



Name of policy	First Aid Policy
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Introduction

Mulberry Multi Academy Trust (the Trust) has a responsibility to protect the health and safety of each individual at all times. The First Aid Policy is important not only for children, families and educators, but relates to every person who enters our Academies.

The First Aid Policy, procedures and practices are designed to support the academy to:

- Ensure that ill or injured persons are stabilised and comforted until medical help intervenes.
- Apply further first aid strategies if the condition does not improve.
- Ensure that the environment is safe and that other persons are not in danger of becoming ill or injured.

First aid qualifications

- At all times, at least one qualified first aider will be available to supervise children.
- First aid qualifications are acquired through a recognised instructor and regularly updated. Training in school is offered to Emergency First Aid, Paediatric First Aid or First Aid at Work standard. All First Aid trained staff are instructed in the use of a defibrillator.
- First Aiders and some members of staff may be required to have extra training to accommodate individual children's medical conditions.

The following incidents are examples of when first aid is required:

- Life threatening injury or illness, such as loss of consciousness leading to respiratory or cardiac arrest.
- Choking and/or blocked airway.
- Allergic reaction, such as anaphylactic reaction to nuts or bee stings.
- Injury to the head, back or eye.
- Bleeding or bone fracture.
- High temperatures and febrile convulsions.
- Asthma attack.
- Burns (including sunburn).
- Excessive vomiting leading to dehydration.
- Epilepsy.
- Poisoning from hazardous chemicals substances.

First Aid, Action, Response

All First Aiders are qualified in assessing an incident and making an informed decision on the relevant course of action.

A full list of First Aid Trained staff, their level of qualification and date qualification valid until is contained in the appendix. This list is included in the staff handbook and is displayed in relevant areas around school.

First aid kits

- First aid kits are located in the medical room, a mobile station for KS1 and KS2 break times (if needed) and in every classroom.
- Staff are informed of the location of the first aid kits, as this is included in the induction procedure for staff, students and volunteers.
- First aid kits are stocked regularly and replenished as and when required. The main stock for first aid is located in the medical room, which is monitored by the staff and ordered when required.
- First Aid kits are taken on school trips and to sporting events.
- School minibuses are equipped with emergency first aid kits.

Recording Accidents

- Accidents should be recorded as soon as possible following the incident.

Personal Protection

First aiders should understand the importance of minimising cross infection while providing a basic level of infection control. Please refer to the academy's managing medicines in academies policy.

Minor Accidents / Ailments

Children feeling unwell should be taken to the office in the first instance who rings the parent. Please do not send sick or injured children to the office for an assessment of their condition; the office staff are not trained in first aid.

- Record all accidents in first aid book
- Contact the parent or guardian if there is any doubt that it may be more serious
- If the accident is more serious then the action below may need to be taken

The need for an ambulance

An ambulance should be called when you feel there is a risk to any individual on Trust Premises. Examples are as follows:-

- Difficulty breathing, shortness of breath.
- Chest or upper abdominal pain or pressure.
- Fainting.
- Sudden dizziness, weakness or change in vision.
- Sudden, severe pain anywhere in the body.
- Bleeding that won't stop.
- Severe or persistent vomiting.
- Coughing up or vomiting blood.
- Bone fracture.

In addition, the completion of an accident/ near miss form should also be completed.

Documenting HSE procedures and practices

Documentation specific to this policy include:

- First aid plans for hazardous chemicals and substances attached to Material Safety Data Sheets (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) RIDDOR, which is reported through the local authority.
- Incident reports detailing first aid practices.

Educational Visits

- Educational visits have separate risk assessments carried out, under the guidance of the Educational Visits Coordinator (EVC).