

GREENHEART

LEARNING PARTNERSHIP

FIRST AID POLICY

The Orchards Primary Academy

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Version 2

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1. Policy Statement

The Greenheart Learning Partnership (GLP) will ensure that adequate arrangements are put in place to provide sufficient First Aid provision within all academies and the central office. It will do this via a First Aid Risk Assessment.

Although there is no requirement in law to provide first aid to anyone other than employees, GLP will make provision for the benefit of its pupils and visitors.

In recognition of this, GLP provides additional resource in high-risk areas e.g. Forest School, playground areas etc.

Aims

The aims of the First Aid Policy is to:

- Ensure systems are in place for the delivery of first aid
- Ensure that staff and senior leaders are aware of their responsibilities with regards to First Aid
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and Guidance

The Policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [First Aid in schools](#) and [Health and Safety in schools](#) guidance from the Health and Safety Executive (HSE) on [Incident Reporting in schools](#) and the following legislation:

[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 1999 & 1992](#) which require employers to carry out risk assessments, make arrangements to implement necessary measures and arrange for appropriate information and training and which require employers to make an assessment of the risks to the health and safety of their employees.

[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.

3. Roles and Responsibilities

Each academy has assessed the need for first aid provision and have identified staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

Members and The Board of Trustees

Members and The Board of Trustees have ultimate responsibility for Health and Safety matters in the academy, but delegate operational matters and day-to-day tasks via the CEO to Head Teachers and other staff members.

Headteacher

The Headteacher with the support of the Head of Operations is responsible for the implementation of this policy and has the overall day to day responsibility for health and safety matters at their school. The Headteacher delegates responsibility for undertaking aspects of these duties through line management and identified roles.

In academies with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times. In line with anticipated changes in the EYFS Framework, from September 2025, early years students and trainees (including apprenticeships) will be required to have their PFA certification to be included in ratios at the level below their level of study.

The minimum legal requirement is for each academy to have at least one 'appointed person' to take charge of first aid arrangements on site.

GLP has developed a matrix to support academies to identify the appropriate number of staff trained. This matrix can be found in appendix 3. This matrix should be used by each academy to ensure that they meet the requirements of first aid at their setting.

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the SBM.

Each classroom teacher will be responsible for ensuring all first aid kits are properly stocked and maintained. The appointed person will be responsible for maintaining supplies.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

Appointed Person

The appointed person is responsible for:

- Overseeing the school’s first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Undertaking an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - How to assess and monitor a casualty.
 - First aid for the unconscious casualty.
 - First aid for someone who is having a seizure.
 - Maintaining injury and illness records as required.
 - Paediatric first aid.

The current first aid appointed person(s) are:

Name	Location	Role	Qualification	Date of qualification
Alicia Flynn	Leadership office	DSL	First Aid at work	November 2024
Sarah Roe	Year 5/6	TA	Paediatric	Oct 2024
Emma Roe	Across school	HLTA	Paediatric	Oct 2024
Samantha O’Rourke	Year 1	TA	Paediatric	Oct 2024
Rosalind Whitehouse	Reception	TA	Paediatric	Oct 2024
Heather Breecher	Year 3/4	TA	Paediatric	Oct 2024

Farida Shariff	Year 1	TA	Paediatric	Oct 2024
Darren Taylor-Bryant	Across site	Site Manager	First Aid at Work	December 2024

In line with government guidance and taking into account staff: child ratios, the school will ensure that there is at least one member of staff with a current and full paediatric first aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken.

The school will ensure that PFA certificates are renewed every three years, and that training meets the criteria set out in Annex A of the 'Early years foundation stage (EYFS) statutory framework'.

The school will display staff PFA certificates or a list of staff who have a current PFA certificate and make this information available to parents, see appendix 1 template.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

The school will ensure that first aid training courses cover mental health in order to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Pupils will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

The following people are identified as having responsibilities (in addition to any other responsibilities under the Health and Safety Policy) for the management and administration of First Aid:

Headteacher

Headteachers are responsible for:

- Headteachers are responsible for:
- Ensuring that an appropriate number of First Aiders are present in the school at all times
- Ensuring that First Aiders have an appropriate qualification and training is up to date
- Ensuring all staff are aware of First Aid procedures including but not limited to the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the school's First Aid needs

- Ensuring appropriate risk assessments are completed and appropriate control measures are put in place
- Ensuring that adequate space is available for tending to medical needs
- Ensuring all first aiders keep records of first aid they have administered
- Ensuring a suitable stock of First Aid materials is available
- Reporting specified incidents to the HSE when necessary

First Aiders (Including First Aid at Work, Emergency at Work and Paediatric)

First Aiders are trained and qualified to carry out the role and are responsible for;

- Taking Charge when someone is injured or becomes ill
- Ensuring first aid boxes/kits are regularly checked, fully stocked and items are not out of date
- Keeping records of first aid they have administered.
- Ensuring that an ambulance or professional medical help is summoned as appropriate
- Regularly refreshing their knowledge by reading training notes, or carrying out additional training if directed to do so.

In the event of an incident First Aiders should:

- First Aiders must respond to callouts promptly, assessing the situation quickly and safely and where appropriate summoning extra help
- First Aiders must protect themselves, casualties and others at the scene from any possible dangers
- As far as is reasonably practicable, prevent cross-infection between the first aider and the casualty, by wearing PPE and washing hands thoroughly before (if possible) and after treatment
- Dispose of all first aid waste appropriately
- Send pupils home to recover, where necessary
- Keeping their contact details UpToDate.
- Filling in an accident report on the same day as, or as soon as is reasonably practicable after, an incident.

All Staff

Academy staff are responsible for:

- Ensuring they follow First Aid instructions and procedures
- Ensuring they know who the First Aiders in school are
- Informing their manager of any specific health conditions or First Aid needs they have so that a risk assessment and procedures can be put into place
- Seek first aid treatment if they are injured or unwell whilst at work

- Completing accidents reports for all incidents they attend to where a first aider is not called

All Pupils

All pupils are required to seek First Aid treatment if they are injured or unwell at school.

Appointed persons and first aiders in the central team office

For the Partnership's central office, we have identified the need for a First Aider in line with [HSE guidance](#) on first aid at work.

Other than sending pupils home, their responsibilities for the central team office are the same as those listed above for school-based staff.

4. First Aid Procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required First Aid treatment
- The First Aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- If the injured person (or their parents, in the case of pupils) has not provided their consent to the school to receive First Aid, the First Aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- The First Aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Headteacher or senior member of staff will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

There will be at least 1 person who has a current Paediatric First Aid (PFA) certificate on the premises at all times. From September 2025, early years students and trainees (including apprenticeships) will be required to have their PFA certification to be included in ratios at the level below their level of study. This will also include the need to have Paediatric First Aid trained staff present whilst Early Years pupils are eating.

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
 - Information about the specific medical needs of pupils
 - Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

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

Risk assessments will be completed by the Trip Lead prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4. will be followed as closely as possible for any off-site accidents (though whether the parents can collect their child will depend on the location and duration of the trip).

Where early years pupils are on trips, there will always be at least 1 First Aider with a current paediatric First Aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. From September 2025, early years students and trainees (including apprenticeships) will be required to have their PFA certification to be included in ratios at the level below their level of study. This will also include the need to have Paediatric First Aid trained staff present whilst Early Years pupils are eating.

There will always be at least 1 First Aider on school trips and visits.

Transport to Hospital

Where necessary, an injured person will be sent directly to hospital (normally by ambulance). No casualty will be allowed to travel to hospital unaccompanied. An accompanying adult will be a designated First Aider in situations where the parents/carers/spouse cannot be contacted in time. Where there is any doubt about the appropriate course of action, the First Aider will consult with NHS Health Service helpline (NHS 111) and in the case of a pupil, with the parents/carers. Medical treatment must not be delayed.

Central office procedures

The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required First Aid treatment.

The First Aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.

If the injured person hasn't provided their consent to receive First Aid, the First Aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment).

The First Aider will also decide whether the injured person should be moved or placed in a recovery position.

The First Aider will complete an accident report form on Worknest on the same day or as soon as is reasonably practical after an incident resulting in an injury.

5. First Aid Equipment

A typical first aid kit in our schools will include the following:

- A leaflet giving general advice on First Aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- safety pins
- medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in First Aid kits

First aid kits are stored in:

Each classroom, One in main office, one in staffroom, one for Sports coach

Automated External Defibrillator

The school has procured an AED through the NHS Supply Chain, which is located in the school office.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year. Use of the AED will be promoted to pupils during PSHE lessons

Record-keeping and reporting

Records of first aid treatment, accidents are recorded in accident books which are available in each first aid kit and spares located in medical room. Incidents and investigations must be documented and logged on Worknest, with documents retained in the academy as determined by the Partnership Record Retention Policy and Accident & Incident Reporting Policy.

First aid and accident record book

An accident form will be completed by the First Aider on the same day or as soon as possible after an incident resulting in an injury.

As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident report form on Worknest.

For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record.

Records held in the First Aid and Accident Book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed.

Reporting to the HSE

The Headteacher 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).

The Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

- 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:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent.
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools 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 illness or damage to health
 - An electrical short circuit or overload causing a fire or explosion.

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment.

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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

[How to make a RIDDOR report, HSE](https://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Notifying parents (early years only)

The school administration team 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. Parents will also be informed if emergency services are called.

Reporting to Ofsted and child protection agencies (early years only)

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

The Headteacher will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school’s care.

6. Training

All staff can undertake First Aid training if they would like to.

All First Aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained First Aiders, what training they have received and when this is valid until (see Appendix 2) a copy of this must be stored on Worknest document storage.

The school will arrange for first aiders to retrain before their First Aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full First Aid course before being reinstated as a First Aider.

The training requirements above also apply to the central office.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework. From September 2025, early years students and trainees (including apprenticeships) will be required to have their PFA certification to be included in ratios at the level below their level of study. This will also include the need to have Paediatric First Aid trained staff present whilst Early Years pupils are eating. The PFA certificate will be renewed every 3 years.

7. Review

This policy will be reviewed every two years by Trustees. Schools will be responsible for reviewing and maintaining within the review cycle, or when ever there are changes to the roles and responsibilities at their site.

Appendix 1 First Aid Academy Information

Academy – The Orchards Primary Academy

Academic Year – 2024/2025

Staff Member's Name	Role	Training Level	Contact details
Alicia Flynn	DSL/HLTA	First Aid at work - full	0121 464 4302
Darren Taylor-Bryant	Site Manager	First Aid at work - full	0121 464 4302
Rosalind Whitehouse	TA	Paediatric - full	0121 464 4302
Farida Shariff	TA	Paediatric - full	0121 464 4302
Samantha O'Rourke	TA	Paediatric - full	0121 464 4302
Heather Breecher	TA	Paediatric - full	0121 464 4302
Emma Roe	TA	Paediatric - full	0121 464 4302
Sarah Roe	TA	Paediatric - full	0121 464 4302

The Location of our First Aid Box's

Location	Type	Person Responsible
Classroom	Emergency First aid	Class teacher/TA/AF
Main Reception	Full First Aid Kit	Admin
Staff Room	Full kit	AF
Medical Room	Full kit	AF

The Location of our AED is: Main Office

Appendix 2 - First Aid Training Log

Academy – The Orchards Primary Academy

Academic Year – 2024/2025

Name/Type of Training	Staff who attended (individuals or groups)	Date attended	Date for training to be updated (where applicable)
First Aid at Work	Darren Taylor Bryant Alicia Flynn	11/12/2024 26/10/2023	Oct 2027 Oct 2026
Paediatric First Aid	Emma Roe, Sarah Roe, Heather Breecher, Samantha O'Rourke, Farida Shariff, Rosalind Whitehouse	23/10/2024	Oct 2027
E.g. Anaphylaxis	All staff	21/05/2025	May 2026 - refresher
E.g. Asthma Awareness	All Staff	21/05/2025	May 2026 - refresher

Name/Type of Training	Staff who attended (individuals or groups)	Date attended	Date for training to be updated (where applicable)

Appendix 3 - First Aid Staffing Matrix

To include the need for paediatric first aiders in line with the Early Years Foundation Stage (EYFS) guidelines, we need to ensure that staff who work with children aged 0-5 years are appropriately trained in paediatric first aid. The EYFS guidelines specify that at least one person with a current paediatric first aid certificate must be on the premises and available at all times when children are present and must accompany children on outings.

Here's how to incorporate this requirement into the first aid staffing matrix:

Basic Considerations

1. Pupil Numbers (by age group): Differentiate between early years (0-5 years) and other pupils.
2. Staff Numbers: Include all staff, with a specific focus on those working with early years.
3. Split Sites: Each site must have its own designated paediatric first aiders for early years and general first aiders for older pupils and staff.

Example First Aid Staffing Matrix Including Paediatric First Aiders

Pupils and Staff Numbers

Number of Pupils (0-5yrs)	Number of Staff (Early Years)	Total People (Early Years)	Recommended Paediatric First Aiders
1 – 20	1 -4	2 -24	1
21 – 40	5 – 8	26 -48	2
41 – 60	9 – 12	50 – 72	3
61 – 80	13 -16	74 – 96	4
81 – 100	17 -20	98 – 120	5

Total Pupils and Staff Numbers (Including older pupils)

Number of Pupils (KS1 / KS2)	Number of Staff (KS1 / KS2)	Total People (KS1 / KS2)	Total First Aiders (General)
1 – 50	1 - 10	11 – 60	1
51 – 100	11 – 20	61 – 120	2
101 – 200	21 – 40	121 – 240	3
202 – 300	41 – 60	241 – 360	4
301 – 400	61 – 80	361 – 480	5

Split Sites Adjustment

For each additional site, add at least one paediatric first aider for early years and one general first aider.

Example Matrix for Split Sites

Number of Sites	Base Paediatric First Aiders (Based on Early Years Total People)	Additional Paediatric First Aiders (Per Site)	Base General First Aiders (Based on KS1/ KS2 Total People)	Additional General First Aiders (Per Site)	Total Recommended First Aiders
1	X	0	Y	0	X+Y
2	X	1	Y	1	X+Y+2
3	X	2	Y	2	X+Y+4
4	X	3	Y	3	X+Y+6

Example Calculation

Assume a school with:

- 40 pupils aged 0-5 years
- 10 staff for early years
- 300 pupils aged 6+ years
- 40 staff for older pupils
- 2 split sites

Step 1: Calculate Total People for Early Years

Total People (Early Years) = Pupils (0-5 years) + Staff (Early Years) = 40 + 10 = 50

Step 2: Determine Base Paediatric First Aiders from Matrix

For 50 total people in early years, the base number of paediatric first aiders is 2.

Step 3: Calculate Total People for Older Pupils

Total People (Older Pupils) = Pupils (6+ years) + Staff (Older Pupils) = 300 + 40 = 340

Step 4: Determine Base General First Aiders from Matrix

For 340 total people in older pupils, the base number of general first aiders is 4.

Step 5: Adjust for Split Sites

There are 2 sites, so add 1 additional paediatric first aider and 1 additional general first aider per site.

Total Recommended Paediatric First Aiders = 2 (base) + 1 (additional) = 3

Total Recommended General First Aiders = 4 (base) + 1 (additional) = 5

Final Staffing Matrix

Category	Number
Pupils (0-5yrs)	40
Staff (Early Years)	10
Total People (Early Years)	50
Base Paediatric First Aiders	2
Additional Sites (Paediatric)	1
Total Paediatric First Aiders	3
Pupils (KS1 / KS2)	300
Staff (KS1 / KS2)	40
Total People (KS1 / KS2)	340
Base General First Aiders	4
Additional Sites (General)	1
Total General First Aiders	5

This example ensures compliance with EYFS guidelines and provides a comprehensive first aid coverage for both early years and older pupils across split sites. Adjustments should be made based on specific school needs and local regulations.