



Telford Court

First Aid Policy and Procedure

2026-2027

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1. Policy Statement

The Greenhouse HyFlex Academy is committed to ensuring the health, safety and welfare of all pupils, staff and visitors by providing effective first aid provision in accordance with statutory requirements.

This policy ensures that:

- First aid is administered promptly and effectively
- Staff are appropriately trained
- Learners, particularly those who are vulnerable or looked after, are supported safely

2. Legal Framework

This policy complies with:

- Health and Safety (First-Aid) Regulations 1981
- DfE Guidance: First Aid in Schools (2025 update)
- Keeping Children Safe in Education 2026
- Management of Health and Safety at Work Regulations 1999
- Equality Act 2010

3. Roles and Responsibilities

Proprietor / Leadership

- Ensure a sufficient number of trained first aid staff are available at all times in line with Health and Safety Executive (HSE) requirements.
- Ensure at least one appointed person to take charge of first aid arrangements and ensure this person looks after equipment and calls emergency services if needed.

Appointed First Aiders

- Hold valid First Aid at Work (FAW) certification (updated every 3 years)
- Provide immediate care for:
 - Injuries
 - Illness

- Maintain first aid records
- Carry out termly equipment audits and ensure that all first aid kits are fully restocked.

Education Staff

- Be aware of:
 - First aid procedures
 - Location of equipment
- Report incidents promptly
- Complete annual first aid refresher training through online course.

4. First Aid Provision

The Academy will ensure:

- At least one trained first aider on site at all times
- First aid kits located:
 - Main Classroom
 - Kitchen
 - Off-site visits
- Access to:
 - Clean water
 - Disposable gloves
 - Hygiene materials

5. Supporting Pupils with Medical Needs

- Individual healthcare plans are in place where required
- Staff receive training on specific medical conditions relevant to both staff and the student cohort (e.g. epilepsy, diabetes, allergies).
- Emergency medication (e.g. EpiPens, inhalers) is stored securely and remains accessible at all times.

6. Emergency Procedures

In the event of serious illness or injury:

1. Appointed First aider assesses situation
2. Emergency services called (999) if required
3. Parent/carer and placing authority informed
4. Incident recorded

Staff must prioritise preservation of life and prevention of deterioration

7. Recording and Reporting

All incidents are recorded in the appropriate First Aid/Accident Reporting Log Book for either staff or students.

Records include:

- Date, time, location
- Nature of injury
- Treatment given
- Name of first aider

Reporting:

- Serious incidents reported under RIDDOR where applicable

8. Safeguarding Considerations

- First aid is delivered in line with KCSIE 2026
- Staff maintain:
 - Professional boundaries
 - Dignity and respect
- Any concerns identified during treatment are reported via safeguarding procedures

9. First Aid Equipment

- Checked regularly (at least termly)
- Replenished as needed
- Stored in clearly marked locations

10. Monitoring and Review

- Policy reviewed annually
- Leadership monitors:
 - Incident trends
 - Staff training compliance

11. Related Policies

This policy must be read in conjunction with the following related policies, which together form The Greenhouse's overarching health and safety framework:

- Health and Safety Policy and Procedure
- Fire Safety Policy and Procedure
- Accident, Incident & Near Miss Policy
- Safeguarding and Child Protection Policy

This policy has been written by Fiona Conde (Headteacher) and approved by Jonathon Simpson (Business Director).

Jonathon Simpson

Approval Date: June 2026

Review Date: June 2027

Appendix A: Appointed First Aiders

Staff Name	Role	Qualification	Expiry date
Chrissie Carroll	Appointed first aider - onsite	First Aid at Work - 3 Day Course First Aid Basics in an Educational Setting: SSS Learning	May 2029 April 2028
Shaun Buxton	Appointed first aider - offsite	First Aid at Work - 3 Day Course First Aid Basics in an Educational Setting: SSS Learning	September 2029 April 2028

Appendix B: Additional First Aiders

Staff Name	Role	Qualification	Expiry date
Fiona Conde	Additional first aider if required	First Aid Basics in an Educational Setting: SSS Learning First Aid at Work - 3 Day Course	April 2028 March 2028
Jaspal Singh	Additional first aider if required	First Aid Basics in an Educational Setting: SSS Learning	March 2028
Richard Chesters-Price	Additional first aider if required	First Aid Basics in an Educational Setting: SSS Learning	May 2028

Appendix C: First Aid Recording forms

Report Number (consecutively)

Report Number (consecutively)

+ Accident Record

1. About the person who had the accident

Name: _____
Address: _____
_____ Persne _____
Contact number: _____

2. About you, the individual filling in this record

Name: _____
Job title: _____
Contact number: _____

3. Details of the accident (Continue on the back of this form if you need to)

Date of accident: ____ / ____ / ____ Time of accident: _____
Location: _____
How and exactly where did the accident happen? _____

Describe injury/illness and any first aid given: _____

What was the injured person doing? _____

Witness name(s): _____
Details of any action taken: _____

4. Sign and date

Signature: _____ Date: _____ Date ____ / ____ / ____
Print name: _____ Date: _____

5. For the employer only

Action taken (if any by employer/appointed person e.g. Reporting RIDDOR, Diseases and Dangerous Occurrences Regulator (or RIDDOR):
Signature: _____ Date ____ / ____ / ____
Print name: _____ Date: _____

5. For the employer only

Action taken (if any by employer/appointed person e.g. Reporting RIDDOR, Diseases and Dangerous Occurrences Regulations):
Signature: _____ Date ____ / ____ / ____
Print name: _____ Date: _____

Appendix D: First Aid Audit

First Aid Kit Audit Form: Educational Setting

Location:

Date / Inspector:

Item	Minimum Qty	Present	Expiry
Plasters (assorted)	20		
Eye pads	2		
Triangular bandages	2		
Large dressings	2		
Medium dressings	6		
Gloves (pairs)	2		
Cleansing wipes	10		
Safety pins	6		
Scissors	1		

First Aid Kit Audit Form: Offsite Visits

Location:

Date / Inspector:

Item	Minimum Qty	Present	Expiry
Plasters (assorted)	20		
Eye pads	2		
Triangular bandages	2		
Large dressings	2		
Medium dressings	6		
Gloves (pairs)	2		
Cleansing wipes	10		
Safety pins	6		
Scissors	1		

Offsite Essentials:

- Emergency contact list
- Mobile phone
- Medical info

Notes:

- This checklist reflects **minimum HSE guidance**
- Additional items may be required based on risk assessments
- Kits should be checked **at least termly** and after use.

Appendix E: First Aid Certificates

The Greenhouse Learning and Development LTD

CERTIFICATE OF ACHIEVEMENT

Shaun Buxton

has successfully completed

FIRST AID BASICS IN AN EDUCATIONAL SETTING

This certificate represents 1 CPD hour.

Certificate no. 1425222

Issued on 02-04-2026, at 15:15

It is recommended that this certificate is revalidated after two years, which is on 02-04-2028.



Sam Preston
Safeguarding Director, SSS Learning Ltd.



www.ssslearning.co.uk

02295045-9228330778060227604278642786422

The Greenhouse Learning and Development LTD

CERTIFICATE OF ACHIEVEMENT

Chrissie Carroll

has successfully completed

FIRST AID BASICS IN AN EDUCATIONAL SETTING

This certificate represents 1 CPD hour.

Certificate no. 1425139

Issued on 02-04-2026, at 10:34

It is recommended that this certificate is revalidated after two years, which is on 02-04-2028.



Sam Preston
Safeguarding Director, SSS Learning Ltd.



www.ssslearning.co.uk

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The Greenhouse Learning and Development LTD

CERTIFICATE OF ACHIEVEMENT

fiona conde

has successfully completed

FIRST AID BASICS IN AN EDUCATIONAL SETTING

This certificate represents 1 CPD hour.

Certificate no. 1424980

Issued on 01-04-2026, at 15:14

It is recommended that this certificate is revalidated after two years, which is on 01-04-2028.



Sam Preston
Safeguarding Director, SSS Learning Ltd



www.ssslearning.co.uk

1088-0242-0714213207488028942-027864227804001

The Greenhouse Learning and Development LTD

CERTIFICATE OF ACHIEVEMENT

Jaspal Singh

has successfully completed

FIRST AID BASICS IN AN EDUCATIONAL SETTING

This certificate represents 1 CPD hour.

Certificate no. 1424649

Issued on 31-03-2026, at 11:46

It is recommended that this certificate is revalidated after two years, which is on 31-03-2028.



Sam Preston
Safeguarding Director, SSS Learning Ltd.



www.ssslearning.co.uk

7884212-4586112317307846424178642380 0217

The Greenhouse Learning and Development LTD

CERTIFICATE OF ACHIEVEMENT

Richard Chesters-Price

has successfully completed

FIRST AID BASICS IN AN EDUCATIONAL SETTING

This certificate represents 1 CPD hour.

Certificate no. 1439806

Issued on 14-05-2026, at 15:47

It is recommended that this certificate is revalidated after two years, which is on 14-05-2028.



Sam Preston

Safeguarding Director, SSS Learning Ltd.



www.ssslearning.co.uk

7689341-154715022048296893415942029834



Training Certificate



This is to certify that
Fiona Conde
has completed a course in

First aid at work
and has demonstrated competence in currently accepted first aid practice and in accordance with the Health and Safety (First Aid) Regulations 1981
on **21 March 2025** at **Shrewsbury**
Valid for three years from **21 March 2025**
This certificate is valid until **20 March 2028**

A handwritten signature in black ink, appearing to read "George Woods".

Dr George Woods
Chief Business Officer



Delegate ID: 8018130
Certificate Number: 250004926
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FAA LEVEL 3 AWARD IN FIRST AID AT WORK (RQF)
Qualification Code 603/2081/3 Credit Value 2

THIS IS TO CERTIFY THAT

Chrissie Carroll

has been awarded the above qualification
having successfully achieved the required level of attainment
in a course delivered and assessed by
an Instructor registered with Nuco Training Ltd

This qualification meets the requirements of the
Health and Safety Regulations (First Aid) 1981 and the
Health and Safety (First Aid) Regulations (Northern Ireland) 1982.
The qualification was delivered and assessed in accordance with current
Resuscitation Council UK guidelines.

This qualification is valid for three years from the achievement date.

NCB99567576
Certificate Number

13/05/2026
Achievement Date

Signed on behalf of First Aid Awards Ltd
Jason Best (Accountable Officer)



Issued on: 18/05/2026