

Invested Education First Aid Policy

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Signed: C Fleming-Smith

Head Teacher

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Statement of intent

Invested Education is committed to providing emergency first aid provision to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school regarding all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

1. Legal Framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
 - The Health and Safety (First Aid) Regulations 1981
 - The Road Vehicles (Construction and Use) Regulations 1986
 - The Management of Health and Safety at Work Regulations 1999
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
 - DfE 'Supporting pupils at school with medical conditions' – used as relevant good-practice guidance
 - DfE (2025) 'Automated external defibrillators (AEDs)'
 - DfE 'First aid in schools, early years and further education' – non-statutory guidance applicable to independent schools
 - DfE (2026) 'Keeping Children Safe in Education'
 - The Education (Independent School Standards) Regulations 2014
 - Independent School Standards Guidance (2026)
- The school will have particular regard to Part 5 requirements for suitable medical accommodation and to the welfare, health and safety duties in Part 3.

The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Administering Medication Policy
- Allergy Safety Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Educational Visits and School Trips Policy

2. Roles and Responsibilities

The Directors are responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is enough appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g., educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from the actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

The headteacher is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.
Reporting to the DSL without delay where an injury, unexplained mark, disclosure, self-harm presentation or pattern of incidents gives rise to a safeguarding concern.

First aid staff are responsible for:

- Completing and renewing training as required by the school's first-aid needs assessment and the Directors.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

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 training appropriate to the school's first-aid needs assessment. Depending on identified need, this may include emergency first aid at work, first aid at work, child-appropriate resuscitation, paediatric first aid and condition-specific emergency training.

3. SEND

The school recognises that some pupils may have complex medical needs, communication difficulties, sensory needs or behaviours that affect how first aid is delivered. First aid arrangements will take account of pupils' Education, Health and Care Plans (EHCPs), Individual Healthcare Plans (IHPs), risk assessments and any Personal Emergency Evacuation Plans (PEEPs), ensuring that reasonable adjustments are made where necessary. Staff will also consider that some pupils may be unable to describe pain reliably, may have limited interoception, may communicate discomfort through behaviour, may become distressed by touch or medical procedures, or may require visual, augmentative or other adapted communication. First aid will therefore be delivered in a calm, accessible and individualised manner wherever circumstances permit.

4. First aid provision

The school will routinely re-evaluate its first aid arrangements, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school will maintain suitable accommodation for the medical examination and treatment of pupils and for the short-term care of sick or injured pupils, in accordance with Part 5 of the Independent School Standards. This accommodation will be readily available when required, contain appropriate washing facilities and be reasonably close to a toilet.

First aid boxes will be appropriately stocked following the school's first aid needs assessment and current HSE guidance.

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are in the following areas:

- The school office
- Medical Room
- Kitchen
- Minibuses & car

5. First aiders and appointed persons

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 first aiders receive appropriate training from a competent training provider and hold a valid certificate suitable for the role and the school's identified first-aid needs. Refresher training and requalification will be arranged before certificates expire.

Training will be selected according to the school's first-aid needs assessment and the needs of the pupil cohort. This may include child-appropriate resuscitation, paediatric first aid or condition-specific emergency training where appropriate.

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

Designated first aiders will ensure first aid equipment is checked and replenished.

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.

The school maintains an up-to-date register of qualified first aiders, including qualification expiry dates.

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

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.

Mental-health awareness and safeguarding training will be provided separately from physical first-aid certification where required. Staff will be supported to recognise concerns, respond appropriately and seek help in accordance with the school's safeguarding and SEMH arrangements.

6. Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of the first-aid response. If the first aider does not consider that they can adequately deal with the presenting condition through first aid, they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member will normally accompany the pupil and the pupil's parent/carer will be contacted as soon as possible to inform them of the course of action taken. The staff member will normally remain with the pupil until a parent/carer arrives, subject to staffing, safeguarding and emergency circumstances.
- Where emergency transport is not required, arrangements for accessing medical treatment will be made based on the circumstances, risk assessment and parental agreement where appropriate.

- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The headteacher.
- The parents of the victim(s).

7. Record keeping

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parent as soon as possible. Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

A list of emergency contacts will be kept at the school office.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g., whether they were sent home or went back to class.
- The name and signature of the first aider or person dealing with the incident.

The Headteacher or Health and Safety Officer will determine whether an injury, disease or dangerous occurrence meets the statutory RIDDOR reporting criteria and will ensure any required report is made promptly. Not every pupil accident requiring first aid or hospital attendance is reportable under RIDDOR.

All records will be filed and stored in line with the Records Management Policy.

8. Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The school will take a first aid kit on all offsite visits. The precise contents will reflect the visit risk assessment, the number and needs of pupils, travel arrangements, duration, access to emergency assistance and any pupil-specific emergency medication or equipment. As a general minimum, the kit will include:

- 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.

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy.

First-aid duties and medicine administration are distinct responsibilities. Staff will only administer medication where authorised and trained in accordance with the Administering Medication Policy and any relevant Individual Healthcare Plan.

9. Storage of medication

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

Emergency medication and equipment will be available where lawfully permitted and identified as necessary within a pupil's healthcare arrangements. This may include a pupil's own emergency medication and, where legislation permits, school-held emergency medication such as spare adrenaline auto-injectors.

Parents/carers will advise the school when a child has a chronic medical condition or severe allergy so that appropriate arrangements, including an Individual Healthcare Plan (IHP) where required, can be implemented and relevant staff can be trained. Parents/carers will be asked to provide accurate medical information and appropriate consent for agreed healthcare arrangements.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy.

10. Illnesses and allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

Allergy and anaphylaxis arrangements are set out in the school's separate Allergy Safety Policy, which Invested Education adopts in line with current DfE good practice for independent schools.

11. Consent

Parents/carers will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.

In an emergency, staff will act in the pupil's best interests and take reasonable steps to secure necessary medical assistance. Lack of immediate parental contact will never delay emergency first aid or a call to the emergency services. Where treatment decisions are required, these will be made by appropriately qualified healthcare professionals in accordance with applicable law.

12. Monitoring and review

This policy will be reviewed annually by the Directors, and any changes will be communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

Administering medication parental consent form

Invested Education will not administer medication unless this form is completed and signed, except where emergency action is required in accordance with law and school policy.

Name of pupil		
Date of birth		
Form group		
Medical condition or illness		
Prescribed medication		
Name and/or type of medication as described on the container		
Date dispensed		
Expiry date		
Agreed review date		
Review to be initiated by		
Dosage, timing, and method of administration		
Special precautions		
Likely side effects		
Self-administration	Yes	No
Additional details		