First Aid Policy

This policy is effective in Lancaster Academy part of the Learning without Limits Academy Trust

Associated Trust and Academy Policies:	
Allergy Policy *(Academy specific)*	Health and Safety Policy
Data Protection Policy	SEND Policy *(Academy specific)*
Designated Teacher for Looked After and Previously Looked After Children Policy	Staff Behaviour (Code of Conduct) Policy
Equality, Diversity and Inclusion (EDI) Policy	Staff Expectations Policy
Food Safety Policy	Supporting Learners with Medical Conditions Policy *(Academy specific)*

Version: V1.2a	**Status: LIVE**
Date: August 2025	**Next Review: August 2026**

Version	Date	Author	Changes
V1.0	March 2021	KK	New Trust policy created
V1.1	August 2023	AE	Policy review. Contents added and policy format updated. Specific references to practice during Coronavirus removed and a Covid-19 update included instead. Objectives added to section 1. References to 'Headteacher' removed. Section 8 Facilities added. Detail added about sterile items in 9.1 Information about defibrillators has been added to section 9. 10.2 Reporting to HSE; information about contractors added. LwLAT Wellbeing Statement added.
V1.2	August 2024	AE	Policy review. List of associated policies updated. Template text added at the start of the policy. Named person responsible added at the start of the policy. References to "child", "children", "student" or "pupil" updated to "learner(s)", where appropriate. 6. Roles and Responsibilities – 6.3.1 updated and 6.5. Learners added 7.1 added, in relation to allergies and allergic reactions. 7.4 Mental health, welling and worked-related stress added.

			7.5. Covid-19; updated. 9. First Aid Equipment updated, 9.5 and 9.6 added. Paragraph 11. Training moved into Paragraph 7.1 First Aiders. Policy approved at Trust Board meeting 26th September 2025.
V1.2a	January 2025	DA/AP	Localised for use at Lancaster Academy

This document is a Trust created template policy for use in all Trust Academies. It is the responsibility of individual Academies to insert information in to the document where indicated so that it is relevant to local circumstances and practice, whilst not removing any content contained within it, prior to the policy being noted by Local Governing Bodies.

The person in charge of First Aid at Lancaster Academy is Dawn Thirlby Flynn (day to day) and Debbie Abraham (exam Officer with responsibility for overseeing First Aid)

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1. Aims of this Policy

1.1. The Learning without Limits Academy Trust understands that decisions about first aid are of paramount importance and will endeavour to ensure that any first aid incidents are dealt with appropriately and in accordance with this policy.

1.2. The Trust is committed to the following objectives:

- To provide an accessible First Aid Policy template for use in its Academies.
- To ensure all Academy First Aid Policies and procedures are based on an up-to-date risk assessment
- To ensure all first aid equipment and facilities are suitable for purpose

1.3. The aim of this Lancaster Academy First Aid Policy is to:

- Ensure the health and safety of all staff, learners, and visitors (including contractors)
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Purpose

2.1. To ensure that:

- The Academy has a minimum of one 'appointed person' to take charge of first aid arrangements. The appointed person does not need to be a trained first aider.
- The Academy have a sufficient number of suitably trained first aiders in place.

3. Scope

3.1. This policy applies to trustees, governors, staff, volunteers and contractors who work within the Learning without Limits Academy Trust.

3.2. Allergen management is not covered in this policy. Please refer to each Academy's Allergy Policy for full details on Academy processes and procedures in relation to allergies.

4. Who is responsible for carrying out this policy?

4.1. The CEO and the Principal of each Academy have overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework.

4.2. All members of staff are responsible for the success of this policy and must ensure that they familiarise themselves with it and act in accordance with its aims and objectives.

4.3. The implementation of this policy will be monitored by the Principal and the governors of each Academy and will remain under constant review by the Learning without Limits Academy Trust.

5. Legislation and guidance

5.1. Applicable to the Trust and its Academies

- 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 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- 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

5.2. Secondary Academies

5.2.1. This policy is based on advice from the Department for Education on first aid in schools, health and safety in schools and the legislation listed above.

5.4. This document also complies with the Trust's funding agreement and articles of association.

6. Roles and Responsibilities

6.1. The Board of Trustees

6.1.1. The Board of Trustees has ultimate responsibility for health and safety matters in each Academy, but delegates responsibility for the strategic management of such matters to the Academy's governing body.

6.1.2. Operational matters and day-to-day tasks are delegated to the Academy Principal and staff members.

6.1.3. They Trust Board will ensure that budget is dedicated to Academies' First Aid provision, including appropriate training.

6.2. The Principal

6.2.1. The Principal is responsible for the implementation of this policy, including ensuring that:

- An appropriate number of appointed persons and/or trained first aid personnel are always present in the Academy
- First aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- All staff are aware of first aid procedures
- All new employees are given the appropriate induction training, relating to the Academy and any specific provision relating to their role
- Appropriate risk assessments are completed, and appropriate measures are put in place for both onsite and offsite activities
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary.

6.3. Appointed person(s) and first aiders

6.3.1. At Lancaster Academy the appointed person is Dawn Thirlby-Flynn, Student Wellbeing Officer. They are responsible for:

- Acting as first responders to any incidents
- Taking charge when someone is injured or becomes ill
- Assessing the situation where there is an injured or ill person
- Administering immediate and appropriate treatment
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Contacting parents/carers and sending learners home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in Appendix 2)
- Reporting the incident to the HSE, if required
- Ensuring first aiders are trained and qualified to carry out the role and are responsible for
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Keeping their contact details up to date
- Consenting to having their names displayed around the Academy on the first aid list.

6.3.2. The Academy's appointed person(s) and/or first aiders are listed in appendix 1. Their names will also be displayed prominently around the Academy in various locations

6.4. Staff

6.4.1. All Academy staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in the Academy are
- Completing accident reports (see appendix 2 if used) for all incidents they attend to where a first aider/appointed person is not called

- Informing the Principal or their manager of any specific health conditions or first aid needs

6.5. Learners

6.5.1. While Trust and Academy staff carry the main responsibility for the first aid provision, and the correct implementation of policy and procedure, it is vital that learners understand their role and responsibilities when it comes to the whole-school and themselves in order for staff to be able to carry out their roles effectively. As members of the school community, and allowing for their age and aptitude, learners are expected to:

- take personal responsibility for themselves and others
- observe all the first aid rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their first aid
- behave sensibly around the school site and when using any equipment
- report first aid concerns or incidents to a member of staff immediately
- act in line with the Academy's behaviour policy

7. First Aid Arrangements

7.1. Allergies and allergic reactions

7.1.1. Allergies and allergic reactions are not covered in the policy. Please refer to the Academy Allergy Policy for full details on Academy processes and procedures in relation to allergies.

7.2. Academy procedures

7.2.1. Risk assessments will determine the minimum number of trained first aiders required and the Principal will monitor this to ensure that these standards are being met.

7.2.2. First aiders will be recruited on a voluntary basis. The Academy will seek to advertise the position of first aiders to members of staff.

7.2.3. The appointed person(s) and/or first aiders will ensure that all voluntary first aiders have undertaken the appropriate training with an organisation approved by the HSE and have the necessary qualifications (i.e. First Aid at work certificate or PFA). If required training will also include resuscitation procedures for children. First Aiders will also be required to have an understanding of the reporting requirements set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and in the guidance for notifiable diseases in the Public Health (Control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010.

7.2.4. The Academy Operations Manager and Debbie Abraham will monitor the expiration date of each first aider’s training and seek to arrange refresher training prior to this date. If this is not possible the first aider will be able to administer first

aid for a reasonable period until the refresher training is complete and a new certificate administered.

7.2.5. All volunteer first aiders must report to Academy Operations Manager with any questions or concerns in relation to their post.

7.2.6. A list of current volunteer first aiders is included in [Annex A].

7.2.7. This list will be displayed in the main reception of the Academy and other appropriate areas and updated when necessary.

7.3. Off-site procedures

7.3.1. When taking pupils off the Academy premises, staff will ensure they always have the following:

- An Academy mobile phone
- A portable first aid kit
- Information about the specific medical needs of learners
- Parents/carers contact details

7.3.2. Risk assessments will be completed by the member of staff responsible for the visit prior to any educational visit that necessitates taking pupils off Academy premises. The Academy has access to the 'Evolve' system for risk assessments and recording visits.

7.4. Mental health, wellbeing and work-related stress

7.4.1. The Academy recognises that it has a responsibility to help employees and pupils who may be suffering from mental ill health. For more information please refer to the Trust Managing Stress and Promoting Positive Mental Health & Wellbeing Policy on the Trust website.

7.4.2. The Academy has appointed mental health trained first aiders who have been trained to recognise warning signs of mental ill health and have the skills and confidence necessary to approach and support someone while keeping themselves safe.

7.4.3. The Academy will have at least one senior mental health lead. This role will have strategic oversight of the whole school approach to make the best use of existing resources to help improve the wellbeing and mental health of leaners and staff. In doing so, the Academy will follow the guidance provided by the Department for Education to create a positive mental health culture; Mental health and behaviour in schools - GOV.UK (www.gov.uk)

7.4.4. Where learners experience more serious mental health problems, support will be accessed from Children and Young People's Mental Health Services, voluntary organisations and local GP practices.

7.5. Covid-19

7.5.1. The Academy will consider Covid 19 as one risk amongst others in relation to health and safety risk assessments and managing risk. This will be reviewed in line with public health advice; Coronavirus (COVID-19) – Advice for workplaces (hse.gov.uk)

8. Facilities

8.1. The Academy will ensure that there is a suitable room that may be used for medical or dental treatment when required, and for the care of learners during school hours. The area must contain a wash basin and be reasonably near to a toilet, it need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

8.2. Infection control and hygiene are of paramount importance and all staff and learners will be reminded to follow basic hygiene procedures at all times.

8.3. Disposable gloves and handwashing facilities will be made available.

9. First Aid Equipment

9.1. The Academy will have at least one fully stocked first aid container, or at least one on each floor of the premises where there is more than one floor, which will be marked with a white cross on a green background. The location of first aid equipment will be displayed around the Academy.

9.2. First aid kits are stored in:

- The medical room
- Reception (at the desk)
- All science labs / prep room
- All Design and Technology classrooms / DT Office
- Food Technology Room
- Premises Office
- P.E. Department
- The Academy kitchen
- Academy vehicles, if applicable
- A number of kits are also available for use on school trips including residential trips

Commented [AE2]: This list includes suggestions only. Adapt this section to reflect your Academy's first aid arrangements.

9.3. The contents of the first aid kit will be checked at regular intervals to ensure it is fully stocked and any expired or damaged supplies are discarded and replaced.

9.4. Each first aid kit in the Academy will include, as a minimum, the following:

- A leaflet with general first aid advice (e.g. HSE's leaflet Basic advice on first aid at work)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;

- 2 large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- 1 pair of disposable gloves

9.5. A travel first aid container must be taken on any off site visits or trips. This includes sporting events, trips and site visits. A travel first aid container must include the following as a minimum:

- leaflet giving general advice on first aid (see HSE website)
- 6 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 individually wrapped triangular bandages (preferably sterile)
- 2 safety pins;
- 1 large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- individually wrapped moist cleansing wipes
- 1 pair of disposable gloves

9.6. All public service vehicles used by schools e.g. minibuses must have on board a first aid container with the following items contained:

- 10 antiseptic wipes, foil packaged
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15 cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustless blunt-ended scissors

9.7. No medication is kept in first aid kits.

9.6. Defibrillators

9.6.1. The Academy has 5 Automated External Defibrillators (AED) provided by the Department for Education. Full guidance is available on the gov.uk website here.

9.6.2. A defibrillator is a machine that is placed externally on the body and is used to give an electric shock when a person is in cardiac arrest i.e. when the heart suddenly stops pumping blood around the body.

9.6.3. The Academy will notify the local NHS ambulance service of the location of the defibrillators on site, which are:

- Main Reception adjacent to flags
- P.E. (outside of the P.E. Office)
- First Floor (near to the Humanities Office)
- Second Floor (opposite Atrium Stairs)
- P.E. Store (near to the Peace Garden)

10. Record-keeping and reporting

10.1. First aid and accident record book

Commented [AE3]: Amend to reflect the procedures in your Academy

10.1.1. An accident form will be completed by the Student Wellbeing Officer on the same day or as soon as possible after an incident resulting in an injury.

10.1.2. Serious incidents will be reported to the Chair of Governors and the CEO of the LwLAT.

10.1.3. As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at Appendix 3

10.1.4. A copy of the accident report form will also be added to the leaner's educational record by the Academy Operations Manager.

10.1.5. 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 securely disposed of.

10.2. Reporting to HSE

10.2.1. The Academy Operations Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

10.2.2. The Academy Operations Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

10.2.3. Incidents involving contractors working on Academy premises are normally reportable by their employers. Contractors could be, e.g. builders, maintenance staff or cleaners. If a self-employed contractor is working on Academy premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises (Principal) will be the responsible person.

10.2.4. Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
- 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) which:
  - cover more than 10% of the body
  - cause significant damage to the eyes, respiratory system or other vital organs
  - require 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

10.2.5. Information on how to make a RIDDOR report is available here:

- How to make a RIDDOR report, HSE http://www.hse.gov.uk/riddor/report.htm

10.2.6. The Academy will contact the Trust's external Health and Safety Advisors for further information and guidance, where necessary.

10.3. Notifying parents/carers

10.3.1. The [Student Wellbeing Officer] will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

10.4. Reporting to Ofsted and Child Protection Agencies

10.4.1. The Principal will notify Ofsted of any serious accident, illness or injury to, or death of, a learner while in the Academy's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

10.4.2. The Principal will also notify children's social care and any other relevant agencies of any serious accident or injury to, or the death of, a learner while in the Academy's care.

11. LwLAT Wellbeing Statement

11.1. The Trust will always put the effective education of our learners at the heart of any decision that we make. In doing so, we recognise that the requirement to adhere to policies and procedures may be time consuming and can impact on workload. For this reason the Trust and its Academies will always endeavour to support staff when policies and procedures are being actioned.

12. Review

12.1. The LwLAT Trust Board has overall responsibility for the adoption, review and amendments of this policy. The Trust Board will review this policy yearly, or earlier if necessary, to comply with statutory DfE updates and amendments.

APPENDIX 1

LANCASTER FIRST AID PROCEDURES

The Principal and Board of Governors of Lancaster Academy accept their responsibility under the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 and acknowledge the importance of providing First Aid for employees, students and visitors within the Academy.

The staff of Lancaster Academy recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1997 and agree to abide by the SELB procedure for reporting accidents.

Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill' (The Joint First Aid Manual 8th Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

Statement of First Aid Provision

The Academy's arrangements for providing First Aid will:-

- Place a duty on the Principal and Governing Body to prove, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant form to the Local Authority that meet the reporting requirements including RIDDOR.
- Record all occasions when First Aid is administered to employees, students and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements with Local Authority or outside bodies to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the Academy and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (eg specialised training for students with particular medical needs);
- Notify the parent/carer where appropriate, that first aid treatment was given to the student.

Arrangements for First Aid

The Academy will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are:-

- The medical room
- Reception (at the desk)
- All science labs / prep room
- All Design and Technology classrooms / DT Office
- Food Technology Room

- Premises Office
- P.E. Department
- The Academy kitchen
- Academy vehicles, if applicable
- Several mobile kits are available for school trips.

The academy has 5 defibrillators which are located in the following areas:-

- Main Reception adjacent to flags
- P.E. (outside of the P.E. Office)
- First Floor (near to the Humanities Office)
- Second Floor (opposite Atrium Stairs)
- P.E. Store (near to the Peace Garden)

A standard (medium) First Aid Kit will contain the following items:

Leaflet giving general advice on First Aid

60 individually wrapped sterile adhesive dressings assorted sizes

30 saline cleansing wipes

1 roll of adhesive tape

3 triangular bandages

3 sterile eye pads

12 safety pins

6 medium wound dressings

2 large wound dressings

3 extra large wound dressings

3 sterile finger dressings

1 resuscitation face shield

9 pairs of disposable gloves (non latex)

2 emergency foil blankets

2 conforming bandages

2 hydrogel burn dressings

1 pair tough cut shears

The contents of the kits will be checked termly by Dawn Thirlby-Flynn, Student Wellbeing Officer.

The academy has a number of fully trained First Aiders and Emergency First Aiders details can be found in Appendix 2

Before undertaking any off site activities the level of first aid provision will be assessed by the Student Wellbeing Officer, Tom Richards (EVC) and the trip leader in conjunction with relevant risk assessments and medical information. Any relevant medication and a first aid kit(s) will be taken on the trip/visit. All information is then recorded on Evolve.

Information on First Aid Arrangements

The Principal will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition the Principal will ensure that signs are displayed throughout the School providing the following information:-

- The names of employees with First Aid qualifications;
- Their room number or extension number

All members of staff will be made aware of the Academy's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

In the case of any incident in school where a student may have received an injury either because of an accident, near miss or because of a conflict with another student, first aid must be sought, even in minor cases to safeguard the student concerned; students should be sent to the Student Wellbeing Officer at Student Reception / Medical Room to be checked and a log made of such an occurrence

Accidents involving bumps to a Student's head

The consequence of an injury from an accident involving a bump or blow to a student's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required, attempt will be made to contact the parent/carer or notification sent home to the parent/guardian.

Transport to hospital or home

The Principal will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the student's parent or guardian will be notified. If hospital treatment is required, then the student's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Principal may decide to make arrangements within school to transport the student to the hospital.

Where the Principal makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used
- No individual member of staff will be alone with the pupil in a vehicle
- A second member of staff will be present to provide supervision of the injured student

Links with other policies

This procedure is linked to the:

- Health and Safety Policy
- Risk Assessment Procedures
- Policy on supporting pupils with medical needs
- Administration of medicine policy

Appendix 2 – list of appointed persons(s) for first aid and/or trained First Aiders

Name	Role	Contact Details
First Aiders		
Dawn Thirlby-Flynn	Student Wellbeing Officer	3005/3041
Debbie Abraham	Exam Officer	3036
Mark Derry	Premises Officer	3038
Gina Humphries	Premises Officer	3038
Zak Hajat	Head of PE	3052
Tom Richards	PE Teacher / HOY 7	3053 / 3043/4
Emergency First Aiders		
Rachel McDonald	SSW – Year 9	3048
Samantha Holland	TA – Year 8	3028/3031
Marvin Phythian	Maths Teacher	3034
Aadam Hajat	PE Teacher	3053
Jackie Moss	Science Technician	3040
Georgina Quinn	Mental Health Support Worker	3053
Maria Aman	TA – Year 7	3043/4
John Boyd	HOY 11 / RS Teacher	3046
Craig Chatburn	HOY 10 / Science Teacher	3047
Becky Noden	Food Technician / TA	3058
Emma Lewis	HOY 8 /PE Teacher	3053/3028/3031
Aisha Meman	SSW – Year 7	3043/4

Appendix 3 - Accident Reporting Form

Name of injured person		**Role/Class**	
Date and time of incident		**Location of incident**	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
Follow-up Action required			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			

Name of person attending the incident			
Signature		**Date**	

Appendix 4 – Training Log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
Level 3 Award in First Aid at Work	Dawn Thirlby-Flynn	06/11/2024	07/11/2027
Level 3 Award in First Aid at Work	Debbie Abraham	05/05/2022	06/05/2025
Level 3 Award in First Aid at Work	Mark Derry	18/04/2024	19/04/2027
Level 3 Award in First Aid at Work	Gina Humphries	12/02/2025	13/02/2028
Level 3 Award in First Aid at Work	Zak Hajat	18/04/2024	19/04/2027
Level 3 Award in First Aid at Work	Tom Richards	23/05/2024	24/05/2027
Level 3 Award in Emergency First Aid at Work	Rachel McDonald	05/10/2022	05/10/2025
Level 3 Award in Emergency First Aid at Work	Samantha Holland	06/07/2022	06/07/2025
Level 3 Award in Emergency First Aid at Work	Marvin Phythian	06/07/2022	06/07/2025
Level 3 Award in Emergency First Aid at Work	Aadam Hajat	05/10/2022	05/10/2025
Level 3 Award in Emergency First Aid at Work	Jacqui Moss	27/11/2022	27/11/2025
Level 3 Award in Emergency First Aid at Work	Georgina Quinn	28/10/2022	28/10/2025

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
Level 3 Award in Emergency First Aid at Work	Maria Aman	24/06/2024	24/06/2027
Level 3 Award in Emergency First Aid at Work	John Boyd	28/10/2022	28/10/2025
Level 3 Award in Emergency First Aid at Work	Craig Chatburn	23/05/2024	23/05/2027
Level 3 Award in Emergency First Aid at Work	Becky Noden	12/02/2025	13/02/2028
Level 3 Award in Emergency First Aid at Work	Aisha Meman	02/07/2022	02/07/2025
Level 3 Award in Emergency First Aid at Work	Emma Lewis	20/10/2023	20/11/2026
Diabetes training	Debbie Abraham	25/09/2024	24/12/2025
Diabetes training	Rebecca Bamber	09/10/2024	13/01/2026
Anaphylaxis Training	All staff trained annually		