



Fairfield House School

First Aid Policy

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Policy Review Date: May 2027

Next Review: May 2027

Policy Owner: Head Teacher / Proprietor

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1. Statement of Intent

Fairfield House School is committed to ensuring the health, safety and welfare of all pupils, staff and visitors. Effective first aid provision is essential in supporting a safe learning environment and preventing minor injuries from becoming more serious.

The Proprietor and Head Teacher accept responsibility under relevant health and safety legislation to ensure that appropriate first aid arrangements are in place at all times, both on and off-site.

2. Legal and Regulatory Framework

This policy is written in accordance with:

- **Health and Safety (First Aid) Regulations 1981**
- **Health and Safety at Work Act 1974**
- **The Education (Independent School Standards) Regulations 2014 (Part 3 – Welfare, Health and Safety)**
- **Ofsted Education Inspection Framework (EIF)**
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**
- **Public Health England Guidance on Infection Control**
- **SEND Code of Practice (2015)**

This policy ensures compliance with ISSR requirements relating to:

- Safeguarding and welfare of pupils
- Appropriate medical provision
- Staff training and risk management

3. Aims of the Policy

The school aims to:

- Provide effective and appropriate first aid to pupils, staff and visitors
- Ensure all staff understand procedures for responding to illness and injury
- Maintain safe, well-equipped and accessible first aid facilities
- Ensure compliance with statutory reporting requirements
- Promote a culture of safety, vigilance and accountability

4. Roles and Responsibilities

Proprietor

- Ensure compliance with Independent School Standards
- Approve and review this policy

Head Teacher

- Ensure effective implementation of the policy
- Oversee first aid provision and staff training

Principal First Aider

- Maintain first aid supplies and equipment
- Ensure first aid cover is available at all times
- Maintain records of incidents and training

All Staff

- Take reasonable care for the health and safety of pupils
- Respond appropriately to accidents and incidents
- Follow first aid and reporting procedures

5. First Aid Provision

The school ensures that:

- First aid provision is available at all times
- Adequate numbers of trained staff are on site
- First aid arrangements extend to off-site visits
- Risk assessments inform provision levels

6. Training and Staffing

- A designated **Principal First Aider** holds a valid First Aid at Work qualification
- Staff working off-site hold Emergency First Aid training
- Training is renewed in line with statutory guidance (annually or every 3 years)
- At least one trained first aider is present on each site at all times

7. First Aid Equipment and Facilities

The school provides:

- Clearly identified first aid boxes (e.g. office, kitchen, medical room)
- Portable first aid kits for visits
- A fully equipped medical room at each site, in line with ISSR requirements, including:
 - Wash basin and running water
 - Bed for treatment and rest
 - First aid supplies and recording systems
 - Close proximity to toilet facilities

Equipment is checked regularly and replenished as required.

8. Procedures for Illness and Injury

- Pupils who feel unwell will be supervised in an appropriate space
- A trained first aider will assess and provide care
- Parents/carers will be informed where necessary
- Pupils will only be sent home following appropriate assessment

9. Emergency Procedures (Including Ambulance Call-Out)

An ambulance will be called in serious or life-threatening situations, including:

- Breathing difficulties, (e.g. choking, unable to breathe)
- Loss of consciousness
- Severe bleeding that cannot be stopped
- Suspected fractures
- Cardiac events, such as cardiac arrest and severe chest pains
- Signs of a stroke (e.g. face drooping, inability to hold arms up, speech difficulties)
- Severe allergic reactions (anaphylaxis)
- Serious injuries such as a fall from a height, stabbing, shooting or major road traffic incidents
- Acute confused state and fits (seizures) that are not stopping

Staff will:

- Call 999 and provide full details
- Ensure access for emergency services
- Contact parents/carers immediately
- Accompany the pupil to hospital where required

10. Infection Control and Spillages

The school follows Public Health guidance:

- PPE (gloves) must be worn
- Spillages must be cleaned immediately using appropriate disinfectant
- Disposable materials must be used and disposed of safely
- Staff must follow strict hygiene procedures

11. Clinical Waste Disposal

- Clinical waste will be disposed of in accordance with legislation
- Approved waste bags will be used
- Waste will be stored safely and removed by authorised contractors
- Staff share responsibility for safe disposal

12. Recording, Reporting and RIDDOR

The school will:

- Record all first aid incidents in the accident book
- Inform parents of significant injuries
- Maintain records for statutory timeframes
- Report incidents to the HSE in line with **RIDDOR**

This ensures compliance with health and safety and safeguarding requirements.

13. Administration of Medication

The school will administer medication where:

- Written parental consent is provided
- Medication is clearly labelled and in original packaging
- Staff are appropriately trained

Where necessary:

- Medical professionals (e.g. community nurse) will be involved
- Individual healthcare plans will be followed
- Emergency medication procedures will be in place

Refer to the Supporting Pupils with Medical Conditions policy.

14. Monitoring and Review

This policy will be reviewed annually to ensure compliance with:

- Independent School Standards Regulations
- Ofsted Education Inspection Framework
- Health and safety legislation

15. Linked Policies

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Administration of Medication Policy
- Risk Assessment Policy