



First Aid Policy

The Avenue

Approved by:	Clare Cragg, Principal
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Approved:	July 2025
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Next review:	July 2029
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1. Introduction

At The Avenue, we are deeply committed to ensuring the health, safety, and welfare of all our pupils, staff, and visitors. As an independent specialist school, we recognise and embrace the unique needs of our students, particularly those with autism. This First Aid Policy has been developed to provide prompt, effective, and sensitive care in the event of illness or injury, ensuring an inclusive and safe environment for our entire school community.

2. Legal Framework

This policy is guided by and complies with the following legislation and statutory guidance:

- The Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Education (Independent School Standards) Regulations 2014
- Guidance from the Department for Education (DfE) on First Aid in Schools, Early Years and Further Education
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2023) 'Statutory framework for the early years foundation stage'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

3. Aims and Objectives

This policy aims to:

- Provide immediate, appropriate, and compassionate First Aid care to anyone injured or taken ill on the school premises or during school-organised activities.
- Ensure that First Aid provision is fully accessible, responsive, and tailored to the specific communication, sensory, and emotional needs of students with autism.
- Maintain a sufficient number of highly trained and competent First Aiders and appointed persons.
- Ensure that all staff are fully aware of First Aid procedures, their individual responsibilities, and how to act effectively in an emergency.
- Establish clear procedures for recording, reporting, and monitoring all First Aid incidents to ensure continuous improvement and compliance.

4. Roles and Responsibilities

4.1 The Governing Body / Proprietor

The Governing Body of The Avenue is responsible for:

- The overarching development, approval, and oversight of this policy and all corresponding procedures.
- Ensuring that adequate resources are allocated for effective First Aid provision.
- Delegating operational and day-to-day responsibility for First Aid to the Principal.

4.2 The Principal

The Principal is responsible for:

- The implementation and day-to-day management of this policy and its related procedures.
- Ensuring that all staff, pupils, and parents are made aware of the school's First Aid policy and arrangements.
- Ensuring that all staff are aware of the locations of First Aid equipment and how to access it, particularly in an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school's First Aiders and how to contact them.
- Conducting and regularly reviewing comprehensive risk assessments of the school's First Aid needs, considering the specific requirements of students with autism.
- Ensuring a sufficient number of appointed First Aiders are available based on these assessments.
- Establishing procedures for First Aid during off-site or out-of-hours activities.
- Ensuring appropriate and sufficient First Aid training is provided for staff, including specialised training for autism-specific considerations.
- Ensuring that First Aid provision for staff does not fall below the required standard and that provision for pupils and others complies with relevant legislation and guidance.
- Appointing a designated First Aid Lead (Appointed Person) to oversee First Aid arrangements.

4.3 Staff Members (Non-First Aiders)

All staff members are responsible for:

- Having sufficient awareness of this policy and the outlined procedures, including knowing who to contact in the event of any illness, accident, or injury.
- Securing the immediate welfare of pupils in their care.
- Making pupils aware of the procedures to follow in the event of illness, accident, or injury, using appropriate communication methods.
- Reporting all incidents, however minor, to a First Aider or the designated First Aid Lead.

4.4 First Aiders

First Aiders are staff members who hold a valid, in-date First Aid certificate. They are responsible for:

- Administering immediate First Aid to pupils, staff, or visitors in accordance with their training and this policy.
- Ensuring that professional medical help (e.g., ambulance) is called when necessary.
- Completing and renewing their training before their First Aid certificate expires.
- Ensuring they are comfortable and confident in administering First Aid, including specific considerations for students with autism.
- Keeping up-to-date with government guidance relating to First Aid in schools.
- Assisting the appointed person in maintaining properly stocked and maintained First Aid kits.

4.5 Designated First Aid Lead (Appointed Person)

The Designated First Aid Lead 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 First Aid containers and checking expiry dates.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Maintaining injury and illness records as required by this policy and RIDDOR.
- Ensuring First Aid notices are clearly displayed with current First Aider information.
- Coordinating First Aid training and re-certification for staff.

5. First Aid Provision

5.1 Personnel

The Avenue will maintain an adequate number of trained First Aiders, ensuring sufficient cover across the school premises during all school hours and for all school-organised activities. This includes:

- At least one person with a valid First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) certificate on-site during school hours.
- Staff trained in Paediatric First Aid (PFA), especially for early years settings, with at least one PFA-qualified staff member on site when EYFS children are present, and accompanying them on all outings.
- Specialised training for staff on autism-specific First Aid considerations, such as

recognising signs of distress, sensory sensitivities, communication challenges, and de-escalation techniques during medical incidents.

- First Aiders are appointed on a voluntary basis, and their suitability is assessed based on reliability, communication skills, aptitude, ability to cope with stressful situations, and availability.

5.2 Facilities and Equipment

The school will provide:

- Clearly marked and easily accessible First Aid stations, strategically located throughout the school.
- Fully stocked First Aid kits in accordance with HSE guidelines, checked regularly by the Designated First Aid Lead, and restocked promptly after use. These kits will include:
 - A leaflet giving general advice on First Aid.
 - Individually wrapped sterile plasters of assorted sizes.
 - Sterile eye pads.
 - Individually wrapped triangular bandages, preferably sterile.
 - Safety pins.
 - Large and medium-sized sterile, individually wrapped, unmedicated wound dressings.
 - Disposable gloves.
 - Scissors.
 - Cold compresses.
 - Burns dressings.
 - Sterile water or sterile normal saline (0.9%) in sealed disposable containers (at least 300ml per container, minimum 900ml total) for eye irrigation, where mains tap water is not readily available. Eye baths/cups/refillable containers will NOT be used.
- No medication will be kept in general First Aid kits.
- Designated quiet areas for students who may become distressed or overwhelmed during medical incidents, offering a calm and sensory-friendly environment.
- Portable First Aid kits for all off-site visits and school vehicles (e.g., minibuses).
- First Aid containers will be identified by a white cross on a green background.

6. Procedures

6.1 Responding to Incidents

In the event of illness or injury:

1. **Assess the situation promptly and calmly:** The first responding staff member will ensure the safety of the casualty and others, and assess the severity of the

situation.

2. **Call for a First Aider:** If the situation requires First Aid, the nearest available First Aider will be summoned immediately. For serious incidents, emergency services (999) should be called without delay.
3. **Provide appropriate First Aid treatment:** The First Aider will administer care in accordance with their training.
4. **Consider individual needs:** During treatment, First Aiders will be mindful of the individual's communication needs, sensory sensitivities, and any pre-existing medical conditions (e.g., using visual aids, maintaining a calm tone, reducing sensory input).
5. **Contact emergency services if necessary:** If the First Aider determines that the condition is serious or life-threatening, or if they cannot adequately deal with the presenting condition, they will immediately call 999.
6. **Inform parents or guardians:** Parents or guardians will be informed as soon as possible, especially for head injuries (however minor) or incidents requiring emergency medical treatment.
7. **Accompanying pupils:** If a pupil requires an ambulance, a staff member will accompany them to the hospital and remain with them until a parent/guardian arrives.

6.2 Recording and Reporting

All First Aid incidents, however minor, must be:

- **Recorded:** Immediately recorded in the school's First Aid log/accident form, detailing:
 - The date, time, and exact location of the incident.
 - The name and year group/role of the injured or ill person.
 - A clear description of the injury/illness and how it occurred.
 - Details of the First Aid treatment provided.
 - What happened to the person immediately afterwards (e.g., returned to class, sent home, ambulance called).
 - Whether parents/guardians were contacted and when.
 - Name and signature of the First Aider or person dealing with the incident.
- **Reported Internally:** Reported promptly to the Designated First Aid Lead and the Principal.
- **Notified to External Agencies (RIDDOR):** Any injury or accident that falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) must be reported to the Health and Safety Executive (HSE) in a timely and detailed manner by the Principal or delegated person. This includes:
 - Accidents resulting in death or major injury (as defined by RIDDOR).
 - Accidents which prevent the injured person from doing their normal work for

- more than seven consecutive days.
 - Dangerous occurrences (near misses).
- **Record Retention:** All First Aid records (written or electronic) will be kept securely for a minimum of seven years, in line with the school's data protection and records management policies.

6.3 Offsite Visits and Events

- Before undertaking any offsite visits or events, the organising staff member will conduct a suitable and sufficient risk assessment to determine the required level of First Aid provision, considering the nature of the activity and the specific needs of the pupils involved.
- A portable First Aid kit will be taken on all offsite visits.
- For EYFS offsite visits, at least one First Aider with a current Paediatric First Aid certificate will always be present.
- For other offsite visits, at least one First Aider will always accompany the group.
- In any medical emergency during an offsite visit, parents/guardians will be contacted as soon as practicable. If they cannot be reached, attempts will be made to contact other emergency contacts provided for the child.

7. Training

The school will ensure all First Aiders undergo regular training and re-certification by a HSE-approved organisation before their certificates expire.

8. Monitoring and Review

- Accident records will be regularly monitored and analysed by the Principal and Designated First Aid Lead to identify trends, areas for improvement, and future training needs.
- This policy will be reviewed and approved every 4 years by the Principal or following any significant incident or update in legislation/guidance, to ensure its effectiveness and compliance with current regulations and best practices.