MIAG

FIRST AID POLICY

MIAG ORGANISATIONAL POLICY

Organisation-wide

Supporting consistent, effective practice across the MIAG organisation.

SUPPORTING INDIVIDUALS | CREATING OPPORTUNITIES | ENRICHING COMMUNITIES

Purpose:

MIAG is committed to ensuring that first aid is administered promptly, safely and competently to learners, staff and visitors when they are injured or become unwell. This policy establishes the organisation-wide standard for first aid provision and sets out the responsibilities, arrangements and minimum expectations that each MIAG provision must implement.

For MIAG independent schools, this policy supports compliance with Independent School Standards Part 3, paragraph 13, which requires the proprietor to ensure that first aid is administered in a timely and competent manner through the effective implementation of a written first aid policy. The standards also require suitable accommodation for the medical examination and treatment and short-term care of sick or injured pupils.

Scope:

This policy applies to all MIAG staff, learners, volunteers, contractors and visitors and to first aid arrangements on MIAG premises and during MIAG-organised off-site activities.

Local provisions must implement this organisational standard through a current first aid needs assessment, site arrangements, named responsible staff, suitable equipment, training, recording and review. Local arrangements may be more detailed where the needs of learners, staffing, premises or activities require this.

Legal and Regulatory Framework:

This policy is informed by and should be read alongside the following current legislation and guidance:

- Health and Safety at Work etc. Act 1974
- Health and Safety (First-Aid) Regulations 1981 and associated HSE guidance
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Social Security (Claims and Payments) Regulations 1979, including requirements relevant to accident records
- Education (Independent School Standards) Regulations 2014, particularly Part 3 paragraph 13 and Part 5 paragraph 24
- Department for Education: First aid in schools, early years and further education
- Children's Wellbeing and Schools Act 2026 and associated commencement provisions, including statutory allergy safety requirements from 1 September 2026
- Current MIAG Health & Safety, Risk Management, Medication and Allergy Safety arrangements

The Children's Wellbeing and Schools Act 2026 now requires an allergy safety policy for schools, including independent educational institutions, with annual review and publication requirements. MIAG's detailed allergy and anaphylaxis arrangements are addressed through the MIAG Allergy Safety Policy; this First Aid Policy therefore does not duplicate those arrangements.

First Aid Needs Assessment:

Each MIAG provision must maintain a documented first aid needs assessment. The assessment must consider, at minimum:

- the number and age of learners and staff;
- learners' SEND, medical, physical and behavioural needs;
- known medical conditions and foreseeable emergencies;
- site layout, activities, equipment, workshops, kitchens, outdoor areas and other higher-risk locations;
- off-site activities, educational visits and staff/learners working away from the main site;
- staffing levels, opening hours, lone working and foreseeable absence of trained first aiders;
- the number, competence and availability of first aiders and appointed persons;
- the location, accessibility and contents of first aid equipment;
- access to emergency services and response times; and
- the needs of visitors and contractors.

The DfE does not prescribe a fixed ratio of first aiders for schools. The appropriate level of provision should be determined through the first aid needs assessment and must be available whenever people are on site or undertaking MIAG activities. The assessment should be reviewed after significant changes to staff, premises, activities or learner need.

Roles and Responsibilities:

Role	Core responsibility
Proprietor / Directors / Governing Body	Strategic oversight and assurance that appropriate health, safety and first aid arrangements are established and implemented
Chief Operating Officer	Organisation-wide assurance; policy ownership; oversight of significant themes, incidents and compliance; escalation through governance arrangements
Head Teacher / Provision Lead	Local implementation; ensures first aid needs assessment, staffing, equipment, training, premises and procedures are in place and reviewed
Local First Aid Lead / Appointed Person	Day-to-day first aid arrangements; equipment checks; first aid information; emergency cover; training records; local incident recording and escalation
Qualified First Aiders	Provide first aid within the limits of their training; summon emergency assistance where required; record treatment/incident information; maintain competence
All staff	Completed TES Training (First Aid); Know local first aid arrangements, summon assistance

	promptly, follow emergency procedures and report incidents/concerns appropriately
Trip / Activity Leader	Ensures first aid arrangements are included in the activity risk assessment and that appropriate equipment, trained personnel and learner medical information are available off site

First Aiders and Training:

MIAG will maintain sufficient trained first aid personnel to meet the findings of each provision's first aid needs assessment. First aiders must hold a current, appropriate qualification delivered by a competent training provider and must remain within the scope of their training.

There is no universal statutory ratio of first aiders for schools. MIAG provisions must ensure that cover remains available during the full period in which the provision is operating, including planned and unplanned absence.

Where MIAG identifies a need for additional specialist first aid training because of learner needs or activities, this must be reflected in the local training plan and first aid needs assessment.

All staff must receive information about local first aid arrangements. Where MIAG requires staff to undertake first aid training, the level and frequency will be determined by role, risk and the provision's first aid needs assessment.

First Aid Equipment and Facilities:

Each provision must maintain suitable and accessible first aid equipment based on its first aid needs assessment. At least one suitably stocked first aid container must be provided at each site, with additional equipment where site size, layout, activities or risk require it. Equipment must be clearly identified, accessible and checked regularly, with expired or used items replaced promptly.

First aid kits should not contain medication. Emergency medicines and prescribed medication are managed under MIAG's Medication Policy, Allergy Safety Policy and individual healthcare arrangements.

Suitable accommodation must be available for medical examination/treatment and short-term care of sick or injured learners. For independent schools, the ISS require accommodation that includes access to washing facilities and is near a toilet; where a school caters for pupils with complex needs, additional medical accommodation may be required.

Responding to an Incident:

The person who becomes aware of an injury or illness must obtain assistance promptly. The immediate priorities are to protect the casualty and others from further harm, summon an appropriate first aider, provide first aid within the person's competence, and call emergency services where required.

- Do not place yourself or others at unnecessary risk

- Call a first aider or appointed person and provide clear information about the location and nature of the incident
- The first aider assesses the situation and provides appropriate treatment within their training
- Emergency services must be called where the condition or injury requires urgent medical attention or where the first aider considers this necessary
- A casualty must not be moved unnecessarily where movement could worsen an injury, unless remaining in place creates a greater risk
- Parents/carers should be contacted promptly where a learner requires collection, emergency medical treatment or where the incident is significant
- The incident must be recorded in accordance with the local recording arrangements and this policy
- Where a safeguarding concern arises, this must also be managed through MIAG safeguarding procedures
- Incidents involving mental health distress, emotional crisis or significant wellbeing concerns should be managed in accordance with MIAG Safeguarding, wellbeing and behavioural support procedures. Emergency services should be contacted where there is an immediate risk of harm to the individual or others

Off-Site Activities and Educational Visits:

First aid provision must be available for all off-site activities including regulation trips and/or part-time table arrangements. The trip/activity leader must ensure that the risk assessment identifies first aid arrangements and that the group has appropriate access to:

- a suitable first aid kit;
- a charged mobile phone or other reliable means of communication;
- relevant learner medical and emergency information;
- parent/carer contact details;
- appropriately trained first aid personnel where required by the needs assessment and activity risk assessment;
- any emergency medication or healthcare arrangements required for participating learners, in accordance with MIAG's medication/allergy arrangements
- Staff must undertake dynamic risk assessments throughout the activity/visit and take appropriate action where circumstances or risk change, and update risk assessments on return to the provision

The risk assessment must be completed and approved through the MIAG educational visits/local approval process before the activity takes place.

Recording and Incident Management:

MIAG will maintain an accessible record of first aid incidents. The record should include, where relevant:

- date, time and location;
- name of the person injured or unwell;
- nature of the injury or illness;
- first aid provided;
- what happened immediately afterwards, including whether the person returned to activity, went home or received further medical treatment;
- name of the person providing first aid;
- any further action, referral, notification or review required
- Significant near misses should be reviewed to identify lessons learned and opportunities for improvement in first aid and emergency response arrangements

The DfE recommends recording incidents dealt with by first aiders or appointed persons so that trends can be identified and first aid needs assessments reviewed. The first aid incident record is not necessarily the same as the statutory accident book, although systems may be combined where appropriate.

Learner records must be handled in accordance with MIAG data protection and confidentiality requirements.

RIDDOR and External Reporting:

MIAG will assess incidents against RIDDOR requirements and ensure reportable incidents are notified to the appropriate enforcing authority by the responsible person.

Current RIDDOR reportable categories include work-related fatalities, specified injuries to workers, certain non-worker accidents requiring hospital treatment, dangerous occurrences, over-seven-day injuries and specified occupational diseases. Not every accident or hospital attendance is RIDDOR reportable.

For fatalities, specified injuries to workers and dangerous occurrences, the enforcing authority must be notified without delay and the report must be received within 10 days. Over-seven-day incapacitation of a worker must be reported within 15 days.

MIAG will retain the records required under RIDDOR and maintain a clear route for determining whether an incident is reportable. Where external H&S advisers are used, they may support the reporting process, but MIAG retains organisational oversight.

Near misses should be recorded and reviewed under MIAG's incident and risk management arrangements. A near miss is not automatically RIDDOR-reportable; it is reportable only where it meets the definition of a specified dangerous occurrence.

First Aid, Medical Conditions and Allergy Safety:

First aid arrangements must work alongside, and not replace, individual healthcare plans, medication arrangements and allergy safety arrangements.

Where a learner has a known medical condition or risk of an emergency, relevant staff must know where the appropriate healthcare information and emergency arrangements are recorded. Staff

must act within their competence and in accordance with the learner's healthcare plan and MIAG policy.

MIAG's Allergy Safety Policy is the primary organisational document for the prevention and management of allergies and anaphylaxis, including emergency medication arrangements. The statutory allergy safety requirements introduced through the Children's Wellbeing and Schools Act 2026 are therefore addressed primarily through that policy, with this First Aid Policy providing the first aid response interface.

Premises, Accessibility and Emergency Readiness:

Each provision must ensure that first aid arrangements are clearly communicated and readily accessible. Information should identify how to summon first aid and where equipment and first aid accommodation are located.

- First aider/appointed person information is displayed or otherwise readily available to staff
- First aid equipment locations are clearly identified
- Emergency access routes are maintained
- First aid accommodation is accessible and available when required
- Local arrangements account for site-specific risks, including workshops, kitchens, outdoor areas and physical activities
- Arrangements are tested through local checks, drills or assurance activity where appropriate

Monitoring, Assurance and Review:

The Head Teacher/Provision Lead is responsible for ensuring local implementation is monitored. The COO provides organisation-wide assurance through MIAG quality, compliance, risk and health and safety assurance arrangements.

- current first aid needs assessment;
- availability and competence of first aiders;
- training and expiry dates;
- first aid kit and equipment checks;
- availability and suitability of first aid accommodation;
- incident records and emerging trends;
- RIDDOR assessments/reporting where applicable;
- off-site first aid arrangements;
- actions arising from incidents, audits or risk assessments;
- learner/staff feedback where relevant, including review of recurring incident trends to identify corrective and preventative actions

This policy will be reviewed at least annually by the COO and sooner where there is a significant legislative, regulatory, operational, premises, staffing or learner-needs change.

Related MIAG Policies and Documents:

- MIAG Health & Safety Policy
- MIAG Risk Management and Risk Assessment Policy
- MIAG Allergy Safety Policy
- MIAG Medication Policy
- MIAG Safeguarding and Child Protection Policy
- MIAG Educational Visits / Off-Site Activities arrangements
- MIAG Emergency and Lockdown arrangements
- MIAG Data Protection / GDPR Policy
- Local First Aid Needs Assessment
- Local First Aid Equipment Checklist
- First Aid / Accident Record

Key Reference Sources:

- Department for Education – First aid in schools, early years and further education: https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education
- HSE – First aid at work: https://www.hse.gov.uk/firstaid/
- HSE – RIDDOR: https://www.hse.gov.uk/riddor/
- Education (Independent School Standards) Regulations 2014: https://www.legislation.gov.uk/uksi/2014/3283
- Children's Wellbeing and Schools Act 2026 – Allergy safety: https://www.legislation.gov.uk/ukpga/2026/21/section/34

Document Control:

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Version History:

Version	Date	Summary of Change
1.0	October 2026	New MIAG Organisational Policy outlining Organisational arrangements for provision of First Aid

MIAG – Meeting Individual Aspirations & Goals