



Trust-Education Group Ltd

First Aid Policy

Introduction

Trust-Education Group Ltd is committed to ensuring the health, safety, welfare and wellbeing of all pupils, staff, visitors and contractors.

The school recognises that effective first aid provision is an essential part of safeguarding, health and safety and pupil welfare. Appropriate arrangements are maintained to ensure that immediate support can be provided when accidents, injuries, illness or medical emergencies occur.

As an independent specialist Social, Emotional and Mental Health (SEMH) provision, Trust-Education Group Ltd recognises that pupils may have additional needs which require a sensitive, individualised and trauma-informed approach when receiving first aid.

Some pupils may experience:

- Anxiety During Medical Situations
- Fear Of Adults Providing Support
- Difficulties Communicating Pain Or Illness
- Sensory Sensitivities
- Previous Negative Experiences Of Healthcare
- Emotional Dysregulation During Emergencies

All first aid procedures are therefore delivered with consideration of pupil dignity, individual needs and safeguarding responsibilities.

This policy outlines how Trust-Education Group Ltd provides appropriate first aid arrangements across the school site, during educational activities and during off-site visits.

Policy Statement

Trust-Education Group Ltd will ensure that:

- Adequate First Aid Provision Is Available At All Times
- Trained Staff Are Available During The School Day
- First Aid Equipment Is Maintained And Accessible
- Accidents And Injuries Are Recorded Appropriately
- Parents And Carers Are Informed Where Required
- Medical Information Is Managed Confidentially
- Pupils With Medical Conditions Receive Appropriate Support
- Emergency Procedures Are Clear And Understood
- Staff Receive Appropriate Training
- First Aid Arrangements Are Regularly Reviewed

The school will take all reasonable steps to protect pupils, staff and visitors from harm and ensure that first aid arrangements meet statutory expectations.

Legal and Statutory Framework

This policy has been developed in accordance with:

- Health and Safety at Work etc. Act 1974
- Health and Safety (First Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Education (Independent School Standards) Regulations 2014
- Equality Act 2010
- Supporting Pupils at School with Medical Conditions (Department for Education)
- Keeping Children Safe in Education (KCSIE) 2026
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Department for Education Health and Safety Advice for Schools

The school also considers guidance from relevant medical professionals and emergency services.

Aims

The aims of this policy are to:

- Provide Effective First Aid Arrangements

- Ensure Prompt Response To Accidents And Illness
- Protect The Health And Welfare Of Pupils And Staff
- Ensure Staff Understand Their Responsibilities
- Support Pupils With Medical Conditions
- Maintain Safe Procedures During Educational Activities
- Promote Confidence In Managing Emergencies
- Ensure Accurate Recording And Reporting
- Meet Statutory Health And Safety Requirements
- Promote Continuous Improvement

Roles and Responsibilities

Proprietors

The Proprietors of Trust-Education Group Ltd are:

- Melissa Wainman
- Katie Everson

The Proprietors are responsible for ensuring that suitable arrangements are in place to support effective first aid provision.

The Proprietors will:

- Ensure Appropriate Resources Are Available
- Monitor Compliance With This Policy
- Ensure Suitable Training Is Provided
- Review Significant Incidents
- Support Health And Safety Improvement
- Ensure Legal Responsibilities Are Met

Co-Headteachers

The Co-Headteachers are:

- Melissa Wainman
- Katie Everson

The Co-Headteachers have overall responsibility for implementing this policy.

They will:

- Ensure First Aid Arrangements Are Effective

- Ensure Adequate Trained Staff Are Available
- Monitor First Aid Records
- Ensure Equipment Is Maintained
- Ensure Staff Receive Training
- Review Accident Trends
- Ensure RIDDOR Requirements Are Met
- Liaise With Parents And External Agencies Where Required
- Promote A Positive Health And Safety Culture

Designated Safeguarding Leads

The Designated Safeguarding Leads are:

- Janette Bashall
- Ashleigh Haynes
- Laura Wilding

The DSL team ensures that first aid arrangements support safeguarding practice.

Responsibilities include:

- Ensuring Medical Concerns Are Managed Safely
- Identifying Safeguarding Concerns Linked To Injuries
- Ensuring Appropriate Recording
- Supporting Vulnerable Pupils
- Liaising With External Agencies Where Required
- Ensuring Confidentiality Is Maintained

First Aiders

The trained First Aiders are:

- Melissa Wainman
- Katie Everson
- Matthew Derbyshire
- Maisie Caine

First Aiders will:

- Provide First Aid Within Their Level Of Training
- Respond Calmly To Injuries And Illness
- Maintain Pupil Dignity
- Record Treatment Provided

- Inform Relevant Staff
- Seek Further Medical Support When Required
- Follow Infection Control Procedures
- Report Equipment Shortages

First Aiders are not expected to provide treatment beyond their training and will seek emergency assistance where necessary.

First Aid Training and Staffing Arrangements

Trust-Education Group Ltd ensures that sufficient numbers of staff receive appropriate first aid training to meet the needs of the school community.

The school considers:

- Number Of Pupils On Site
- Pupil Age Range
- SEMH Needs
- SEND Requirements
- Activities Undertaken
- Off-Site Activities
- Staffing Arrangements
- Individual Medical Needs

The school ensures that a suitable number of trained first aiders are available throughout the school day.

The trained first aiders are:

- Melissa Wainman
- Katie Everson
- Matthew Derbyshire
- Maisie Caine

Training is refreshed in line with recognised guidance and awarding body requirements.

Staff training may include:

- Emergency First Aid At Work
- Paediatric First Aid Where Required
- Basic Life Support
- Cardiopulmonary Resuscitation (CPR)

- Automated External Defibrillator (AED) Awareness
- Managing Bleeding
- Responding To Choking
- Recognition Of Medical Emergencies
- Supporting Pupils With Additional Needs

Training records are maintained and reviewed regularly by the Co-Headteachers.

Staff Awareness

All staff receive information regarding first aid arrangements as part of their induction.

Staff are expected to know:

- Who The Trained First Aiders Are
- How To Request First Aid Support
- The Location Of First Aid Equipment
- Emergency Procedures
- How To Report Accidents And Injuries
- How To Access Medical Information Appropriately

All staff have a responsibility to act promptly if a pupil, colleague or visitor requires first

First Aid Equipment and Facilities

Trust-Education Group Ltd ensures that suitable first aid equipment is available and accessible.

First aid equipment is located in appropriate areas throughout the school.

First aid provision includes:

- Fully Stocked First Aid Kits
- Portable First Aid Kits For Visits And Activities
- Disposable Gloves
- Sterile Dressings
- Plasters
- Bandages
- Cleaning Wipes
- Emergency Equipment
- Cold Packs
- CPR Face Shields Where Appropriate

First aid kits are checked regularly and replenished when required.

Staff must report missing or used equipment promptly.

Medical Room and First Aid Area

Trust-Education Group Ltd provides a suitable area where pupils can receive first aid support in a safe, private and respectful environment.

The first aid area provides:

- Privacy For Pupils
- Appropriate Seating
- Access To First Aid Equipment
- A Calm Environment
- Space For Observation Where Required

For pupils with SEMH needs, staff will consider whether the environment may increase anxiety and will use appropriate approaches to support regulation.

Where possible, pupils will be supported by a trusted adult or familiar member of staff.

Automated External Defibrillator (AED)

Where an AED is available, staff will receive appropriate awareness training.

The AED will:

- Be Accessible During The School Day
- Be Checked Regularly
- Have Maintenance Records Maintained
- Be Available For Emergency Use

Staff will contact emergency services immediately where an AED may be required.

First Aid Procedures

When a pupil requires first aid:

- A Trained First Aider Will Assess The Situation
- Appropriate First Aid Will Be Provided
- The Pupil Will Be Reassured And Supported

- Medical Information Will Be Checked Where Relevant
- Further Medical Advice Will Be Sought If Required
- The Incident Will Be Recorded
- Parents Or Carers Will Be Informed Where Appropriate

First aid will always be delivered with respect for the pupil's dignity, privacy and individual needs.

Emergency First Aid Procedures

In the event of a serious injury or medical emergency:

- Staff Will Remain Calm
- A First Aider Will Attend Immediately
- Emergency Services Will Be Contacted Where Required
- A Senior Leader Will Be Informed
- Parents Or Carers Will Be Contacted Promptly
- The Incident Will Be Recorded
- Safeguarding Considerations Will Be Reviewed

Examples of emergencies may include:

- Difficulty Breathing
- Loss Of Consciousness
- Severe Bleeding
- Serious Injury
- Suspected Fracture
- Seizure
- Severe Allergic Reaction
- Cardiac Emergency

No pupil will be left unattended during a medical emergency.

Calling Emergency Services

Staff must call 999 when a situation is considered life-threatening or requires urgent medical attention.

Emergency situations may include:

- Severe Breathing Difficulties
- Suspected Anaphylaxis

- Significant Head Injury
- Uncontrolled Bleeding
- Loss Of Consciousness
- Suspected Serious Illness
- Serious Injury

When contacting emergency services, staff should provide:

- School Name And Address
- Nature Of The Emergency
- Number Of People Affected
- Relevant Medical Information
- Access Information For Emergency Responders

A member of staff will meet emergency services at the agreed entrance where possible.

Head Injuries

Trust-Education Group Ltd recognises that head injuries require careful management.

Where a pupil experiences a head injury:

- A Trained First Aider Will Assess The Injury
- The Pupil Will Be Monitored
- Parents Or Carers Will Be Informed
- A Head Injury Record Will Be Completed Where Required
- Medical Advice Will Be Sought If Concerns Arise

Parents and carers will receive appropriate information regarding signs and symptoms requiring further observation.

Staff will monitor for:

- Increased Drowsiness
- Confusion
- Vomiting
- Severe Headache
- Changes In Behaviour
- Loss Of Consciousness
- Seizure Activity

Allergic Reactions and Anaphylaxis

Trust-Education Group Ltd recognises that allergic reactions can become medical emergencies.

Where pupils have known allergies:

- Medical Information Will Be Recorded
- Individual Healthcare Plans Will Be Maintained Where Required
- Emergency Medication Will Be Accessible
- Relevant Staff Will Be Informed
- Risk Assessments Will Be Completed

In the event of suspected anaphylaxis:

- Emergency Medication Will Be Administered In Line With Training And Medical Guidance
- Emergency Services Will Be Contacted
- Parents Or Carers Will Be Informed
- The Incident Will Be Recorded

Asthma

Pupils with asthma will be supported in accordance with their individual medical needs.

The school will ensure:

- Asthma Information Is Available
- Inhalers Are Stored Safely And Accessibly
- Relevant Staff Understand Procedures
- Pupils Are Supported To Manage Their Condition Appropriately

Emergency support will be provided where a pupil experiences breathing difficulties.

Epilepsy and Seizures

Where pupils have epilepsy or seizure conditions:

- Medical Information Will Be Available To Relevant Staff
- Individual Healthcare Plans Will Be Followed
- Staff Will Understand Appropriate Responses
- Emergency Medication Procedures Will Be Followed Where Applicable

During a seizure, staff will:

- Keep The Pupil Safe
- Remove Hazards Where Possible
- Protect Their Head
- Monitor The Duration
- Seek Emergency Assistance When Required

The dignity and privacy of the pupil will always be maintained.

Medication Management

Trust-Education Group Ltd recognises that some pupils may require medication to support their health, wellbeing and ability to access education safely.

The school will manage medication in accordance with:

- Supporting Pupils At School With Medical Conditions (DfE)
- Individual Healthcare Plans
- Medical Advice From Healthcare Professionals
- Parental Consent Arrangements
- Safeguarding Procedures
- Data Protection Requirements

Medication will only be administered where:

- Appropriate Consent Has Been Provided
- Clear Instructions Are Available
- Medication Is In The Original Packaging
- Medication Is Clearly Labelled
- Expiry Dates Have Been Checked
- Staff Are Appropriately Trained Where Required

Medication will not be administered by staff unless appropriate procedures are in place.

Storage of Medication

Medication will be stored safely and securely.

The school will ensure:

- Medication Is Stored According To Manufacturer Instructions
- Medication Is Accessible In An Emergency
- Medication Is Clearly Labelled

- Medication Is Stored Separately Where Required
- Expiry Dates Are Regularly Checked
- Records Are Maintained

Emergency medication, such as inhalers, adrenaline auto-injectors or rescue medication, will be accessible to trained staff in line with individual healthcare plans.

Administration of Medication

Where staff are required to administer medication:

- Staff Will Follow Written Instructions
- The Correct Medication Will Be Given To The Correct Pupil
- The Correct Dose Will Be Administered
- Administration Will Be Recorded
- Any Concerns Will Be Reported Immediately

Two members of staff should be involved where appropriate, particularly when administering emergency or controlled medication.

Staff will never administer medication without appropriate information and consent.

Individual Healthcare Plans

Trust-Education Group Ltd will ensure that pupils with significant medical needs have an Individual Healthcare Plan (IHP) where required.

An Individual Healthcare Plan may include:

- Medical Diagnosis
- Medication Requirements
- Emergency Procedures
- Support Required During The School Day
- Staff Responsibilities
- Emergency Contacts
- Adjustments Required
- Review Arrangements

Healthcare plans will be developed with:

- Parents And Carers
- Healthcare Professionals

- School Staff
- The Pupil Where Appropriate

Plans will be reviewed regularly and updated following any changes in medical needs.

Supporting Pupils With Medical Conditions

Trust-Education Group Ltd is committed to ensuring pupils with medical conditions are fully included in school life.

The school will:

- Avoid Unnecessary Barriers To Learning
- Provide Appropriate Adjustments
- Support Attendance
- Enable Participation In Activities
- Work With Families And Professionals
- Ensure Staff Understand Individual Needs

Medical conditions will not prevent pupils from accessing education where suitable arrangements can be made.

Infection Prevention and Control

Trust-Education Group Ltd maintains effective hygiene procedures to reduce the spread of infection.

Staff will:

- Wash Hands Before And After Providing First Aid
- Wear Disposable Gloves When Required
- Dispose Of Clinical Waste Safely
- Clean First Aid Areas Appropriately
- Follow Infection Control Guidance

Where infectious illnesses are identified, the school will follow advice from relevant health professionals and public health guidance.

Blood and Bodily Fluid Procedures

When dealing with blood or bodily fluids, staff must:

- Wear Appropriate Protective Equipment
- Avoid Direct Contact
- Clean The Area Safely
- Dispose Of Waste Correctly
- Wash Hands Thoroughly

Any exposure incidents involving staff or pupils will be managed appropriately and recorded.

Accident and Injury Recording

All accidents and injuries requiring first aid are recorded accurately.

Records include:

- Date And Time Of Incident
- Name Of Person Involved
- Location Of Incident
- Description Of Injury Or Illness
- First Aid Provided
- Staff Involved
- Further Action Taken
- Parent Or Carer Communication

Records are maintained securely and reviewed regularly to identify patterns and reduce future risks.

Safeguarding and First Aid

Trust-Education Group Ltd recognises that injuries, accidents or medical concerns may sometimes indicate wider safeguarding concerns.

Staff must remain professionally curious and report concerns where appropriate.

Safeguarding concerns may include:

- Repeated Unexplained Injuries
- Concerns About Care At Home
- Delayed Medical Attention
- Changes In Presentation Or Behaviour
- Concerns Raised By A Pupil

Concerns must be reported to the Designated Safeguarding Leads:

- Janette Bashall
- Ashleigh Haynes
- Laura Wilding

Or the Deputy Designated Safeguarding Leads:

- Melissa Wainman
- Katie Everson

Safeguarding concerns will be recorded on CPOMS and managed in line with the Child Protection and Safeguarding Policy.

Confidentiality and Data Protection

Medical information is sensitive personal information and will be managed securely.

Trust-Education Group Ltd will ensure:

- Information Is Shared On A Need-To-Know Basis
- Records Are Stored Securely
- Confidentiality Is Maintained
- GDPR Requirements Are Followed
- Staff Understand Professional Boundaries

Information will only be shared with appropriate individuals where this supports pupil safety and wellbeing.

First Aid During Educational Visits

First aid arrangements are considered for all educational visits and off-site activities.

Risk assessments will identify:

- First Aid Requirements
- Staffing Arrangements
- Pupil Medical Needs
- Emergency Contacts
- Venue Arrangements
- Accessibility Requirements

A trained first aider will accompany educational visits where required.

Staff taking pupils off-site will carry:

- Portable First Aid Kit
- Emergency Contact Information
- Relevant Medical Information
- Emergency Medication Where Required

Pupils with additional medical needs will have appropriate plans in place before attending activities.

First Aid During Sporting and Vocational Activities

Trust-Education Group Ltd provides a range of practical and vocational activities which may require additional first aid considerations.

Activities may include:

- Sport
- Boxing
- Padel
- Outdoor Education
- Farm Activities
- Hair And Beauty
- Practical Workshops

Risk assessments will consider:

- Potential Injuries
- Required Equipment
- Staff Competence
- Emergency Procedures
- Medical Needs

Appropriate first aid arrangements will be available during all activities.

Reporting Under RIDDOR

Trust-Education Group Ltd will comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The Co-Headteachers will determine whether an incident requires reporting.

Reportable incidents may include:

- Serious Injuries
- Certain Fractures
- Hospital Treatment Following An Accident
- Work-Related Incidents
- Dangerous Occurrences

All incidents will be reviewed to identify learning and prevent recurrence.

Monitoring and Review

First aid arrangements are monitored regularly by the Co-Headteachers.

Monitoring includes:

- Accident Records
- First Aid Logs
- Medication Records
- Staff Training Records
- Medical Plans
- Incident Trends
- Pupil Needs

Termly reviews will identify:

- Emerging Risks
- Training Needs
- Equipment Requirements
- Improvements Required

Findings will contribute to school improvement planning and health and safety monitoring.

Policy Review

This First Aid Policy applies for the academic year 2026–2027.

The policy will be reviewed annually or sooner if:

- Legislation Changes
- Guidance Is Updated
- A Significant Incident Occurs
- School Provision Changes
- Pupil Medical Needs Change

The review will be completed by the Co-Headteachers and shared with the Proprietors.

Compliance Statement

Trust-Education Group Ltd confirms its commitment to maintaining effective first aid arrangements that protect the health, safety and welfare of all pupils, staff and visitors.

This policy demonstrates compliance with:

- Health And Safety At Work Etc. Act 1974
- Health And Safety (First Aid) Regulations 1981
- Management Of Health And Safety At Work Regulations 1999
- Reporting Of Injuries, Diseases And Dangerous Occurrences Regulations 2013
- Education (Independent School Standards) Regulations 2014
- Equality Act 2010
- Supporting Pupils At School With Medical Conditions Guidance
- Keeping Children Safe In Education (KCSIE) 2026

Through effective leadership, trained staff, robust procedures and a safeguarding-first approach, Trust-Education Group Ltd ensures that pupils receive appropriate care, support and protection throughout their education.

Policy Lead	Melissa Wainman Proprietor
Date:	1st September 2026
Policy Review Date:	1st September 2027
Version:	1
Approval:	Matthew Embley Chair of the Governing Body