



HOMEBROOK WOODS

Independent Special School

Ages 5–11

First Aid Policy

Education (Independent School Standards) Regulations 2014 (as amended)
Health and Safety (First Aid) Regulations 1981
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
2013
Health and Safety at Work etc. Act 1974
Keeping Children Safe in Education (September 2026)

Document Control

Policy Title	First Aid Policy
School	Homebrook Woods
Policy Owner	Vonika Shelley
Role	Proprietor & Headteacher
Approved by	Proprietor
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1. Policy Statement

Homebrook Woods is committed to providing a safe, caring and inclusive environment where the health, safety and wellbeing of every pupil, member of staff and visitor is protected.

As a specialist independent school for pupils aged 5–11 with Autism Spectrum Condition (ASC), Speech, Language and Communication Needs (SLCN) and associated SEND, we recognise that some pupils may experience medical emergencies differently from their peers or require additional reassurance, communication support or reasonable adjustments during first aid situations.

The school maintains appropriate first aid arrangements at all times in accordance with statutory requirements and ensures that appropriately trained staff are available whenever pupils are on site or engaged in school activities.

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Behaviour Regulation and Positive Support Policy
- Educational Visits Policy

2. Aims

The aims of this policy are to ensure that:

- appropriate first aid is available at all times;
 - pupils, staff and visitors receive prompt treatment following illness or injury;
 - first aid arrangements support safeguarding and pupil welfare;
 - accidents and injuries are recorded appropriately;
 - emergency procedures are understood by all staff;
 - staff receive suitable training;
 - first aid arrangements reflect the individual needs of pupils with SEND.
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3. Legal Framework

This policy has been written with reference to:

- 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 (RIDDOR) 2013
 - Education (Independent School Standards) Regulations 2014
 - Equality Act 2010
 - Children and Families Act 2014
 - Supporting Pupils at School with Medical Conditions (DfE)
 - Keeping Children Safe in Education (September 2026)
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4. Responsibilities

Proprietor and Headteacher

The Proprietor and Headteacher have overall responsibility for ensuring effective first aid arrangements throughout the school.

Responsibilities include:

- ensuring adequate first aid provision;
 - appointing appropriately trained first aiders;
 - ensuring first aid equipment is available and maintained;
 - ensuring suitable accident reporting systems are in place;
 - ensuring emergency procedures are regularly reviewed;
 - ensuring first aid arrangements meet the needs of pupils with SEND;
 - ensuring parents are informed appropriately following accidents or illness;
 - monitoring accident trends to improve health and safety.
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Qualified First Aiders

Qualified first aiders will:

- provide immediate first aid when required;
- assess the seriousness of injuries;
- administer emergency first aid within the limits of their training;

- maintain accurate treatment records;
 - ensure first aid supplies remain fully stocked;
 - support emergency services where required;
 - advise when further medical treatment is necessary.
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All Staff

All members of staff are responsible for:

- taking reasonable care of their own health and safety and that of pupils;
 - reporting accidents immediately;
 - summoning a qualified first aider where necessary;
 - remaining calm and reassuring pupils;
 - following emergency procedures;
 - reporting safeguarding concerns arising from injuries or medical incidents.
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5. First Aid Provision

Homebrook Woods will ensure that:

- an appropriate number of qualified first aiders are available throughout the school day;
- first aid cover is provided during educational visits;
- first aid kits are available throughout the school;
- emergency contact information is readily accessible;
- staff know how to summon assistance quickly.

Given the specialist nature of the school, first aid provision will also consider:

- sensory needs;
- communication differences;
- emotional regulation;
- anxiety associated with medical treatment;
- reasonable adjustments required under the Equality Act 2010.

Where appropriate, visual supports, social narratives or familiar adults will be used to reduce anxiety and support pupils during first aid treatment.

6. First Aid Equipment

The school will maintain appropriately stocked first aid kits in designated locations throughout the premises and during off-site visits.

First aid kits will be checked regularly and replenished promptly.

Equipment will comply with current Health and Safety Executive recommendations.

Automated External Defibrillator (AED) provision will be maintained where available, and staff will receive appropriate familiarisation training.

7. First Aid Procedures

Whenever an accident or illness occurs:

1. The situation will be assessed immediately.
2. A qualified first aider will be summoned where appropriate.
3. Immediate first aid will be provided.
4. The injured person will be monitored.
5. Parents or carers will be informed where appropriate.
6. Emergency services will be contacted if necessary.
7. The incident will be recorded.

No member of staff will administer treatment beyond the limits of their training.

8. Emergency Medical Treatment

Where a pupil, member of staff or visitor becomes seriously ill or injured, immediate action will be taken to preserve life, prevent the condition from worsening and promote recovery.

Staff will:

- remain calm and reassure the individual;
- summon a qualified first aider immediately;
- follow any Individual Healthcare Plan where applicable;
- contact emergency services without delay where necessary;
- ensure appropriate supervision of other pupils;
- inform the Headteacher as soon as practicable.

The school recognises that some pupils may become distressed or dysregulated during medical emergencies. Wherever possible, familiar adults, visual supports and calm communication strategies will be used to reduce anxiety whilst ensuring prompt medical care.

9. Calling an Ambulance

An ambulance will be called immediately where:

- a pupil is unconscious or unresponsive;
- breathing difficulties are present;
- a serious head injury is suspected;
- a seizure continues beyond the pupil's usual presentation;
- severe bleeding cannot be controlled;
- a serious fracture or spinal injury is suspected;
- anaphylaxis is suspected;
- there is a suspected cardiac emergency;
- a first aider believes emergency medical treatment is required.

When calling emergency services staff should:

- provide the school's full address;
- clearly describe the emergency;
- follow advice provided by the emergency operator;
- arrange for a member of staff to meet the ambulance on arrival.

Parents or carers will be informed immediately whenever emergency medical services are contacted.

10. Head Injuries

All head injuries will be treated seriously.

Following any head injury:

- the pupil will receive immediate assessment by a qualified first aider;
- parents or carers will be informed on the same day;
- the pupil will be monitored for signs of deterioration;
- emergency medical assistance will be sought where appropriate.

Staff will remain alert for symptoms including:

- loss of consciousness;
- vomiting;
- unusual drowsiness;
- confusion;
- seizure activity;
- persistent headache;
- changes in behaviour or responsiveness.

Where any concerns arise, emergency medical advice will be sought immediately.

11. Accidents and Incident Recording

All accidents requiring first aid treatment will be recorded promptly.

Records will include:

- date and time;
- location;
- name of injured person;
- nature of injury;
- treatment provided;
- name of first aider;
- whether parents or carers were informed;
- any follow-up action required.

Accident records will be retained in accordance with the school's data retention procedures and UK GDPR requirements.

Patterns of accidents will be monitored to identify opportunities for improving health and safety.

12. Reporting to Parents and Carers

Parents or carers will normally be informed whenever:

- a pupil receives more than very minor first aid;
- a head injury has occurred;
- emergency services have been contacted;
- a pupil becomes unwell during the school day;
- ongoing observation or medical assessment is recommended.

Communication with families will be timely, accurate and supportive.

13. RIDDOR Reporting

Where required, the Proprietor or Headteacher will ensure that incidents are reported in accordance with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**.

Reportable incidents may include:

- specified serious injuries;
- dangerous occurrences;
- work-related injuries resulting in absence;
- certain occupational diseases.

Detailed reporting arrangements are set out within the Homebrook Woods **Health and Safety Policy**.

14. Educational Visits

Appropriate first aid arrangements will be in place for all educational visits.

Visit leaders will ensure:

- suitable first aid equipment is available;
- emergency contact information is carried;
- staff understand pupils' medical needs;
- Individual Healthcare Plans accompany pupils where required;
- risk assessments consider medical needs and emergency arrangements.

At least one appropriately trained first aider will accompany visits where required by the visit risk assessment.

15. Infection Prevention and Control

Staff will follow appropriate infection prevention procedures when administering first aid.

This includes:

- hand hygiene before and after treatment;
- use of disposable gloves where appropriate;
- safe disposal of contaminated materials;
- cleaning of equipment after use;
- management of bodily fluids in accordance with health and safety guidance.

Appropriate personal protective equipment (PPE) will be available for staff.

16. Staff Training

Homebrook Woods will ensure that:

- an appropriate number of staff hold current first aid qualifications;
- paediatric first aid training is maintained where appropriate;
- staff receive additional medical training relevant to pupils' identified needs;
- refresher training is completed before qualifications expire;
- induction includes first aid arrangements and emergency procedures.

Training needs will be reviewed regularly in light of pupil need and staffing.

17. Monitoring and Review

The Proprietor and Headteacher will monitor the effectiveness of first aid arrangements through:

- accident analysis;
- review of first aid records;
- monitoring of equipment;
- staff training records;
- health and safety inspections;
- feedback following incidents;
- annual policy review.

Lessons learned from accidents and medical incidents will be used to improve procedures and reduce future risk.

18. Confidentiality

Information relating to injuries, medical treatment and first aid will be treated as confidential and shared only with staff who require the information to safeguard and support the individual.

Information will be managed in accordance with:

- UK GDPR;
 - Data Protection Act 2018;
 - the Homebrook Woods Privacy Notice.
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19. Related Policies

This policy should be read alongside:

- Health and Safety Policy
 - Supporting Pupils with Medical Conditions Policy
 - Safeguarding and Child Protection Policy
 - Behaviour Regulation and Positive Support Policy
 - Attendance Policy
 - Educational Visits Policy
 - Accessibility Plan
 - SEND Policy
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20. Monitoring Compliance

The Proprietor is responsible for ensuring that Homebrook Woods maintains appropriate first aid arrangements which comply with current legislation and reflect the needs of pupils attending the school.

The school is committed to maintaining a safe, nurturing and inclusive environment where pupils, staff and visitors receive prompt, effective and compassionate first aid whenever required.