



First Aid Policy



New Barn School

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Signature and date	 16/09/2026
Next Review	September 2027
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Our Commitment to Pupils Safety and Well-being

At New Barn School we respect and value all children. We are committed to providing a safe and secure environment where all pupils feel able to access education. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm.

This is the responsibility of every adult employed by, or invited to deliver services at New Barn School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. Our curriculum promotes this culture for safeguarding across all subjects and activities we provide for pupils.

Our Commitment to Supporting Autistic Pupils

At New Barn School we aim to provide an environment where Autistic children thrive. We recognise and celebrate the individuality of our pupils and use personalised approaches, allowing pupils with autism to feel supported during the school day. We believe that autism is not a disability, but a different ability. We strive to provide our pupils with the same opportunities and experiences that pupils would have received at a mainstream school, believing passionately that in the right environment, with the right support, our pupils will flourish in education. We do this by focusing on an autism friendly environment, adapting our curriculum and developing personal development

Vision Mission and Values

Diverse Minds – Infinite possibilities

Vision: Empowering young autistic people to live happy and successful lives

Mission: To educate and nurture young autistic people to achieve their full potential and thrive in the community.

Be Kind

We are respectful to each other, always polite and we keep each other safe

Be Brave

We are resilient, embrace new opportunities and we are accepting.

Be You

We are individuals with a sense of belonging and we are ambitious

Aims

1. To provide adequate First aid provision and medical care for pupils and school personnel
2. To have in place qualified First aid personnel
3. To have in place adequate First aid equipment

Location of first aid boxes

First aid boxes are located in the following areas and are marked with a white cross on a green background:

- Medical Room
- School Kitchen
- Food Technology Rooms
- Each School Vehicle
- Primary Medical Room

Medical Examination and Treatment Accommodation

The Medical Room and Primary Medical Room provide accommodation for medically examining and treating pupils, which we also use for first aid provision. These rooms are appropriately equipped and maintained to ensure pupils can be cared for safely and with dignity.

Minimum Contents of First Aid Boxes

While there is no mandatory list of items, each first aid box contains at least:

- A leaflet giving general advice on first aid
- Individually wrapped sterile adhesive dressings in different sizes (20 pieces)
- Sterile eye pads (2 pieces)

- Individually wrapped triangular bandages (2 pieces)
- Safety pins (6 pieces)
- Individually wrapped sterile unmedicated wound dressings (6 medium and 2 large)
- Disposable gloves (3 pairs)

The number and contents of first aid containers are identified as part of our annual first aid needs assessment.

Automated External Defibrillator (AED)

The school's AED is located in the Barn entrance. It is available for use by trained staff and untrained rescuers following the device's spoken instructions. Weekly checks are undertaken and recorded.

Strategy

Identification & Awareness

- Parents/carers must inform the school of their child's medical condition and any medical condition of their child that may be a cause for concern.
- School personnel must inform the school of any medical condition they may have and medium to long-term medical treatment.
- School personnel must be suitably trained in identifying pupils where a medical condition may be developing.
- All staff are informed of first aid arrangements, including:
 - The location of first aid boxes
 - The names and locations of qualified first aiders
 - Procedures for calling emergency services

- How to record incidents on Medi Tracker

The First Aid lead is responsible for:

- Taking charge when someone is injured or becomes ill
- Looking after the first aid equipment and ensuring boxes are appropriately stocked
- Calling the emergency services when appropriate
- Overseeing the annual first aid needs assessment

Availability of First Aid Provision

First aid provision is available at all times while people are on school premises.

For off-site visits and activities, we ensure:

- At least one qualified first aider accompanies the group
- A portable first aid kit is taken on all trips
- Emergency contact procedures are in place
- Risk assessments identify specific first aid requirements for the activity

First Aid Needs Assessment

We conduct an annual first aid needs assessment to determine our provision requirements. This assessment considers:

- Our school size and layout
- Specific hazards or risks on site
- The specific needs and disabilities of our pupils and staff
- The age range of our pupils
- The number of first aid personnel required

We review this assessment at least annually, and particularly after any changes in circumstances, such as new premises or staff changes. The assessment informs the number and contents of first aid containers required across the school.

Training

- At least eight members of the staff team must be trained as qualified first aiders. All other staff will have basic first aid training as part of the school's mandatory training programme.
- If we do not have a designated first aider available, we have an 'appointed person' who takes charge of first aid arrangements. While appointed persons are not required to be qualified first aiders, they complete at least an emergency first aid at work course and do not give first aid unless trained to do so.
- First aiders receive appropriate training in paediatric first aid from competent first aid training providers, as they will be helping children. Standard first aid at work courses do not include resuscitation procedures for children.
- Training courses are tailored to meet our school's specific needs, as identified in our first aid needs assessment.
- First aid qualifications are valid for 3 years. We arrange refresher training ideally annually, but always before certificates expire.
- If a certificate expires before refresher training takes place, the person must take the full course again to be reinstated as a first aid provider.
- The proprietors are responsible for ensuring that there are enough staff trained to cover all eventualities.
- A record of trained personnel, including certificate expiry dates, is kept on the central Medi Tracker software and signposted around the school.
- The DfE encourages schools to have a senior mental health lead in place to have strategic oversight of the whole-school approach to mental health and wellbeing. We have appointed a senior mental health lead and staff trained as mental health first aiders.

Administration of medicines

- Refer to the Administering Medicines Policy kept on Every Education software and in the medical room.
- All medicines must be securely stored in a central location and properly labelled indicating the child's name, DOB, name of medicine, dosage and expiry date.

Record keeping

- Any incidents (Staff or pupil) must be recorded on the central Medi Tracker Software.
- Parents are to be informed using the Medi tracker automated email system of any incidents however minor.

Consent for First Aid

We aim to gain verbal consent before delivering first aid to pupils and staff. Consent can be given verbally in the moment that first aid is required.

Where there is no time to seek consent, or if the person is unconscious or choking, consent can be implied. Implied consent is where the individual non-verbally agrees to treatment (for example, by nodding or holding out their injury for treatment).

We request parental consent for first aid when pupils join the school using our multi-purpose parental consent forms.

If parents/carers refuse consent, we will meet with them to discuss their reasons and agree on procedures for emergency situations. For pupils with complex medical needs, this will be recorded in their individual healthcare plan. We respect the right to refuse consent whilst upholding our duty of care to staff and pupils.

In emergency situations where first aid is required but consent has not been given, staff will prioritise the pupil's safety and wellbeing, and medical professionals will be informed of any consent issues.

Head Injury Procedure

Any pupil sustaining a head injury will be:

- Assessed immediately by a qualified first aider
- Monitored in accordance with school procedures
- Kept under observation for a period appropriate to the injury

Parents/carers will be informed of all head injuries, regardless of severity, and advised to:

- Continue observation at home
- Seek medical advice where appropriate
- Be alert to delayed symptoms

Given our pupils' communication needs, staff will be particularly vigilant in monitoring pupils who may have difficulty expressing symptoms such as headache, dizziness or nausea.

Where a head injury is significant, an ambulance will be called immediately.

Intimate Care

- In the event of an injury/soreness in an area of the body that could be described as intimate, 2 or more first aiders must be present if there is a risk that the first aid action taken may be interpreted by the pupil as a safeguarding issue, or when there is a risk of an allegation being made against the member of staff providing first aid.

Monitoring

The first aid policy will be monitored by the headteacher through:

- Regular review of incident records on Medi Tracker
- Annual first aid needs assessment
- Monitoring of first aid training certificates and renewal dates
- Checks on first aid box contents and locations
- Staff feedback on the effectiveness of first aid arrangements

Accident Investigation and Trend Analysis

Accident and injury data will be reviewed termly by the headteacher and First Aid lead to:

- Identify trends and patterns in incidents
- Recognise recurring hazards
- Implement improvements to safety arrangements
- Inform updates to risk assessments and the first aid needs assessment

Findings will be reported to the proprietors and used to continuously improve our first aid provision.

The policy is subject to an annual review, as recommended by the DfE for most school policies. Reviews will consider any changes to statutory guidance, feedback from the school community, and the effectiveness of current arrangements.

Conclusion

It is the responsibility of all member of the New Barn School community to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving a healthy and safe environment for the whole school community.

Appendix

1. The Proprietor (Treehouse Educare Board of Directors)

The board of directors will monitor to ensure that a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school is maintained.

They will also ensure that their insurance arrangements provide cover for claims arising from actions of staff acting within the scope of their employment. All reasonable steps will be taken to fulfil these responsibilities.

2. The Headteacher

The headteacher has primary responsibility for Health and Safety matters (in this instance first-aid) within the school. In the headteacher's absence an Assistant headteacher, or whomever the headteacher nominates, will assume this responsibility.

The Headteacher is responsible for:

- Setting up arrangements to cover all First-aid legal requirements. Monitoring the effectiveness of the arrangements
- Resolving first-aid problems
- Noting all the guidance produced by the Health and Safety Adviser from the LEA on First-aid issues and bringing them to the attention of relevant staff

- Ensuring that designated first aiders are in possession of qualified First-aid status and that they have an option to renew their certificate after each three-year period
- Maintaining a list of qualified First-aid representatives on site
- Raising staff's awareness of pupils with medical conditions, such as asthma, epilepsy, diabetes, or severe allergies; ensuring that all staff know what action to take in an emergency involving these pupils
- Being readily available to First-aid representatives and co-operating with them as far as is reasonable in their efforts to carry out their duties
- Receiving reports from First-aid representatives and responding to them within a reasonable time
- Ensure that regular risk assessments are undertaken
- Ensure that arrangements are made for every employee to be given a copy of this First-aid policy
- Ensuring that First-aid provision is always available while people are on school premises, and also off the premises whilst on school visits

3. Teachers and other school staff

- Teachers and other staff in charge of pupils are expected to always use their best endeavours, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.
- Teachers and other staff are expected to be fully aware of the H&S risks in the subjects they teach and/or rooms and equipment they use
- The school will ensure adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. Staff will be given specific guidance regarding how to avoid allegations being made against them when providing First aid to an SEN pupil who may not fully understand the situation.
- The school will ensure that there is sufficient trained staff to meet the needs of the school community.

4. Designated First-aiders

- a) Appointed First-aid representatives must complete a training course approved by the Health and Safety

Executive (HSE);

b) First-aiders will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school

c) When necessary, First-aiders will ensure that an ambulance or other professional medical help is called; circumstances necessitating an ambulance call include (the list is not exhaustive):

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- In the event of severe bleeding
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the First aider is unsure of the severity of the injuries
- Whenever the First aider is unsure of the correct treatment

d) At all times First-aiders will ensure that health and safety guidelines are followed when administering first-aid as outlined below:

- Protective gloves are always worn when dealing with incidents
- Bodily fluids including vomit, urine and diarrhoea are cleaned up with appropriate treatments and disposed of immediately
- Waste products from treatments are disposed of in a designated disposal unit specified for such waste products
- Hands are washed before and after dealing with each incident
- Each incident is recorded on Medi Tracker with the following information:-

1. The date, time, and place of the event
2. The name (and class) of the injured or ill person
3. Details of the injury/illness and what First aid was given
4. What happened to the person immediately afterwards (for example went home, went back to class, went to hospital)
5. Name and signature of the First aider or person dealing with the incident

Any serious incident/accident will be reported to the Headteacher immediately and be recorded by the Headteacher in the Statutory accident book or the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations book (RIDDOR 2013)

Parents/Guardians:

- Must be informed by the school immediately when a serious injury or accident occurs
- Are responsible for informing the school of any infectious/contagious illnesses and diseases their child may have

The school has the right in accordance with the HSE rulings and the Department of Health guidelines to refuse a child to attend school whilst they are being treated for the above, particularly if they are contagious and may affect the wellbeing of the children and staff.