

Area:	THORNHILL PARK SCHOOL		
Title:	First Aid Policy		
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Policy Statement

This policy applies to all staff, learners, and visitors on the school site and during school-organised activities. The school is committed to providing appropriate first aid provision for both employees and learners, including those with additional needs arising from autism and associated conditions.

Legislative Requirements

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to all employees if they are injured or become ill at work.

The Management of Health and Safety at Work Regulations 1999 state that every employer shall make a suitable assessment of the risks to health and safety of his/her employees to which they are exposed whilst being at work.

The Health and Safety Executive state that although the regulations do not place a legal obligation to provide first aid provision for **non-employees**, it strongly recommends that they are included in a first aid needs assessment and that provision is made for them.

This policy also has regard to the Education (Independent School Standards) Regulations 2014, which require suitable facilities for pupils who are ill or injured and appropriate arrangements for first aid provision.

Definitions

First Aider: someone who has received training in administering first aid at work and equips them to apply first aid to a range of specific injuries and diseases and holds a current First Aid at Work Certificate. A first aid certificate is valid for three years from the date of issue.

Emergency First Aider: someone who has received Emergency First Aid at Work training in administering first aid to someone who is injured or becomes ill whilst at work. An Emergency First Aid certificate is valid for three years from the date of issue.

Appointed person: someone who looks after the first aid equipment and facilities and calls for emergency services when required.

NB: Appointed persons should not give first aid unless they have been trained to do so. A First Aider can act as an appointed person.

First Aiders

The Society ensures that a Qualified First Aider is always available where there are staff working. They can be contacted via the details displayed on the list within each of the Society's establishments. All staff must familiarise themselves with the First Aid arrangements and with the names and locations of Qualified FirstAiders or Appointed Persons and First Aid Boxes.

The number of first aiders required will vary within each service area. The manager must carry out a first aid needs assessment to help them decide how many first aiders are required. There are no hard and fast rules on exact numbers.

Consideration will be paid to:

- number of pupils
- complexity of medical needs
- autism-related needs
- size of site
- educational visits
- work experience placements
- lone working activities

First Aid Box

All employees within the Society have access to a First Aid Box whilst at work. The principal First Aid Box is carried by the on-call First Aider who is responsible for checking its contents and ensuring that it is replenished when necessary. The box should contain the following (as recommended by HSE):

- | | |
|----|-----------------------------------|
| 1 | First aid leaflet |
| 1 | Contents list |
| 4 | Medium sterile dressings |
| 1 | large sterile dressings |
| 2 | Triangular bandages |
| 6 | Safety pins |
| 2 | Sterile eye pads |
| 40 | Waterproof plasters |
| 20 | Alcohol-free wipes sterile |
| 1 | Adhesive tape |
| 6 | Nitrile disposable gloves (pairs) |
| 2 | Finger dressing sterile |
| 1 | Resuscitation Aid |
| 1 | Foil blankets |
| 1 | Hydrogel burn dressing |
| 1 | Shears |
| 1 | Conforming bandage |

Tablets or medicines should never be kept in the First Aid Box and items that are out of date should be replaced and disposed of immediately.

Smaller First Aid Boxes may be carried by Appointed Persons and are thus mobile. Appointed Persons who are allocated First Aid Boxes are responsible for checking contents.

Record Keeping

In all situations where staff or pupils are injured at work, and requiring First Aid, the accidents procedure should be followed, and the appropriate accident forms should be completed.

An incident record should also be made in the Accidents Book as required.

First Aiders must keep a record of all treatment that they provide by completing a First Aid Treatment Record. This information helps to identify accident trends and can be used for reference in future First Aid needs assessment.

A record of any first aid treatment given by first aiders and appointed persons should include:

- the date, time and place of incident;
- the name of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first aider or person dealing with the incident.

In an emergency, the HR department will be able to provide details for the staff member's named contact to enable them to be contacted as soon as possible. It is also necessary to report all serious or significant incidents to the parents/named contact of pupil e.g. by sending a letter home, or telephoning them. Parents/carers will be informed as soon as reasonably practicable following significant injury, head injury, medical emergency or ambulance attendance.

Injuries at work are also covered by RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) and may require a report to be made to the Health & Safety Executive, CQC, Ofsted and/or Commissioners of Services.

Accident records, either in written or electronic form must be readily accessible and kept for a minimum of 3 years.

Supporting learners during first aid.

Many learners at Thornhill Park School may find first aid situations distressing due to communication differences, sensory sensitivities, or high levels of anxiety.

Staff will:

- Remain calm and use a low-arousal approach
- Use the learner's preferred method of communication
- Explain what is happening in clear, simple language where possible
- Reduce unnecessary sensory input (e.g. noise, touch, bright lights) as far as is practical
- Follow any individual strategies recorded in the learner's EHCP, IEP, or behaviour support plan
- Seek support from a familiar member of staff if needed

The dignity and emotional wellbeing of the learner will be considered at all times.

Responsibilities

The Trustees along with the Chief Executive Officer are responsible for ensuring the successful implementation of the Policy within the Society; however, Senior Management, Principals and Managers have been delegated responsibility for implementing this policy within their area(s) of control.

Procedures

In School

- Assess risk
- Call first aider
- Administer first aid
- Contact parent/carer where appropriate
- Contact emergency services if required
- Complete records

Emergency Situations

- Call 999
- Alert SLT
- Contact parents immediately
- Accompany learner if transported to hospital
- Thornhill Park School maintains an identified medical room suitable for examination, treatment and care of learners who become unwell.

When off site

First aid kit must accompany visits.

Risk assessment must identify first aid requirements.

Relevant medical information must accompany pupils.

At least one trained first aider should attend visits.

The procedure anaphylaxis, asthma and allergy policies must also be adhered to.

The Principal will review first aid provision annually. First aid needs assessments will be reviewed following significant incidents, changes in staffing, building alterations or changes to learner needs.

Insurance

The Society confirms that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

Training

All staff will undertake a 1 day first aid course within their induction period. The Society will support training for Qualified First Aider and Refresher Courses in so far as required to enable a sufficient pool of qualified staff to cover all activities.

Identified emergency first aiders must complete the 3-day First Aid at Work course.

A Qualified First Aider must hold a valid certificate in First Aid at Work, issued by an organisation whose training and qualifications are recognised by the HSE. Such certificates are valid for three years and refresher training and re-testing must take place before the qualification expires. Where applicable a paediatric first aid course must be completed to meet Ofsted regulations.

Further training is implemented when relevant to learner need which could be as below. This list is not exhaustive

- Epilepsy
- Anaphylaxis
- Buccal Midazolam
- PEG feeding
- Diabetes
- Asthma

Related Policies

Health & Safety Policy

Accidents, Injuries and Unexplained Injuries Policy
Accident and Incident Policy

Asthma Policy

Anaphylaxis and allergy policy

Further advice and guidance can be found on the HSE website
<http://www.hse.gov.uk/firstaid/index.htm>