

First Aid, Accident and Incident Reporting Policy – September 2026

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Introduction

AS2Educate is committed to safeguarding and promoting the health, safety and welfare of every child, young person, member of staff, visitor and contractor whilst attending or working on behalf of the provision.

We recognise that accidents, illness and medical emergencies can occur at any time and that prompt, effective and compassionate first aid can significantly reduce the risk of further harm whilst promoting recovery and wellbeing.

First aid forms an important part of AS2Educate's wider safeguarding responsibilities. The welfare of children will always be the primary consideration when responding to accidents, injuries or medical emergencies. All responses will be person-centred, proportionate and delivered in a manner that protects the dignity, privacy and emotional wellbeing of the individual.

AS2Educate adopts a trauma-informed approach to first aid and emergency care. Staff recognise that injuries, illness and medical interventions may be frightening or distressing, particularly for children with:

- Special Educational Needs and Disabilities (SEND);
- communication differences;
- adverse childhood experiences (ACEs);
- attachment difficulties;
- neurodiversity;
- social, emotional and mental health needs; or
- previous experiences of trauma.

Wherever possible, staff will explain procedures, provide reassurance, involve the child in decisions appropriate to their age and understanding, and minimise distress throughout any first aid intervention.

This Policy establishes AS2Educate's arrangements for:

- providing appropriate first aid;
- responding to accidents, illness and medical emergencies;
- reporting and recording accidents and incidents;
- complying with statutory reporting requirements;
- learning from accidents and near misses;
- maintaining appropriate first aid equipment;
- ensuring staff receive suitable training; and
- promoting continuous improvement in health, safety and safeguarding practice.

Legislative and Statutory Framework

This Policy reflects current legislation, statutory guidance and recognised best practice, including:

- Keeping Children Safe in Education (KCSIE) 2026;
- Working Together to Safeguard Children 2026;
- Health and Safety at Work etc. Act 1974;

- Health and Safety (First Aid) Regulations 1981;
- Management of Health and Safety at Work Regulations 1999;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013;
- Children Act 1989 and 2004;
- Children and Families Act 2014;
- Equality Act 2010;
- Education (Independent School Standards) Regulations 2014;
- School Premises (England) Regulations 2012;
- Department for Education guidance on First Aid in Schools;
- SEND Code of Practice; and
- UK GDPR and the Data Protection Act 2018.

Purpose

The purpose of this Policy is to:

- safeguard the health, safety and welfare of pupils, staff, visitors and contractors;
- ensure prompt, appropriate and effective first aid is available at all times;
- minimise the effects of illness and injury;
- provide a consistent, person-centred and trauma-informed approach to first aid;
- ensure all staff understand their responsibilities during accidents and emergencies;
- establish clear arrangements for recording and reporting accidents and incidents;
- ensure statutory reporting requirements are met;
- support effective communication with parents, carers and external agencies;
- promote learning from accidents, incidents and near misses;
- ensure suitable first aid equipment and facilities are maintained; and
- comply with health and safety and safeguarding legislation.

Scope

This Policy applies to:

- all employees;
- agency workers;
- volunteers;
- apprentices;
- students on placement;
- contractors working on behalf of AS2Educate;
- visitors; and
- all pupils attending AS2Educate.

The Policy applies:

- whilst on AS2Educate premises;
- during educational visits;
- during outdoor learning;
- during transport organised by AS2Educate;
- whilst participating in off-site activities;
- during sporting activities;
- whilst undertaking work experience where AS2Educate retains responsibility; and

- whenever staff are acting in their professional capacity on behalf of AS2Educate.

Roles and Responsibilities

Provision Manager

The Provision Manager has overall responsibility for ensuring that suitable first aid arrangements are maintained across AS2Educate.

This includes:

- ensuring all staff maintain current first aid qualifications appropriate to their role;
- ensuring appropriate first aid provision is available during the school day and on educational visits;
- ensuring first aid equipment is available, maintained and regularly checked;
- overseeing first aid risk assessments;
- ensuring accident, incident and near miss records are completed and reviewed;
- ensuring reportable incidents are notified in accordance with RIDDOR where applicable;
- monitoring accident and injury trends to identify opportunities for improving safety;
- ensuring first aid arrangements form part of the wider safeguarding and health and safety framework; and
- reviewing first aid procedures following significant incidents or changes in legislation or guidance.

All Staff

Every member of staff at AS2Educate is trained in Emergency First Aid at Work and shares responsibility for responding appropriately to illness, injury and medical emergencies.

Staff must:

- respond promptly to any accident, illness or medical emergency;
- assess the immediate situation and ensure the safety of everyone present;
- provide first aid within the limits of their training and competence;
- summon emergency medical assistance where required;
- remain with the injured or unwell person until appropriate support or emergency services arrive;
- provide reassurance using a calm, person-centred and trauma-informed approach;
- protect the dignity, privacy and emotional wellbeing of the individual throughout the incident;
- administer emergency medication where trained and authorised to do so;
- ensure parents or carers are informed in accordance with this Policy;
- accurately record all first aid treatment, accidents and incidents before the end of the working day wherever possible;
- report safeguarding concerns identified during or following an incident in accordance with the Safeguarding and Child Protection Policy; and
- participate in refresher training and continuous professional development to maintain competence.

Staff must only undertake procedures for which they have received appropriate training and must seek emergency medical assistance whenever there is any doubt regarding the seriousness of an injury or illness.

Where outdoor learning, educational visits or higher-risk activities take place, appropriately trained staff, including those holding additional qualifications such as Level 3 Activity First Aid, will be deployed according to the activity risk assessment.

First Aid Provision

AS2Educate will ensure that suitable first aid provision is available at all times through:

- an appropriate number of qualified first aiders;
- Emergency First Aid at Work trained staff;
- additional First Aid at Work or Outdoor Activity First Aid trained staff where required by risk assessment;
- suitable first aid equipment located throughout the provision;
- portable first aid kits for off-site activities;
- emergency communication arrangements;
- access to emergency medical services;
- appropriate arrangements for pupils with medical conditions; and
- regular review of first aid needs based upon the activities undertaken by the provision.

First aid provision will be reviewed regularly and whenever there are significant changes to staffing, pupil needs, educational activities, premises or statutory guidance.

Responding to Illness, Injury and Medical Emergencies

AS2Educate is committed to ensuring that all injuries, illnesses and medical emergencies are managed promptly, effectively and compassionately. Staff will always prioritise the immediate safety and welfare of the individual whilst protecting the safety of others.

All first aid will be delivered in a calm, person-centred and trauma-informed manner, recognising that medical emergencies and injuries can be frightening, particularly for children and young people with SEND, communication needs, neurodiversity or previous experiences of trauma.

Staff should remain calm, reassure the individual throughout the incident and explain actions using language appropriate to the person's age and level of understanding wherever possible.

The welfare of the child will remain the primary consideration throughout any response.

Immediate Response

Where a person becomes ill or injured, staff must:

- remain calm and assess the immediate situation;
- ensure the area is safe before approaching;
- remove or reduce any immediate hazards where it is safe to do so;
- undertake a dynamic risk assessment;
- provide appropriate first aid within the limits of their training and competence;
- request additional staff support where required;
- contact the emergency services immediately where there is any risk to life or serious injury;
- remain with the injured or unwell person, monitor their condition and provide reassurance until responsibility is transferred.

- reassure and support the individual throughout the incident.

Where there is any uncertainty regarding the seriousness of an illness or injury, staff should seek emergency medical advice.

Person-Centred and Trauma-Informed First Aid

AS2Educate recognises that first aid involves supporting both physical and emotional wellbeing.

Staff will seek to minimise distress by:

- introducing themselves and speaking calmly;
- explaining what they are doing before providing treatment;
- offering reassurance throughout the incident;
- involving the child in decisions where appropriate;
- respecting dignity and privacy;
- avoiding unnecessary physical contact;
- allowing a trusted adult to remain with the child where appropriate;
- adapting communication for pupils with SEND or communication differences;
- recognising signs of anxiety, distress or dysregulation; and
- providing opportunities for emotional recovery following the incident.

Following significant incidents, staff will consider whether additional emotional support or safeguarding intervention may be required.

Assessing the Severity of an Injury or Illness

Staff should make an immediate assessment of:

- the nature of the injury or illness;
- whether there is any immediate danger to life;
- whether emergency services are required;
- whether the individual can safely remain at the provision;
- whether parents or carers should be contacted immediately; and
- whether additional safeguarding concerns are present.

No member of staff should attempt any treatment beyond the scope of their training.

Serious or Life-Threatening Emergencies

Emergency medical assistance must be requested immediately by calling **999** where a person:

- is unconscious or unresponsive;
- has stopped breathing or has difficulty breathing;
- experiences chest pain or symptoms of a cardiac emergency;
- has suffered a seizure lasting longer than five minutes or repeated seizures;
- has sustained a serious head injury;
- has severe bleeding that cannot be controlled;
- has suspected spinal injuries;
- has sustained serious fractures;

- anaphylaxis or other severe allergic reaction
- has suffered a serious burn or scald;
- has collapsed unexpectedly;
- is displaying symptoms of stroke;
- has sustained any injury where immediate hospital treatment is considered necessary; or
- where staff believe urgent medical attention is required.

Whilst awaiting emergency services, staff will continue to provide first aid appropriate to their level of training and monitor the person's condition.

Parents or carers will be informed immediately where emergency medical treatment is required.

Where a pupil is transported to hospital by ambulance and a parent or carer is not immediately available, a member of staff will accompany the pupil where appropriate until a parent, carer or other responsible adult arrives.

Minor Injuries and Illness

Where injuries or illness are assessed as minor, staff will provide appropriate first aid and continue to monitor the individual.

Examples may include:

- minor cuts and abrasions;
- bruises;
- minor burns;
- nosebleeds;
- headaches;
- minor sprains;
- insect bites or stings;
- minor illnesses occurring during the school day.

Parents or carers will be informed in accordance with the provision's communication procedures where appropriate.

Where a child's condition deteriorates, emergency procedures will be followed immediately.

Infection Prevention and Control

To minimise the risk of infection when administering first aid, staff will:

- follow standard infection prevention precautions;
- wash or sanitise hands before and after treatment;
- wear appropriate disposable gloves where exposure to blood or bodily fluids is anticipated;
- safely dispose of contaminated dressings and PPE;
- clean and disinfect contaminated surfaces and equipment;
- cover any cuts or broken skin before providing first aid;
- report exposure to blood or bodily fluids to the Provision Manager immediately.

Where bodily fluid spillages occur, staff will follow AS2Educate's cleaning and infection control procedures.

Accident and Incident Reporting

AS2Educate is committed to maintaining accurate records of all accidents and incidents involving pupils, staff, visitors and contractors. Effective recording supports safeguarding, enables lessons to be learned, assists in identifying patterns or emerging risks and ensures compliance with statutory health and safety requirements.

Entries in the Accident Record Book must be factual, objective and completed as soon as reasonably practicable.

Each entry should include:

- the date, time and location of the accident or incident;
- the name of the injured or affected person;
- details of the injury, illness or incident;
- the circumstances leading to the accident;
- first aid or treatment provided;
- the name of the member of staff providing first aid;
- whether emergency services were contacted;
- whether parents or carers were informed;
- any immediate actions taken to make the area safe;
- any safeguarding concerns identified; and
- any follow-up actions required.

Where an accident or incident raises safeguarding concerns, staff must immediately follow the Safeguarding and Child Protection Policy in addition to completing the Accident Record Book.

Communication with Parents and Carers

Parents or carers will be informed as soon as reasonably practicable where:

- a pupil receives first aid beyond very minor treatment;
- there are concerns regarding the pupil's health or wellbeing;
- the pupil requires collection from the provision;
- emergency services have been contacted;
- hospital treatment is required;
- a head injury has occurred;
- there has been a significant accident or incident; or
- ongoing monitoring is required.

Communication will be clear, factual and supportive and will include details of:

- the nature of the injury or illness;
- treatment provided;
- whether further medical advice is recommended; and

- any ongoing observations or support required.

Near Miss Reporting

AS2Educate recognises that learning from near misses is an important part of maintaining a safe environment.

A near miss is an unplanned event that did not result in injury or damage but had the potential to do so. Staff are encouraged to report near misses promptly so that hazards can be identified, risk assessments reviewed and preventative action implemented before harm occurs. Near miss reports will be reviewed by the Provision Manager alongside accident and incident records to identify trends and opportunities for improving safety.

Statutory Reporting (RIDDOR)

Certain work-related accidents, injuries, diseases and dangerous occurrences must be reported to the Health and Safety Executive (HSE) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

The Provision Manager is responsible for determining whether an incident is reportable and for ensuring that reports are submitted within the statutory timescales.

Examples of reportable incidents may include:

- specified serious injuries to employees;
- work-related accidents resulting in an employee being unable to perform their normal duties for more than seven consecutive days;
- dangerous occurrences specified within the Regulations;
- certain occupational diseases; and
- fatalities arising from work-related incidents.

Not all injuries requiring hospital treatment are reportable under RIDDOR. Each incident will be assessed against the reporting criteria.

Record Keeping and Confidentiality

The AS2Educate Accident Record Book forms part of the provision's health and safety and safeguarding records and will be managed in accordance with UK GDPR and the Data Protection Act 2018.

Accident records will be:

- completed promptly;
- accurate, factual and objective;
- stored securely;
- treated confidentially;
- accessible only to authorised staff; and
- retained in accordance with statutory retention requirements and AS2Educate's Data Protection and Privacy Policy.

Where an accident forms part of a safeguarding concern, the information will also be recorded within the safeguarding recording system in accordance with the Safeguarding and Child Protection Policy.

First Aid Equipment

AS2Educate will maintain suitable first aid equipment appropriate to the activities undertaken and the needs of pupils and staff.

First aid kits are located in identified areas throughout the provision, including:

- the main office;
- teaching areas;
- kitchen facilities;
- staff vehicles; and
- portable kits used during educational visits and off-site activities.

Portable first aid kits will accompany all educational visits and outdoor learning activities.

The Provision Manager will ensure that:

- first aid kits are checked regularly;
- stock is replenished promptly;
- expired items are replaced;
- equipment remains fit for purpose; and
- additional equipment is available where required following risk assessment.

First aid kits must not be used to store medication. Arrangements for medication storage are detailed within the Supporting Pupils with Medical Conditions and Administration of Medicines Policy.

Staff Training and Competence

AS2Educate recognises that effective first aid depends upon competent, confident and appropriately trained staff.

All members of staff receive Emergency First Aid at Work training and are expected to maintain the knowledge and skills necessary to respond appropriately to illness, injury and medical emergencies.

Where required by role or risk assessment, staff may also receive additional training, including:

- Level 3 Activity First Aid;
- paediatric first aid;
- use of automated external defibrillators (AEDs);
- management of catastrophic bleeding;
- anaphylaxis awareness;
- epilepsy awareness; and
- trauma-informed approaches to supporting injured or distressed children and young people.

Training will be refreshed at appropriate intervals to maintain competence and reflect changes in legislation, statutory guidance and organisational practice.

Monitoring, Review and Continuous Improvement

The Provision Manager will monitor the effectiveness of this Policy through accident trends, near miss reporting, staff feedback, safeguarding reviews, audits and lessons learned from incidents. The Policy will be reviewed annually, or sooner where legislation, statutory guidance or organisational practice changes.

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Ratified by:	Provision Manager and DSL
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Next Review:	Autumn Term 2027
Review Date 08.03.24 Richard Fihosy	Page and Sections Page 1 - Former Director's name was deleted.
Aug 25	Full Policy Review
Aug 26	Fully policy review and merger of policy with Accident and Incident Procedure