

First Aid Policy

Orange Tree and EMR



ISI Standards: Independent School Standards Regulations 2014, paragraphs 13 and 34

Target Audience (s):	☒ All Staff ☐ Clinical Staff ☐ Non Clinical Staff ☐ External suppliers or visitors ☐ Regulatory / Legal bodies ☐ Other (e.g. Patients) ☐ Teaching staff
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1. Introduction

Orange Tree School is committed to providing effective and timely first aid provision to ensure the health, safety and welfare of students, staff and visitors. This policy sets out the school's arrangements for first aid, emergency response, the administration and storage of medication, and support for students with medical conditions.

The school maintains appropriate first aid facilities, trained personnel, clear procedures and accurate record keeping in line with statutory requirements and best practice. The policy is made available to parents of pupils and prospective pupils (via the school website where applicable, or on request) and is available for inspection on the school premises during the school day.

First Aid Provision Ridgeway Site

Ellern Mede Hospital School Ridgeway (part of Orange Tree School) operates as a separate site within a hospital setting where all pupils are inpatient, all first aid and medical care is provided by the hospital's qualified healthcare staff. School staff do not administer first aid / medication. However, two members of school staff are trained in first aid and emergency procedures in order to support the wellbeing and safety of pupils and to respond appropriately in an emergency situation until clinical staff arrive. In the event of an injury, illness, or medical concern arising during the school day, responsibility for assessment and treatment rests with the hospital clinical team, in line with hospital policies and procedures.

2. Aims

The aims of this policy are to:

- Safeguard the health, safety and welfare of students, staff and visitors.
- Ensure compliance with relevant legislation and the Independent School Standards.
- Clarify roles and responsibilities in relation to first aid and emergency response.
- Provide a clear framework for responding to, recording and reporting accidents, incidents and medical needs.

3. Legislation and Guidance

This policy is informed by guidance from the Department for Education on first aid and health and safety in schools. The school also completes and reviews a first aid needs assessment to ensure first aid provision remains suitable for the school's size, layout, activities and pupil/staff needs.

This policy takes account of the following legislation:

- Health and Safety (First-Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1992 and 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Social Security (Claims and Payments) Regulations 1979
- Education (Independent School Standards) Regulations 2014

4. First Aid Provision

4.1 Facilities and Equipment

- Suitably stocked first aid boxes are located in the designated first aid/medical room.
- First aid boxes are checked fortnightly by a named first aider and termly by the Designated Safeguarding Lead, including checks on expiry dates.
- The required contents of first aid kits (including off-site and vehicle kits) are defined in school procedures and reviewed as part of the first aid needs assessment.
- Travel first aid kits are stored in the medical room and are taken on all educational visits, including local off-site activities.
- The designated first aid/medical room is clearly signposted, provides privacy and dignity, has access to washing facilities, and is fully stocked.
- The medical room is located near student toilet facilities and is equipped with a sick bowl, large blankets and wheelchair access/transportation.
- A defibrillator (AED) is located in the reception area and is available for use in a medical emergency. All school first aiders are trained in the use of the defibrillator and can deploy it quickly should the need arise.
- An anti-ligature kit is held in the medical room. Selected staff have received ligature awareness training.

4.2 Trained Staff

- Orange Tree School has a number of trained first aiders that exceeds statutory requirements.
- First aiders are clearly identified on information posters displayed around the school.
- Training dates are recorded on the school's staff training overview and are monitored to ensure currency.

5. First Aid Procedures and Emergency Response

- All staff are expected to act promptly and calmly in the event of an accident or medical incident.
- First aid should, wherever practicable, be administered in the designated first aid/medical room.
- Staff must always consider the appropriateness of treatment, including known allergies (e.g. latex sensitivity or plaster allergies).
- Where a student is unwell or requires medical attention, arrangements are in place to enable swift and dignified access to toilet facilities.
- Equipment such as wheelchairs, blankets and sick bowls may be used sensitively to support discreet movement if required.

5.1 Calling an Ambulance (999)

A trained first aider or member of staff must call an ambulance immediately in the following circumstances:

- where there is a serious injury or significant head injury;
- where a person has been unconscious or has lost consciousness;
- where there is a suspected fracture;
- where there are open wounds requiring further medical attention;
- where the severity of the injury or illness is unclear; or
- where the correct course of treatment is uncertain.
- Where the Individual Health plan states to do so

In all cases, staff are reminded that **when in doubt, calling 999 is the safest course of action.**

5.2 Accompaniment to Hospital

- If a pupil is taken to hospital by ambulance, a member of staff will accompany the student and remain with them until a parent or carer arrives, unless directed otherwise by emergency services.
- Parents or carers will be informed as soon as practicable.

5.3 Managing Bodily Fluids

- Disposable gloves must be worn when dealing with bodily fluids.
- Any materials contaminated with bodily fluids (e.g. blood or vomit) must be disposed of in the designated clinical/yellow waste bin located in the first aid/medical room.

- Spillages must be cleaned promptly and disinfected using appropriate cleaning materials.
- Where a spillage is significant, pupils and staff should be removed from the area and the premises team contacted to arrange appropriate cleaning.

6. Medication and Medical Conditions

6.1 Medication Controls

- Medication is only administered where written parental consent has been provided, except in an emergency.
- Prescription medication is administered strictly in accordance with the prescriber's instructions.
- Non-prescription medication is administered only in line with the school's medication procedures and consent arrangements.
- Medication is stored securely, clearly labelled, and accessible only to authorised staff.
- Where medication requires refrigeration, it is stored in a designated, secure refrigerator.
- Emergency medication (e.g. auto-injectors, inhalers) is readily accessible and clearly identified.
- Medication taken on educational visits is risk assessed, stored securely, and administered by a trained member of staff.

6.2 Supporting Students with Medical Conditions

- The school supports students with medical conditions through up-to-date risk assessments and individual healthcare plans where required.
- Relevant staff are made aware of students' medical needs on a need-to-know basis.
- Staff receive appropriate training (e.g. use of emergency medication) to enable them to support pupils safely and confidently.
- All relevant medical information is recorded and managed securely.

7. Roles and Responsibilities

7.1 Appointed Person and First Aiders

The school's appointed person for first aid is **Tara Tadbiri**

The appointed person is responsible for:

- Taking charge when a person is injured or becomes ill.
- Ensuring adequate first aid supplies are available and maintained.
- Ensuring professional medical assistance is summoned when appropriate.

First aiders are responsible for:

- Acting as first responders to accidents and incidents.
- Providing appropriate first aid within the limits of their training.
- Arranging for students to be sent home or receive further medical attention where necessary.
- Completing accident and incident records accurately and promptly.
- Keeping their training and contact details up to date.

A list of current first aiders is provided in **Appendix 1** and displayed throughout the school.

7.2 Governing Board

The governing board holds overall responsibility for health and safety and ensures that suitable policies and arrangements are in place. Day-to-day operational responsibility is delegated to the Headteacher and staff.

7.3 Headteacher

The Headteacher is responsible for:

- Ensuring sufficient trained first aiders are available at all times.
- Ensuring first aid training remains current.
- Ensuring staff understand and follow first aid and emergency procedures.
- Ensuring appropriate risk assessments, medical facilities and needs assessments are in place and reviewed.
- Reporting notifiable incidents to the Health and Safety Executive (HSE) as required.

7.4 Staff

All staff are responsible for:

- Following the school's first aid and emergency procedures.
- Knowing the identity and location of trained first aiders.
- Completing accident and incident records when required.
- Informing senior leaders of any relevant medical needs or concerns relating to students.

8. Recording, Reporting and Quality Assurance

- All accidents, injuries and medical incidents are recorded on the school's Medical Tracker system as soon as practicable and no later than the end of the school day.
- **Near-miss incidents** (events that could have resulted in injury or harm) are also recorded and reviewed in order to reduce future risk.
- Parents are informed promptly of any injury, illness or first aid treatment requiring more than minor intervention.
- The Headteacher (or delegated senior leader) determines whether an incident is reportable under RIDDOR and ensures timely reporting where required.
- Accident and incident records are retained in line with statutory requirements.
- Accident, incident and near-miss records are reviewed termly by the Designated Safeguarding Lead and Headteacher to identify patterns, risks and any required remedial action.
- Findings from reviews inform risk assessments, staff training and policy review.

8. Monitoring and Review

- The Headteacher and governing board monitor the effectiveness of first aid arrangements, including training currency, suitability of facilities, incident trends and compliance with reporting requirements.
- Leaders ensure staff understand and follow the policy and that first aid provision actively promotes the well-being of pupils.
- This policy is reviewed annually (and sooner if required) in response to changes in legislation, guidance, inspection findings, incident patterns, or school practice.

9. Linked Policies and Documents

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Trips Policy
- Risk Assessment Procedures

Appendix 1: First Aiders Register (Auditable)

The school maintains a current **First Aiders Register** which is:

- displayed on staff information posters at key points around the school; and
- held centrally (for inspection/audit) as a single, version-controlled record.

The register must be updated **immediately** when staffing or training changes occur and must include, as a minimum:

- Full name
- Role/position
- Qualification held (e.g. FAW/EFAW, Paediatric First Aid)
- Training provider
- Date trained and certificate expiry date
- Areas/rooms normally based (to support rapid response)
- Contact route during the school day (e.g. extension/radio channel)
- Additional competencies (where relevant, e.g. anaphylaxis/auto-injector, asthma, diabetes, ligature awareness)

A brief training evidence file is retained (digital or hard copy) to evidence certification and renewal.