



First Aid Policy 2025

Aims:

Hope Tree School recognises that its' responsibility for the safety and welfare of all the students and staff is paramount.

The School will conform to all statutory legislation and recognises and accepts its responsibility as an employer for providing so far as is reasonably practicable, a safe and healthy work-place and working environment, both physically and psychologically, for all its employees, volunteers, visitors and other workers.

First Aid matters will be discussed at staff meetings as needed and all staff and students will receive information about First Aid on arrival at the school or during an induction programme.

This policy should be read in conjunction with Hope Tree School's Health and Safety Policy which also contains details which are more applicable to staff members and guidance on when and how to report accidents.

Provisions:

The First Aid provision at Hope tree School includes:

- A fully stocked and labelled First-Aid box in our Medical Room and School Office.
- Trained First Aiders on site to take day to day charge of First Aid arrangements and administration.
- Other designated staff may be trained as a supportive measure and to deputise in the absence of the main First Aiders.
- All staff at Hope Tree School will have undertaken basic First Aid training.
- Information for employees, children, parents/carers on First-Aid arrangements are available.
- Risk assessments for activities and events are to be in place prior to them taking place.
- First aid provision is available at all times while people are on the school's premises, and on off-site visits where a risk assessment has indicated this might be necessary.
- All accidents and incidents will be recorded.

The Medical Room contains:

- Comfortable chairs
- A foldable bed in case of needing to lie down
- First Aid box fully stocked and labelled.
- A bin with a disposable bag in it.
- Information about key children with medical needs/requirements

Responsibilities:

Health & Safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. The School and proprietors are responsible, under the Health and Safety at Work Act 1974 (HSWA) and under the regulations from the registration of independent schools for having a Health and Safety policy.

The Proprietors have overall responsibility for ensuring the safety, health and welfare of all staff, children and visitors at Hope tree School. Further details about Hope Tree School's arrangements and responsibilities to ensure the safety of children are outlined in our Health and Safety policy

Furthermore, before any off-site activity is to be undertaken, including all school trips, a thorough risk assessment will be conducted with a written copy distributed to all staff members on the trip.

The role of the first aider:

The role of the first aider is to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.

Expectations of a first aider at Hope Tree School include:

- When necessary, ensure that an ambulance or other professional medical help is called.
- Entering details of injuries and treatment outcome in the appropriate record.
- Administer medication and keep appropriate records, refer to Policy on Supporting Students with Medical Conditions.
- Take charge when someone is injured or becomes ill.
- Look after the first-aid equipment e.g. restocking the first-aid container.
- Assisting in ensuring adequate off-site First Aid provision is available when undertaking any activities.

Adequate and appropriate training and guidance is given to staff who volunteer to be first aiders/appointed persons. There will be enough trained staff to meet the statutory requirements and assessed needs.

First aiders must complete a training course approved by the Health and Safety Executive (HSE) and ensure they receive refresher training every 2 years.

Role of other staff:

All staff will have had basic first aid training when they are appointed to work at Hope Tree School. They are expected to repeat this training every year and use what they have learnt from it to their best ability at all times. The children under our care and their safety is absolutely paramount will be prioritised by all staff.

Teachers and other staff in charge of students are always expected to use their best endeavours, particularly in emergencies, to secure the welfare of the students at school in the same way that parents might be expected to act towards their child. In extreme circumstances, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Parents/carers:

Parents and carers have the prime responsibility for their child's health and should provide the school with accurate and up-to-date information about their child's medical condition and anything else we need to be aware of, including anything regarding the child's mental health and emotional state.

Procedure in case of accident, injury or hazards:

All staff are reminded that they are responsible for any defects in the equipment or damage to their classrooms and should report such damage to the Head of Learning. Any damage to the building that could be dangerous should also be reported immediately and recorded.

In the case of illness:

- If a student is feeling unwell and needs medical support, the member of staff in charge will make a note of the incident and direct the student to the medical room where their needs can be attended to.
- If someone is taken ill and cannot be moved, a member of staff will contact a First Aider for further advice.

In case of an accident at the school, the following procedures should be followed:

- The injured person should be seen by a qualified First Aider/Appointed Person.
- Parents or next of kin to be contacted as appropriate
- If the injuries cannot be treated at the school arrangements should be made for transportation to hospital.
- All witnesses must make a statement as requested by staff members to help clarify the factors leading up to the accident/injury.
- The First Aider/Appointed person will keep a record of any first aid treatment given. This includes:
 - 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 after the first aid was administered (returned to class, went home etc)

- o Name and signature of the first aider or person dealing with the incident.

Any accident deemed serious must be reported to the Head of Learning and be recorded at subsequent board meetings.

- All records are kept for a minimum of three years.
- Records will be analysed to look for trends and patterns
- May be used for reference in future first-aid needs assessments
- Be helpful for insurance and investigative purposes.

Any student who is under the age of 16 and is to go to hospital will be accompanied by a member of staff who will remain with them until parents/carers or appointed responsible adult arrives.

In the event of a serious accident (to employees, students or visitors), this incident will be reported to the HSE in accordance with policy.

Hygiene:

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Additional Arrangements:

In some cases, students with medical needs may be more at risk than another student. Staff may need to take additional steps to safeguard the health and safety of these students. In a few cases individual procedures may be needed and these will be detailed in an individual Risk Assessment. The Head of Learning is responsible for making sure that all relevant staff know about and are, if necessary, trained to provide any additional support these students may require.

Emergency situations:

First Aiders are trained to recognise and respond appropriately to the emergency needs of children with chronic medical conditions, the most common ones being asthma, diabetes, epilepsy and severe allergic reaction.

Children with asthma need to have immediate access to their reliever inhalers when they need them. Spare inhalers must be provided by parents and kept in an unlocked cabinet with ease of access for all staff.

Children with epilepsy – concerns about safety should be discussed with the child and parents/carers as part of the student's individual health care plan. Additional information can be found with the Policy on Supporting Students with medical conditions.

Children with diabetes may be able to manage their own medication. This should be discussed with the child and parent as part of a individual health care plan, further details can be found in the Policy on Supporting Students with medical conditions.

Anaphylaxis – parents/carers and child should discuss allergies as part of an

individual health care plan. Pre- loaded injection devices should be provided by the parents in the correct container, labelled with their child's name, together with a signed, up to date protocol from the child's doctor. If the school has to give this injection an ambulance must always be called.

Child Protection:

If any concerns are raised that have Safeguarding implications (e.g. unexplained marks or scars), whilst a person is being treated for first aid, the First Aider must inform the Designated Safeguarding Lead, who will then take appropriate action.

Physical contact with students:

The treatment of children for minor injuries, illness or medical conditions may involve members of staff in physical contact with children. Any treatment should:

- Not involve more contact than necessary.
- Be undertaken by staff who have volunteered to be designated to the task.
- Be carried out wherever possible, with more than one student/adult present (where appropriate).
- Be recorded in appropriate documentation.
- Parents informed as quickly as possible.

First Aid Equipment and Facilities:

- First-aid equipment must be clearly labelled, easily accessible and up to date.
- Any students' individual medical containers must be clearly marked on the outside and contain up to date medicines provided by parents/carers.
- All First aid containers contain the correct contents (as recommended by the DfE Guidance) to provide first aid to all staff and students.
- The First-Aider/Appointed Person is responsible for examining the contents of the first aid containers. They are checked frequently (weekly) and restocked as soon as possible after use. Items are discarded safely after the expiry date has passed. Before undertaking any off-site activities, the responsible person assesses what level of first-aid provision is needed.
- A portable first-aid container is maintained in a good condition and readily available for use and prominently marked as a first aid container.

Signed:



Head of Learning



Head of Pastoral Care

Date: October 2025

Review Date: October 2026