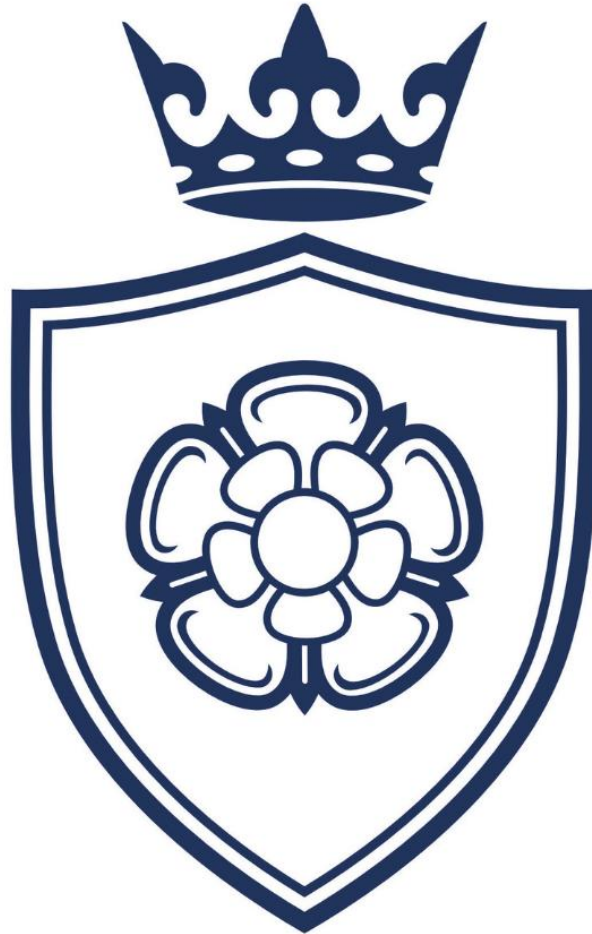




Mercia
Northridge School



First Aid Policy

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DOCUMENT CONTROL

Unless there are legislative or regulatory changes in the interim, this policy will be reviewed every 2 years. Should no substantive changes be required at that point, the policy will move to the next review cycle.

This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid at Mercia Northridge. The requirements for the statutory provision of First Aid have been considered. Failure to implement the procedures contained in this policy could result in a criminal offence as well as disciplinary action being taken.

The policy is issued under the authority of the Headteacher and Governing Body.

This policy should be read in conjunction with the Health and Safety Policy and Managing Medications Policy.

Mercia Northridge complies with all appropriate statutory, DfE and regulatory authorities e.g. Health and Safety Executive (HSE) documentation.

1. Introduction

- 1.1. The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons, equipment etc, to deal with First Aid emergencies and ill health occurring at work.
- 1.2. Facilities must be provided to ensure that First Aid is rendered to employees, visitors, service users (including students), volunteers, agency staff etc, if they become ill or are injured at work or under the jurisdiction of the Academy, on or off site.
- 1.3. First Aid is provided to:
 - preserve life
 - limit the effects of the condition and
 - promote recovery.
- 1.4. First Aid should be provided where a person will need further medical treatment until help arrives, and for the treatment of minor injuries. It should be noted that the treatment of minor illnesses, by the administration of tablets or medicines, falls outside the definition of First Aid (please refer to the Medical Treatment of Students Policy)

2. Review and Monitoring

This policy will be reviewed and revised on a regular basis to confirm that the arrangements are still appropriate. A review will also take place if there are any significant changes in the arrangements and also after any serious incident to ensure that this policy was sound in its content. The policy will be revised and reissued within not more than three months from the review date, where this is necessary.

3. Definitions

- 3.1. A First Aider is a person who has attended, successfully completed and has a valid certificate for the 3 day 'First Aid at Work' training.
- 3.2. An appointed person is a person who has attended, successfully completed and has a valid certificate for the 'Appointed Persons' training.
- 3.3. The employer refers to Governing Body of the Academy.
- 3.4. First Aid means:
 - 3.4.1. cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
 - 3.4.2. treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.
- 3.5. Service User refers to a person or organisation using the Academy.

4. Responsibilities of the Employer

- 4.1. The responsibility of the Employer is to:
 - 4.1.1. establish the First Aid need by risk assessment
 - 4.1.2. identify suitable employees who are willing to undertake First Aid training and annual refresher training (see appendix C)
 - 4.1.3. provide adequate First Aid equipment and facilities (see appendix B)
 - 4.1.4. inform employees and site facilities managers of the location of the First Aid personnel and equipment available to them in their working environment. This will be in the form of a standard notice which will be displayed on the staff notice board and on the staff web site as minimum and

- 4.1.5. ensure the First Aiders maintain their First Aider or Appointed Person status by attending annual refresher training
- 4.2. The responsibilities listed above have been delegated to the Principal to discharge in the appropriate manner.
- 4.3. There is an up to date record of personnel trained in First Aid which informs the Principal when staff require refresher/re-qualification training.

