

Labyrinth Education LTD

First Aid Policy

1. Policy Statement

We are committed to ensuring the health, safety and welfare of all pupils, staff and visitors. As a SEND education setting, we recognise that some learners may have complex medical, physical, sensory or communication needs that require enhanced first aid awareness and response.

This policy ensures compliance with:

- The Health and Safety (First-Aid) Regulations 1981
- The Children Act 1989 & 2004
- Supporting Pupils at School with Medical Conditions (DfE)
- EYFS Statutory Framework (where applicable)
- Ofsted Education Inspection Framework requirements relating to safeguarding and welfare

We ensure that first aid provision is adequate, appropriate, accessible and inclusive for all learners.

2. Aims

- To provide immediate and appropriate care when someone is injured or unwell
- To ensure staff are trained and confident in responding to medical needs
- To maintain safe systems for recording and reporting incidents
- To meet statutory safeguarding and welfare requirements
- To ensure reasonable adjustments for pupils with SEND

3. First Aid Personnel

3.1 Qualified First Aiders

The setting will ensure:

- A sufficient number of trained first aiders are on site at all times
- First aid cover is available during off-site visits
- Sufficient first aid kits are available, fully kitted out and with in date, appropriate first aid equipment

A list of trained first aiders is displayed in:

- The staff room
- Reception area
- Medical room

- School website

Training is renewed in line with statutory guidance (typically every 3 years).

4. First Aid Facilities and Equipment

The setting will provide:

- Clearly marked and accessible first aid boxes
- A designated medical/first aid room (where possible)
- Disposable gloves and PPE
- Ice packs and basic wound care supplies
- Individual pupil medical kits where required
- Accessible communication aids for non-verbal learners

First aid boxes are:

- Checked termly
- Replenished as needed
- Taken on school trips and off-site activities

5. Supporting SEND Learners

As a SEND setting, we recognise that:

- Pupils may not communicate pain or illness in typical ways
- Some learners have sensory processing differences
- Pupils may have epilepsy, diabetes, asthma, allergies or complex conditions
- Anxiety or trauma may affect responses to injury

5.1 Individual Healthcare Plans (IHPs)

Where required, pupils will have:

- An Individual Healthcare Plan
- Risk assessments for medical conditions
- Clear instructions for emergency intervention
- Parental consent for treatment and medication

Staff working directly with these pupils will receive condition-specific training where necessary (e.g., epilepsy management, use of EpiPen, diabetes care).

6. Responding to Illness or Injury

6.1 Minor Injuries

- Treated by a trained first aider
- Recorded in the accident log
- Parents/carers informed as appropriate

6.2 Head Injuries

- Monitored carefully
- Parents/carers informed the same day
- Advice provided regarding symptoms to watch for

6.3 Serious Injuries or Medical Emergencies

- Emergency services called immediately (999)
- Senior leadership informed
- Parent/carer contacted without delay
- Staff member accompanies pupil to hospital if required

7. Administration of Medication

Medication will only be administered:

- With written parental consent
- In accordance with the child's healthcare plan
- By trained and authorised staff

Medication is:

- Stored securely
- Clearly labelled
- Checked for expiry dates
- Recorded when administered

Controlled drugs are stored in a locked container and logged appropriately.

8. Recording and Reporting

All incidents requiring first aid are:

- Recorded in the accident/incident log
- Signed by the attending first aider
- Reported to parents/carers where appropriate
- Reviewed by senior leadership for patterns or concerns

Serious incidents are reported in accordance with:

- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
- Local Authority requirements
- Safeguarding procedures where relevant

9. Infection Control and Hygiene

We follow best practice in infection prevention:

- Use of gloves and PPE
- Safe disposal of clinical waste
- Handwashing procedures
- Cleaning of contaminated surfaces
- Adherence to UKHSA guidance

Where a communicable illness is identified, we follow national public health guidance regarding exclusion periods.

10. Off-Site Visits and Educational Trips

For all off-site activities:

- A qualified first aider accompanies the group
- A portable first aid kit is taken
- Emergency medication travels with the pupil
- Risk assessments are completed in advance

Staff are briefed on medical needs prior to departure.

11. Monitoring and Review

The Headteacher or designated Health & Safety Lead will:

- Monitor accident logs termly
- Identify trends or recurring hazards
- Review training needs
- Ensure compliance with statutory requirements

This policy is reviewed annually or following legislative change.

12. Safeguarding Links

This policy should be read alongside:

- Safeguarding & Child Protection Policy
- Supporting Pupils with Medical Conditions Policy

- Health & Safety Policy
- Risk Assessment Policy
- Infection Control Policy

13. Equality and Accessibility

We are committed to:

- Making reasonable adjustments for disabled pupils
- Ensuring communication support is available
- Providing inclusive first aid responses
- Respecting dignity, privacy and cultural considerations

This policy ensures that first aid provision in our SEND setting is safe, inclusive, responsive and fully compliant with Ofsted welfare and safeguarding expectations.