

Ambleford School First Aid Policy

Reviewed: September 2025

Next Review: August 2026 (or sooner if required by statutory updates)

1. Introduction

Ambleford School is committed to ensuring the health, safety, and wellbeing of all pupils, staff, volunteers, and visitors. First aid provision is a vital part of our duty of care and is designed to provide immediate assistance in the event of illness, injury, or accident until professional medical help can be obtained if required. This policy sets out how the school organises and delivers first aid provision in line with the Health and Safety (First-Aid) Regulations 1981, DfE Guidance on First Aid in Schools (2014), and the requirements of Keeping Children Safe in Education (KCSIE 2025).

2. Aims

The aims of this policy are to ensure that first aid provision is effective, timely, and accessible at all times; that staff and pupils are kept safe during both routine and emergency situations; and that all incidents are recorded, reported, and reviewed in accordance with statutory requirements. The policy also ensures that staff, pupils, and parents are aware of the school's procedures for dealing with first aid matters.

3. Responsibilities

The Directors and Headteacher hold overall responsibility for ensuring that the school meets its legal obligations regarding first aid. They ensure that appropriate resources, training, and facilities are in place and that provision is regularly reviewed.

The Headteacher oversees day-to-day provision, maintains records of trained staff, ensures that first aid kits are fully stocked, and arranges refresher training. All teaching staff, Forest School leaders, and volunteers are expected to follow the procedures outlined in this policy and to respond appropriately in the event of an incident.

Pupils are taught to take responsibility for their own safety and that of others, to seek adult help in an emergency, and to treat first aid incidents with respect and seriousness.

4. First Aid Provision

Ambleford School ensures that at least one member of staff with a valid First Aid at Work or Paediatric First Aid qualification is present on site and on all school trips at all times. During Forest School sessions, a suitably trained first aider with outdoor first aid qualifications is always present.

First aid kits are available at clearly identified locations across the school site, including in the Welcome Hut, the toilet block, and outdoor learning areas. Portable kits are taken on all trips, off-site visits, and outdoor activities. Kits are checked regularly and replenished promptly after use.

5. Procedures in the Event of Illness or Injury

If a pupil, staff member, or visitor is taken ill or injured, the nearest trained first aider should be called immediately. The first aider will assess the situation and provide appropriate care. If the injury is minor, treatment may take place on site. For more serious injuries, parents are contacted, and if necessary, the emergency services are called.

In every case, the priority is the safety and wellbeing of the individual. Other pupils are reassured and, if needed, moved away from the incident to avoid distress.

6. Record Keeping and Reporting

All first aid incidents are recorded in the school's accident log, with details of the nature of the injury or illness, the treatment given, the person administering first aid, and any follow-up action required. Parents are informed of any significant injury or illness as soon as possible.

In the case of serious accidents, the school complies with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and informs the Health and Safety Executive (HSE) where required. Records of accidents and first aid are monitored termly to identify patterns and to inform improvements to practice.

7. Medicines and Medical Needs

The administration of medicines is managed in line with the school's separate Managing Medicines Policy. Pupils with specific medical needs, such as asthma, allergies, diabetes, or epilepsy, have an Individual Healthcare Plan (IHP) drawn up in consultation with parents and relevant professionals. Staff receive training in the use of auto-injectors, inhalers, and other emergency medication where appropriate.

8. Hygiene and Infection Control

First aid is always administered with regard to hygiene and infection control. Staff use disposable gloves when dealing with blood or bodily fluids, and contaminated materials are disposed of safely in accordance with health and safety procedures. Hands are washed thoroughly before and after administering first aid. During outdoor sessions, hand sanitiser and portable washing facilities are available.

9. Off-Site Visits and Outdoor Learning

When pupils take part in Forest School, outdoor learning, or educational visits, the same first aid standards apply. At least one qualified first aider accompanies every trip, and a risk assessment is conducted in advance to ensure that first aid provision is appropriate to the activity and environment. Emergency contact numbers, first aid kits, and mobile phones are always taken off-site.

10. Training

The school ensures that there is an adequate number of trained first aiders on site at all times. Staff receive first aid training appropriate to their role, with refresher training arranged at the required intervals. Specialist training, such as outdoor first aid, paediatric first aid, or use of defibrillators, is provided where necessary.

11. Monitoring and Review

The First Aid Coordinator monitors provision, equipment, and training records regularly. The policy is reviewed annually to ensure compliance with statutory guidance and best practice, or sooner if required by changes in regulation or after a significant incident. Lessons learned from first aid incidents inform improvements to provision and procedures.

12. Policy Availability

This First Aid Policy is published on the school website and is available in print on request. All staff, parents, and visitors are expected to familiarise themselves with its key points. Pupils receive age-appropriate guidance on what to do if they or someone else requires first aid.

Conclusion

Ambleford School is committed to providing effective first aid provision that safeguards the welfare of every pupil, member of staff, and visitor. Through robust training, clear procedures, and strong communication, the school ensures that any illness or injury is managed promptly, safely, and in a manner that prioritises wellbeing.