

The logo for The Kite Academy Trust features a blue trapezoidal shape in the upper right corner containing the text 'The Kite Academy Trust' in white. Below this, four wavy, overlapping lines in blue, green, red, and purple extend from the trapezoid towards the left. At the bottom left, there is a faint, stylized illustration of a kite.

**The Kite
Academy
Trust**

THE KITE ACADEMY TRUST
FIRST AID POLICY

P1162

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The Kite
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Flying high
together

1 Introduction

The Kite Academy Trust is fully committed to promoting the health, safety and welfare of all pupils, employees and visitors across our academies. This policy is intended to provide a clear framework to ensure effective first aid provision, prompt and appropriate responses to illness or injury, clear understanding of responsibilities and consistent, compliant standards for recording and reporting incidents.

2 Legislation & Guidance

This policy is based on the [Early Years Statutory Framework for group and school-based providers](#), 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 pupils

3 Roles and Responsibilities

In accordance with the Health & Safety (First Aid) Regulations 1981, each academy will designate appointed person(s) and first aiders.

An appointed person 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 replenishing the contents of these kits;
- Ensuring that an ambulance, or other professional medical help, is summoned when appropriate.

A first aider is trained and qualified in accordance with the Health & Safety (First-Aid) Regulations 1981 and [Guidance on First Aid for Schools](#). A first aider is responsible for:

- Acting as first responders to any incidents, assessing the situation where there is an injured or ill person, and providing immediate and appropriate treatment;
- Sending a child home to recover, where necessary;
- Filling in an accident report on the same day as, or as soon as is reasonably practicable after, an incident.

In academies with Early Years Foundation Stage (EYFS) provision, at least one employee who has a current paediatric first aid certificate must be on the premises at all times.

The names of the appointed person(s) and first aiders will be displayed prominently around each academy site.

Academy administration teams are responsible for ensuring emergency contact details are kept up-to-date.

Trust Board

The Kite Academy Trust Board has ultimate responsibility for health and safety matters but delegates operational and day-to-day responsibility to the CEO and the Academy Headteacher of each academy.

The Academy Headteacher

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

- Ensuring that an appropriate number of trained first aid personnel are present in the academy 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 employees are aware of first aid procedures;
- Ensuring the first aid risk assessment is completed, need assessed appropriately and reviewed;
- Undertaking, or ensuring that managers undertake, other appropriate risk assessments, and implementing required measures;
- Ensuring that adequate space is available for catering to the medical needs of pupils;
- Reporting specified incidents to the HSE when necessary.

Employees

Trust employees are responsible for:

- Ensuring they follow first aid procedures;
- Ensuring they know who the first aiders are in their academy/ team;
- Completing accident reports for all incidents they attend to, whether a first aider is required or not;
- Informing the Academy Headteacher or their Line Manager of any specific health conditions or first aid needs.

4 Medical Emergencies - First Aid Procedures

In-academy Procedures

In the event of an accident resulting in injury:

- The closest employee 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 or administer prescribed emergency medication, if required. The first aider must not administer non-prescribed medication;
- 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 further 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 child is too unwell to remain in academy, a parent/carer will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend any next steps to the parent/carer;
- If emergency services are called, the appointed person will contact a parent/carer immediately;
- The employee involved will complete an accident report form on the same day as, or as soon as is reasonably practical after, an incident resulting in an injury;

In the event of a child becoming unwell:

- the child is taken to the academy office and placed in the medical room, to be monitored. The child's parent/carer will be contacted and asked to collect the child if necessary. In extreme situations, an ambulance may be called.

Please see The Kite Academy Trust Infection Control Policy.

Off-site Procedures

When taking children off academy premises, employees will ensure they always have the following:

- A mobile phone;
- A portable first aid kit;
- Information about the specific medical needs of the children in their care and any emergency medication required;
- Parent/carers' contact details

Risk assessments will be completed by the relevant employee prior to any educational visit that involves taking children off academy premises.

The ratio of first aiders on any educational visit will be informed by the risk assessment, however at least one first aider will be in attendance. Where an educational visit involves EYFS children, at least one first aider in attendance will hold a current paediatric first aid certificate.

In any medical emergency, a child's parent/carer will be contacted as soon as practicable. If the child's parent/carer cannot be contacted, attempts will be made to contact other emergency contacts provided for the child. Parents/carers must provide **three** emergency contacts for their child, in contact priority order.

The Trust engages the Surrey County Council EVOLVE service to support off-site first aid and medical emergency procedures.

5 First Aid Equipment

All employees must know where the first aid kits are stored on an academy site. First aid kits will be kept in areas around the academy as agreed by the Academy Headteacher.

A full first aid kit will be kept in the office/medical room.

Personal protective equipment (PPE) is available if there is a risk of contamination with blood or bodily fluids.

The appointed person is responsible for checking the contents of first aid kits termly.

In the event of an outbreak of an infectious illness, PPE should be worn by employees caring for a child, if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Please see The Kite Academy Trust Infection Control Policy.

6 Automated External Defibrillators

All Kite Academy Trust academies have an Automated External Defibrillator (AED) available on site, or in close proximity, in accordance with the Department for Education requirement.

AEDs are clearly signposted and routinely checked to ensure they remain fully operational. Training on the safe and effective use of an AED in the event of a cardiac emergency forms part of the first aid training provided to Kite employees.

7 Supporting Pupils with Medical Conditions

Arrangements for supporting pupils with medical needs, including the management of epilepsy, severe allergies, anaphylaxis, asthma, diabetes and other health conditions, are documented in The Kite Academy Trust Welfare Policy.

This includes the use and storage of emergency medication, the creation and review of Individual Health Care Plans (IHCP) and the training expectations for employees who may be required to

respond to associated medical emergencies. Employees are expected to familiarise themselves with the IHCP(s) of pupils in their care.

Please see The Kite Academy Trust Welfare Policy.

8 Infection Prevention & Control

The Kite Academy Trust Infection Control Policy provides guidance to prevent and manage infections in our academies.

The Trust follows national guidance published by UK Health Security Agency/ Office for Health Improvement & Disparities when responding to infection control issues and encourages employees and children to routinely follow good hygiene practice.

During an outbreak of an infectious illness, epidemic or pandemic, additional measures and procedures will be put in to practice to minimise the spread of the infection and ensure our academies are safe. These will include daily cleaning procedures that follow national guidance and are compliant with the Control of Substances Hazardous to Health Regulations (2002) (COSHH). Enhanced cleaning will be undertaken where required.

If the clothing of the first-aider or a child becomes contaminated with blood or bodily fluids, the clothing is to be removed as soon as possible and placed in a plastic bag. The child's clothing is sent home with the child. Contaminated PPE will be disposed of in line with local authority guidance.

Please see The Kite Academy Trust Infection Control Policy.

9 Safeguarding

Where any incident raises potential safeguarding considerations, employees will follow the Trust's safeguarding procedures to ensure that concerns are managed appropriately and in accordance with Keeping Children Safe in Education statutory guidance.

Please see The Kite Academy Trust Safeguarding & Child Protection Policy.

10 Record-keeping & Reporting

First Aid and Accident Record Book

- An accident form will be completed by the relevant employee on the same day as, or as soon as possible after, an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident.
- 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 disposed of securely.

Reporting to the HSE

All accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) must be recorded via the Occupational Safety, Health, Environment Notification System (OSHENS) by the appointed person and authorised by the Academy Headteacher.

The relevant employee will report these to the Health & 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;
- 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 being taken to hospital;
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to academies 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:

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

Record-keeping

Records of reports under RIDDOR will be retained for a minimum of 3 years in line with statutory requirements, and may be retained for longer where appropriate to support legal, insurance or safeguarding considerations.

Notifying Parents

The appointed person will inform a child's parent/carer of any accident or injury sustained by their child, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to the Area School's Officer

The Academy Headteacher will notify the Area School Officer (ASO) of any serious accident, illness or injury to, or death of, a pupil while in the academy's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

11 Training

First aid training is available to all academy employees.

First aiders are trained and qualified to carry out the role in accordance with the [Health & Safety \(First-Aid\) Regulations 1981](#) and [Guidance on First Aid for Schools](#).

At least one employee with a current paediatric first aid certificate will be on an academy site at all times. The Paediatric first aid training provided will meet the requirements of the Early Years Foundation Stage statutory framework and will be updated at least every 3 years.

A register will be kept of all trained first aiders, including the training they have received and the period for which the training is valid.

Document Management

Document ID:	P1162		
Last Review:	February 2026	Review Period:	3 years
Responsibility of:	Director of Operations	Ratified by:	Trustees (12.02.26)



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