



THE SALTERNS ACADEMY TRUST: TRAFALGAR SCHOOL

FIRST AID



Date Reviewed:	3 rd March 2026	Reviewed by:	AGH	Next review:	March 2027
Ratified at Governors:	12 th March 2026				
Summary of changes made:					

Roles and responsibilities

Appointed person(s) and first aiders

The Student Services Manager is the 'appointed person' to take charge of first aid arrangements. The Student Services Team are responsible for:

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

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 pupils home to recover, where necessary
- Filling in an accident report for staff and the Medical Tracker for students on the same day as, or as soon as is reasonably practicable, after an incident

Our school's first aiders are listed in appendix 1 and are displayed around the school site.

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 Headteacher and Student Services Team.

3.3 The Headteacher

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

- Making sure that an appropriate number of trained first aid personnel are present in the school at all times
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

3.4 Staff

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the first aiders in school are
- Completing accident reports or the Medical Tracker for all incidents they attend to where a first aider is not called
- Informing the Headteacher and / or the Human Resources team 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 the 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 school, the Student Services Team or a directed member of staff will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them, where appropriate
- If emergency services are called, a member of staff will contact parents/carers immediately. In most instances this will be the Student Services Team.
- The first aider will complete an accident report form or the Medical Tracker on the same day or as soon as is reasonably practicable after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off the school premises, staff will make sure that they always have the following:

- A school mobile phone
- A portable first aid kit including:

Item	Quantity
Conforming Bandage 7.5cm x 4cm	2
Triangular Bandage	3
Burn Dressing 10cm x 10cm	2
Eye Pad Dressing	3
Finger Dressing	3
HSE Dressing Large 18 x 18cm	3
HSE Dressing Medium 12 x 12cm	4
Foil Blanket – Adult	2
Gloves, pairs	9
Guidance Leaflet	1
Wash proof Plasters, assorted size	60
Resuscitation face shield	1
Shears	1
Microporous tape	2
Cleansing Wipes	30

- Information about the specific medical needs of pupils
- Parents/carers' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing:

Item	Quantity
Antiseptic wipes, foil packed	10

Conforming Bandage 7.5cm x 4cm	1
Triangular Bandage	2
Packet of 24 assorted adhesive dressings	1
Large sterile unmedicated ambulance dressings 15cm × 20 cm min	3
Eye Pad Dressing	2
Assorted safety pins	12
Pair of rustproof blunt-ended scissors	1

Risk assessments will be completed by the Trip Leader prior to any educational visit that necessitates taking pupils off school premises.

5. First aid equipment

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

Item	Quantity
Conforming Bandage 7.5cm x 4cm	2
Triangular Bandage	3
Burn Dressing 10cm x 10cm	2
Eye Pad Dressing	3
Finger Dressing	3
HSE Dressing Large 18 x 18cm	3
HSE Dressing Medium 12 x 12cm	4
Foil Blanket – Adult	2
Gloves, pairs	9
Guidance Leaflet	1
Wash proof Plasters, assorted size	60
Resuscitation face shield	1
Shears	1
Microporous tape	2
Cleansing Wipes	30

No medication is kept in first aid kits.

First aid kits are stored in Student Services and are to be signed in and out for each trip.

First aid kits can also be found in the following locations:

- Reception (at the desk)
- All science labs
- All design and technology classrooms
- Caterlink School Kitchen
- School vehicles

See section 4.2 for first aid equipment off the school site.

6. Record-keeping and reporting

First aid and accident record book

- An accident form or Medical Tracker will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible will be supplied when reporting an accident
- 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

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.

The school will arrange for first aiders to retrain before their first aid certificates expire, where appropriate. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

8. Monitoring arrangements

First aid provision will be monitored and reviewed annually by the Assistant Headteacher and Student Services Team.

9. Links with policies

This first aid document is linked to the:

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

Appendix 1: list of trained first aiders

<u>Name</u>	<u>Role</u>	<u>Training</u>	<u>Date</u>	<u>Renewal</u>	<u>Contact</u>
Victoria Dring	Student Services Manager	Emergency Paediatric First Aid – Level 3	08/24	08/27	131
Ruth Moore	Student Services Deputy	Emergency Paediatric First Aid – Level 3	08/24	08/27	122
Jill Davey	Student Services	Emergency Paediatric First Aid – Level 3	08/24	08/27	158
Sarah Hambry	Student Services	Emergency Paediatric First Aid – Level 3	08/24	08/27	115
Nikki Lancaster	Student Services	Emergency Paediatric First Aid – Level 3	06/25	06/28	115
Amy Johnston	Administration Deputy	Emergency Paediatric First Aid – Level 3	08/24	08/27	102
Laura Nersessian	Curriculum Director PE	Emergency First Aid at Work	06/25	06/28	118
Ellie Potter	Second in Department PE	Emergency First Aid at Work	03/26	03/29	118
Sam Lloyd	Teacher of PE	Emergency First Aid at Work	09/25	09/28	118
Angela Gray	Senior Science Technician	St Johns Community First Aider	04/25	04/28	130
Daniel Jones	Teacher of Science – Lead Outdoor Ed	Emergency First Aid at Work	09/25	09/28	129
Trevor Pullan	Lead Practitioner Science	Emergency First Aid at Work	09/25	09/28	129
Paul Flexman	Teacher of Science	Emergency First Aid at Work	10/25	10/28	129
Lexie Cunningham	Second in Science	Emergency First Aid at Work	06/23	06/26	129
Shannon Sawicki	Teacher of English	Emergency First Aid at Work	12/25	12/28	

Additional training / medical information log

<u>Training</u>	<u>Staff / Group</u>	<u>Date</u>
Anaphylaxis Kit Training	Student Services: Victoria Dring, Ruth Moore, Jill Davey, Sarah Hambry and Niki Lancaster	11/25
Von Willeband – information brief	Ruth Moore and Victoria Dring	09/23
Epilepsy Information	Student Services	09/23

Primary Cilary Dyskinesia – Information brief	Student Services	09/23
Narcolepsy Information	Ruth Moore	09/24
St Johns Community First Aid modules including: First Aid, Medicines, IPC, Drug and Alcohol Awareness etc	Angela Gray	04/25