



**EVERYTHING
EDUCATION**

FIRST AID POLICY

2026-2027

OWNERSHIP:	Everything Education School
AUTHORISED BY:	M Hussain (Headteacher)
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Everything Education School will provide prompt, appropriate first aid and medical support so that pupils, staff and visitors are safe and pupils can participate fully in education.

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1.0 Purpose and Aims

Everything Education School aims to ensure that pupils, staff and visitors receive immediate and appropriate assistance when injured or taken ill. First aid arrangements form part of the school's wider health, safety, safeguarding and pastoral responsibilities.

- provide adequate and appropriate first aid equipment, facilities and trained personnel;
- ensure first aid is available whenever pupils and staff are on site and during school-organised off-site activities;
- respond calmly and promptly to illness, injury and medical emergencies;
- keep accurate records and inform parents/carers appropriately;
- support pupils with medical conditions so they can access education safely and as fully as possible.

2.0 Legal and Guidance Framework

This policy is informed by the Health and Safety at Work etc. Act 1974, the Health and Safety (First-Aid) Regulations 1981, the Education (Independent School Standards) Regulations 2014, current Department for Education guidance on first aid in schools, and Health and Safety Executive guidance on incident reporting under RIDDOR.

The Department for Education's current statutory guidance on supporting pupils with medical conditions remains in force while revised guidance is being developed. The school also has regard, as good practice for an independent special school, to the July 2026 Allergy Safety in Schools guidance where it is relevant to allergy and anaphylaxis management.

3.0 Responsibilities

3.1 Headteacher / Proprietor

- ensure a suitable first aid needs assessment is completed and reviewed;
- ensure adequate numbers of appropriately trained first aiders are available;
- ensure suitable first aid equipment and a medical/first aid room are maintained;
- ensure staff understand emergency procedures and how to summon a first aider;
- ensure serious incidents are investigated and any statutory reporting requirements are met;
- ensure this policy is implemented and reviewed annually.

3.2 First Aiders

- assess casualties and provide first aid within the scope of their training;
- call emergency services where necessary and remain with the casualty until appropriate help arrives;
- record treatment and action taken accurately;
- check first aid supplies and report replenishment needs;
- maintain confidentiality while sharing essential medical information on a need-to-know basis;
- report safeguarding concerns immediately to the Designated Safeguarding Lead.

3.3 All Staff

- know how to contact a first aider and where first aid equipment is located;
- take reasonable steps to keep pupils safe and supervise them appropriately;
- report accidents, near misses, medical concerns and hazards promptly;
- follow individual healthcare plans and emergency protocols relevant to pupils they support.

4.0 First Aid Provision and Training

The school will determine first aid provision through a needs assessment that considers the nature of the premises, pupil needs, staff numbers, activities, off-site visits and foreseeable risks. Qualified first aid staff will be available during the school day. Training will be kept current and records of qualifications maintained.

First aid boxes are provided in appropriate locations, including the medical room. Their contents will be checked regularly and replenished according to the school's needs assessment and HSE guidance. Staff will be informed of the location of first aid equipment and trained personnel.

The medical room will be maintained as a suitable space for treatment, medical examination and short-term care of pupils who are unwell or injured, with appropriate access to washing and toilet facilities.

5.0 First Aid Procedures

5.1 Immediate response

- make the area safe and assess the casualty;
- do not move a casualty where a serious injury is suspected unless there is an immediate danger or a trained responder judges movement necessary;
- summon a qualified first aider;
- use gloves and other protective equipment where there is a risk of contact with blood or bodily fluids;
- call 999 without delay where the injury or illness is serious or life-threatening;
- contact the parent/carers as soon as practicable where a pupil is significantly injured or unwell.

5.2 Minor illness and injury

A first aider will assess the pupil and provide proportionate treatment. Pupils who remain unwell will be supervised in an appropriate area while parents/carers are contacted. Pupils must not be sent home without appropriate arrangements being agreed with a parent/carers or another authorised adult.

5.3 Infection control

Blood and bodily-fluid spillages will be managed using appropriate protective equipment and cleaning arrangements. Waste will be disposed of safely. Staff should follow current public health advice where infection-control measures are required.

6.0 Recording, Reporting and RIDDOR

All first aid treatment must be recorded promptly. The record should include the person's name, date and time, location, nature of injury or illness, treatment/action taken, the name of the first aider and whether parents/carers or emergency services were contacted.

Accident and first aid records will be stored securely and retained in accordance with the school's data-retention arrangements. The Headteacher will review records for patterns, repeated incidents, unsafe locations, equipment concerns or other lessons that require action.

The responsible person will assess whether an incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Not every pupil injury or sports injury is reportable. A pupil or visitor incident is generally reportable where it arose out of or in connection with work and results in death or the person being taken directly from the scene to hospital for treatment. Staff incidents will be assessed against the applicable RIDDOR criteria.

7.0 Head Injuries and Emergency Response

7.1 Head injuries

All head injuries must be taken seriously. A trained first aider will assess the pupil, record the incident and decide whether emergency treatment is required. Parents/carers will be informed of head injuries and given clear advice on signs and symptoms that require further medical attention. Where there are red-flag symptoms, loss of consciousness, significant deterioration or other serious concern, 999 must be called.

7.2 Ambulance and hospital treatment

- call 999 where urgent medical attention is required;
- provide the emergency service with the school address, casualty details and the nature of the emergency;
- ensure a member of staff meets and directs the ambulance crew;
- contact parents/carers immediately after emergency help has been requested, where practicable;
- ensure an appropriate adult accompanies a pupil to hospital if a parent/carer is not present and the ambulance crew accepts this arrangement;
- share relevant emergency contact and medical information with healthcare professionals where necessary for the pupil's safety.

The school will not delay emergency treatment while trying to contact a parent/carer. A pupil must not be sent to hospital unaccompanied. Private vehicle transport should not be used for a medical emergency. For non-emergency hospital attendance, parents/carers should normally make transport arrangements; any exceptional school-arranged transport must be risk-assessed, appropriately insured and supervised.

8.0 Pupils with Medical Conditions

Parents/carers must provide accurate and up-to-date information about medical conditions, treatment and emergency contacts. Where a pupil has a significant or long-term medical condition, the school will consider whether an Individual Healthcare Plan (IHP) is required. Plans should be developed with the pupil, parents/carers and relevant healthcare professionals where appropriate, and reviewed at least annually or sooner if needs change.

IHPs should set out the condition, symptoms and triggers, medication and treatment, daily support, emergency arrangements, staff training needs, arrangements for trips and activities, and any reasonable adjustments. Relevant staff will have access to the information they need to keep the pupil safe while respecting confidentiality.

9.0 Medicines

Medicines will only be administered or supervised in accordance with the school's agreed procedures and written parental consent. Prescribed medicines must normally be supplied in the original container, clearly labelled with the pupil's name, dosage, instructions and expiry date. A record must be completed each time medicine is administered or supervised.

- medicines will be stored securely but remain readily accessible in an emergency;
- emergency medicines such as inhalers and adrenaline auto-injectors must be immediately accessible to trained staff and to pupils who are authorised to self-carry;
- medicines requiring refrigeration will be stored securely at the appropriate temperature;
- staff will not force a pupil to take medication; refusal will be recorded and parents/carers informed, with emergency advice sought where necessary;
- staff administering medicines will receive appropriate information and training for the task.

Non-prescription medicines will only be given where the school has an agreed procedure, appropriate consent and clear instructions. Aspirin must not be given to a person under 16 unless prescribed by a doctor.

10.0 Allergy and Anaphylaxis

Pupils with diagnosed allergies or risk of anaphylaxis will have clear individual arrangements, normally through an IHP or equivalent plan. Staff who may need to respond will receive appropriate allergy awareness and adrenaline auto-injector training. Emergency medication must be readily accessible and not locked away in a way that would delay treatment.

The school will record allergy incidents and near misses and use them to improve practice. The July 2026 DfE Allergy Safety in Schools guidance is not currently a statutory requirement for independent schools, but the school will use its principles as good practice while monitoring any new regulatory requirements that apply to independent schools.

11.0 Educational Visits, PE and Off-Site Activities

First aid arrangements must be considered in the risk assessment for educational visits, PE and other off-site activities. The group must have access to suitable first aid provision, relevant pupil medication, emergency contact information and staff who understand any individual healthcare requirements. Pupils with medical conditions should be supported to participate as fully as reasonably possible.

12.0 Infection and Communicable Disease

Where a communicable disease is suspected, the school will follow current UK Health Security Agency and local public health advice. Decisions about attendance, exclusion periods, outbreak management and communication with families will be based on current guidance and individual risk assessment. Medical information will be handled confidentially.

13.0 Mental Health and Safeguarding

Physical illness or injury may also indicate a safeguarding or mental-health concern. Staff must report safeguarding concerns to the Designated Safeguarding Lead, Alexander Lee, in accordance with the Safeguarding and Child Protection Policy. Concerns about self-harm, overdose, eating difficulties or other acute mental-health risks must be treated as health and safeguarding matters and escalated promptly.

First aid must never replace appropriate medical assessment. Where staff believe there is an immediate risk to life or serious harm, emergency services must be contacted.

14.0 Monitoring and Review

The Headteacher will monitor first aid records, training, equipment, medical arrangements and any serious incidents or near misses. The policy will be reviewed annually and sooner where legislation, guidance, pupil needs or school arrangements change.

Related documents include the Safeguarding and Child Protection Policy, Health and Safety Policy, Supporting Pupils with Medical Conditions / Medical Needs arrangements, Allergy Safety arrangements, Educational Visits procedures, Behaviour Policy, Risk Assessments and Data Protection arrangements.

Appendix 1 - First Aid Response Checklist

Step	Required action
1	Make the area safe and assess the casualty.
2	Summon a trained first aider.
3	Call 999 immediately for serious or life-threatening illness or injury.
4	Provide first aid within the scope of training and follow any individual emergency plan.
5	Contact the parent/carer as soon as practicable; do not delay emergency treatment.
6	Record the incident, treatment, contacts and outcome.
7	Report safeguarding concerns, serious incidents and hazards to the appropriate lead.
8	Review the incident and take any required follow-up or risk-reduction action.