secondary, sixth form, and specialist SEMH settings.

While first aid arrangements will differ depending on age, need and risk, this policy sets out the minimum Trust-wide expectations.

The aims of this policy are to:

- Safeguard the health, safety, and well-being of all pupils, staff, and visitors across King's Group Academies
- Clarify the responsibilities of staff, leaders, and those with delegated roles in first aid
- Provide a clear, consistent framework for responding to incidents, providing first aid, and reporting and recording outcomes
- Ensure all KGA academies meet statutory requirements and implement safe, effective first aid practice

2. Legislation and Guidance

This policy is based on:

- DfE guidance: First Aid in Schools, Health and Safety in Schools
- Health and Safety Executive (HSE) guidance on incident reporting
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1992 and 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Where Early Years Foundation Stage (EYFS) provision is offered, this policy also reflects:

- The Statutory Framework for the EYFS, which requires at least one Paediatric First Aider to be present at all times children are on site and during outings.

This policy complies with KGA's Funding Agreement and Scheme of Delegation.

3. Roles and responsibilities

3.1 Appointed persons and first aiders

Each academy will identify appointed person(s) and trained first aiders in accordance with its First Aid Needs Assessment. Lists of appointed person(s) and trained first aiders will be displayed prominently within the academy.

This assessment will consider:

- Size and layout of the site (including split levels or buildings).
- Age range of pupils.
- Numbers of pupils and staff.
- Specific medical, SEND or SEMH needs.
- Curriculum and site-specific risks.
- Off-site activity requirements.

Each academy must appoint at least one Appointed Person and ensure sufficient trained First Aiders are available where identified through the First Aid Needs Assessment.

First aid provision must ensure adequate cover is available during all academy operating hours, including before and after school activities, breaktimes, lunchtimes, educational visits and periods of staff absence.

Appointed Person(s)

Each academy will have a list of appointed First Aiders. Lists of trained first aiders will be displayed prominently within each academy. Their responsibilities are to:

- Take charge when someone becomes unwell or injured
- Ensure first aid equipment is stocked and replenished
- Arrange for emergency services where required



First aiders

First aiders are trained, competent staff who:

- Provide immediate first aid to pupils, staff, or visitors
- Assess the need for further medical support
- Record all incidents using the academy's reporting procedure
- Support pupils to go home safely, where necessary
- Keep their training up to date

3.2 The Trust Board and Local Governing Bodies (LGB)

The KGA Trust Board and LGBs hold overall responsibility for ensuring:

- Appropriate first aid provision is in place
- Academies comply with legislation, guidance, and this policy

Operational responsibility is delegated to the Headteacher (for the purpose of this policy, any reference to the Headteacher shall be deemed to include the Executive Headteacher / Executive Principal / Headteacher / Principal) and academy leaders.

3.3 The Headteacher

Heads of the academy are responsible for:

- Implementing this policy.
- Ensuring an appropriate number of trained first aiders and appointed persons.
- Ensuring first aid qualifications remain up-to-date.
- Ensuring risk assessments are completed and reviewed.
- Making sure staff understand first aid procedures.
- Ensuring adequate facilities for medical care.
- Reporting incidents to the HSE under RIDDOR when required.

3.4 Staff

All staff must:

- Follow the academy's first aid procedures.
- Know who the first aiders and appointed persons are.
- Complete appropriate accident records.
- Report hazards or concerns promptly.
- Inform leaders of any medical conditions that may affect their role.

All staff must know:

- Who the appointed person and first aiders are.
- Where first aid kits and medical rooms are.
- How to summon emergency help.
- How to record accidents.
- When parents/carers must be informed.

4. First Aid Procedures

4.1 On-Site Response

When an accident or incident occurs:

1. The nearest member of staff assesses the situation.
2. A trained first aider is called if required.
3. The first aider:
 - Administers first aid.
 - Ensures further help is summoned where needed.
 - Decides whether emergency services are required.
 - Advises if a pupil should go home.
4. Parents/carers will be contacted when:



- A pupil needs to go home.
 - Emergency services are called.
5. A first aid or accident report form is completed on the same day or as soon as possible.

EYFS (where applicable)

Paediatric First Aid provision will ensure a timely response across the setting, including during outdoor provision, mealtimes and transitions.

SEMH (where applicable)

In SEMH settings, first aid responses may be required following incidents linked to behaviour, dysregulation or emotional distress.

Staff will:

- Prioritise de-escalation and safety.
- Seek first aid support where an injury is suspected.
- Record all injuries in line with accident reporting procedures.
- Work alongside safeguarding and behaviour policies where incidents involve restraint, self-injury or peer conflict.

4.2 Off-Site Visits and Activities

Staff leading visits must take:

- A mobile phone.
- A suitable first aid kit.
- Information on pupils' medical needs.
- Emergency contact details and/or access to MIS e.g. Arbor.

Risk assessments must identify:

- Specific medical needs.
- Staffing ratios.
- The need for paediatric first aiders.

At least **one trained first aider** must accompany all academy trips.

Where EYFS pupils are present, a **Paediatric First Aider** must attend.

5. First Aid Equipment

Each academy must maintain well-stocked first aid kits in key locations, listed in their addendum (e.g., medical room, reception, food tech, science labs, kitchens). Medication must **not** be stored in first aid kits. Academy vehicles and minibuses must carry an HSE-compliant first aid kit.

Each academy will maintain access to at least one Automated External Defibrillator (AED) and ensure it is serviced annually.

Each academy will identify appropriate facilities for the assessment and care of pupils or staff who become unwell or injured. Local arrangements, including the location of medical rooms, supervision arrangements and procedures for storing medicines will be made by each academy.

6. Record-Keeping and Reporting

6.1 Accident reporting

- A first aid or accident form must be completed the same day or as soon as practicable.
- Detailed information must be recorded.
- Records involving pupils will be added to their educational records.
- Accident records will be retained in accordance with the Trust's Records Retention Schedule, data protection requirements and any applicable insurance or legal requirements.



6.2 Reporting to the HSE (RIDDOR)

The academy will report:

- Death or major injuries.
- Specified injuries (as defined by RIDDOR).
- Work-related injuries resulting in staff absence of >7 days.
- Occupational diseases are diagnosed by a doctor.
- Dangerous occurrences (near misses).

Reports must be made within statutory timeframes. 6.3 Informing parents/carers

For EYFS: Parents/carers must be informed of accidents and injuries on the same day, where reasonably practicable.

For all phases: first aid will be administered without delay where required. Parents/carers will be informed in accordance with academy procedures and the nature of the injury or illness.

Where urgent treatment is required and consent cannot reasonably be obtained, staff will act in the best interests of the child or young person in line with the academy's duty of care.

6.4 Reporting to Ofsted (EYFS providers registered separately)

Where EYFS provision has a separate URN, the academy must notify Ofsted of:

- Serious accidents.
- Serious injuries or illness.
- Death of a child.

Notification must occur within **14 days**.

Child protection agencies must also be notified where appropriate.

6.5 Digital Recording of Accidents and First Aid

King's Group Academies uses secure digital systems to record and monitor accidents, injuries and first aid provision.

- Pupil first aid, minor accidents, and injuries requiring only immediate treatment are recorded on the academy's electronic first aid system. These records form part of the pupil's educational record where appropriate.
- Staff and pupil accidents, injuries, and near misses that require further investigation, or meet health and safety reporting thresholds (including potential RIDDOR reportable incidents), are recorded on Smartlog in line with statutory health and safety requirements.

These systems ensure:

- Accurate, timely and consistent recording
- Appropriate parental and colleague notification
- Effective monitoring and analysis of trends
- Compliance with safeguarding, health and safety and data protection requirements

Paper forms will only be used in exceptional circumstances and must be transferred to the relevant digital system as soon as practicable.

7. Training

- All first aiders must hold a valid first aid certificate.
- Training must be renewed before qualifications expire.
- Each academy will keep a first aid training log.
- Staff may receive additional training e.g., anaphylaxis, defibrillator use.
- Based on local need, academies may identify staff to undertake additional training such as Mental Health First Aid, anaphylaxis awareness, or use of automated external defibrillators (AEDs). Please note, Mental Health First Aid does not replace safeguarding responsibilities. Concerns relating to a pupil's mental health, self-harm, suicide risk or wellbeing must be managed in accordance with the academy's Safeguarding and Child Protection Policy and relevant mental health procedures.



Records of first aid training, including qualification type, provider and renewal dates, are maintained on **Smartlog**.

This ensures:

- Training remains current and compliant
- Expiry dates are monitored and refresher training is arranged in good time
- **EYFS:** At least one staff member must hold a Paediatric First Aid (PFA) certificate at all times.

8. Monitoring arrangements

This policy will be:

- Monitored by the appropriate KGA senior leader.
- Reviewed annually by each academy's Headteacher (or delegated leader).
- Approved by the Trustee Board, adopted and monitored by the local governing body.
- Supported by an annual review of first aid provision

9. Links with other policies

This policy links to:

- KGA Health and Safety Policy
- Risk Assessment Policy
- Supporting pupils with Medical Conditions Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy