



Thinking Schools Academy Trust  
***“Transforming Life Chances”***



The Victory Academy  
First Aid Policy

**Policy Holder:** Dave Miller  
**Position:** Student Services Manager  
**Date Ratified:** April 2026  
**Review Date:** 31<sup>st</sup> May 2027

## **Introduction**

If an employee, student or visitor is injured or suddenly becomes ill, immediate assistance or a call to the emergency services may be needed. Appropriate training for first aiders or appointed persons should be provided, along with appropriate first aid equipment and facilities.

## **Policy - Statement of Intent**

This policy is based on advice from the Department for Education on [first aid in schools](#) and health and [safety in schools](#). The aim of this policy is to ensure, so far as is reasonably practicable, that suitable first aid arrangements are established and communicated to employees, and to comply with all relevant legislation, including:

- [Health and Safety at Work etc. Act 1974](#)
- [The Management of Health and Safety at Work Regulations 1999](#)
- [The Health and Safety \(First-Aid\) Regulations 1981](#)
- [The Social Security \(Claims and Payments\) Regulations 1979](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#)

## **Roles and Responsibilities**

### **The Thinking Schools Academy Trust (TSAT)**

To ensure that first aid arrangements are provided relative to the risk of injury or ill health at work, and that these are clearly communicated, we will:

- Evaluate the level of first aid provision appropriate for all Trust sites;
- Provide adequate equipment and facilities;
- Provide appropriate training for first aiders;
- Ensure that any incidents are logged and investigated, as appropriate;
- Ensure that the authorities are notified of an incident when appropriate and in accordance with RIDDOR;
- Review this policy at least biannually or more frequently if significant changes occur.

### **Appointed person(s) and/or first aiders**

The appointed person, Lead First Aider or designate is responsible for:

- Ensuring that appropriately qualified First Aiders take 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 and that designated members of the Senior Leadership Team are informed;
- Ensuring that appropriately qualified First Aiders act 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 individuals home to recover, where necessary, in consultation with the Attendance Officer and Designated Safeguarding Lead, in order to ensure student wellbeing and safety
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident, ensuring major incidents are escalated to Thinking Facilities;
- Keeping their contact details up to date;
- Keeping the school's/premises first aiders and defibrillator trained staff list up to date and ensuring

their names are displayed prominently around the premises.

- Ensuring that a debrief is conducted after any incident requiring an ambulance to be called, with the First Aiders involved and the appropriate member of the Senior Leadership Team;
- Ensuring that members of the First Aid Team are supported with their wellbeing after responding to First Aid events;
- Acting as a source of advice and support for any First Aid incident and to assist in the management of incidents, where needed;
- Ensuring that First Aid staff record details of incidents and treatments accurately and in a timely way, on Arbor;
- Ensuring that published good practice or medical updates are disseminated to members of the First Aid team;
- Ensuring that updated policies and procedures are embedded into the First Aid Policy and other associated policies;
- Maintaining the First Aid budget
- Ensuring that staff responsible for school trips have a qualified First Aider to accompany the trip and that a First Aid bag has been checked and provided;

### **The Principal/Head Teacher/Manager**

The aforementioned persons are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school 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 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, in conjunction with Thinking Facilities;
- Reporting specified incidents to [OFSTED](#), if you are on the Early Years Register, within 14 days of the incident occurring;
- Making certain that any in-house and off-site procedures are communicated to relevant staff including, specific incident management, trips and visits, specialist equipment, record keeping, notifying of family members and training.

### **Procedure**

To fulfil our responsibilities as outlined above, TSAT will, in conjunction with its employees:

- Carry out a first aid needs risk assessment;
- Provide first aid personnel, equipment and facilities as required;
- Communicate details of first aid provision to employees;
- Maintain first aid facilities and equipment;
- Provide a framework for responding to an incident and recording and reporting the outcomes.

Please contact your RFM for copies of the below documentation to assist in the above.

### **Additional Information (NatWest Mentor):**

First Aid Needs Risk Assessment Form First Aid  
Needs Risk Assessment Example Training  
Needs Analysis Form  
Training Needs Analysis Form Example  
Appointed First Aiders Record Form How to  
choose a First Aid Kit  
Online Management Tools - Incident and Accident Recording Toolkit Online  
Management Tools - To Do List  
First Aid Guidance Note First  
Aid Poster

**TSAT Documents:**

TSAT - AED Weekly & Monthly Maintenance Checklists TSAT -  
First Aid Box Check Sheets – Termly  
TSAT - First Aiders & Information Poster TSAT -  
Register of Qualified First Aiders TSAT - First  
Aid Needs Assessment Form  
TSAT - Record of First Aid Needs Assessment Form TSAT -  
Monthly Wheelchair Checklist Form

**TSAT Additional Recourses, Forms and Guidance:**

TSAT – Accident, Incident, Near Miss & First Aid Folder

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*Please note – All documents referenced by NatWest Mentor under this Policy are examples of documentation and may not be representative of actual documents in use by TSAT.*

*Please refer to the Thinking Facilities/H&S Team for current “live” documents and information regarding the management of First Aid.*

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