

Thrive Independent School

First Aid Policy

Date of Issue: September 2025

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Why do we exist?

Provide students the opportunity to re-engage in learning. Champion individual pathways to success, fostering confidence, building resilience and developing the knowledge and skills needed to succeed in their next steps of life.

How do we behave?

Work hard. Respect. Grow.

What do we do?

We establish high-performing alternative provisions, which maximise attainment in core areas, value diversity, develop character and build cultural capital.

How Will Students Thrive?

Attendance: Students guided and supported to attend Thrive for full time education.

Curriculum: Access a curriculum which matches abilities of our learners.

Pathways: Aim to provide students with a successful pathway back to mainstream education and further careers.

Policy Statement

Thrive Independent School is committed to safeguarding and promoting the welfare, health and safety of all pupils, staff and visitors. This First Aid Policy outlines the arrangements in place to ensure that appropriate first aid provision is available within the school and that medical incidents are managed effectively and safely.

The purpose of the policy is to ensure that staff understand their responsibilities in relation to first aid and that appropriate procedures are in place to respond to accidents, injuries and medical emergencies. The policy also ensures that pupils with medical conditions are supported appropriately so that they can participate fully in school life, remain healthy and achieve their academic potential.

As an alternative provision setting, Thrive Independent School recognises that some pupils may have additional social, emotional, or behavioural needs which may increase the likelihood of accidents or medical incidents. The school therefore ensures that trained staff, suitable equipment and clear procedures are in place to respond promptly and effectively.

This policy operates alongside the Thrive Independent School Health and Safety Policy and forms part of the school's wider arrangements for safeguarding and promoting pupil welfare.

Legislative and Regulatory Framework

This policy has been developed in accordance with relevant health and safety legislation and statutory guidance.

The policy reflects the requirements of the Health and Safety (First Aid) Regulations 1981, which require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be administered.

The school also operates in accordance with the Management of Health and Safety at Work Regulations 1999, which require employers to assess risks to health and safety and to implement appropriate control measures.

Guidance issued by the Department for Education has informed the development of this policy, including *Supporting Pupils at School with Medical Conditions*. The school also complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which require certain serious incidents to be reported to the Health and Safety Executive.

Through the implementation of this policy, Thrive Independent School ensures compliance with Part 3 of the Education (Independent School Standards) Regulations, which requires schools to safeguard and promote the welfare, health and safety of pupils.

Roles and Responsibilities

The Headteacher holds overall responsibility for ensuring that appropriate first aid arrangements are in place within the school and that the school complies with relevant health and safety legislation. The Headteacher ensures that sufficient trained first aiders are available, that appropriate equipment is maintained and that staff understand their responsibilities when responding to accidents or medical incidents.

First aid arrangements operate within the wider health and safety management structure of the school. The Headteacher works alongside the School Business Manager and the external Facilities Management provider to ensure that first aid provision forms part of the school's wider health and safety systems, as outlined in the Health and Safety Policy.

Qualified first aiders are responsible for providing immediate care for injuries or illness occurring on the school premises or during school activities. They assess the situation, administer first aid where appropriate and determine whether further medical assistance is required.

All staff have a responsibility to ensure the safety and wellbeing of pupils. Staff must report accidents or medical concerns promptly and seek assistance from a trained first aider when required. Staff should never administer medication or treatment unless they are authorised and trained to do so.

Pupils are expected to inform a member of staff if they feel unwell or if an accident occurs. Visitors and contractors must also report any accidents or injuries to a member of staff immediately.

Main First Aider: Anita Hinds

First Aid Provision

The school ensures that there is an adequate number of trained first aiders available on site during school hours. The level of provision is determined through risk assessment and takes into account the size of the school, the number of pupils, the nature of activities undertaken and the medical needs of pupils attending the provision.

First aid arrangements are reviewed regularly as part of the school's health and safety monitoring procedures to ensure that staffing levels and training remain appropriate.

First Aid Equipment and Facilities

Appropriate first aid equipment is available throughout the school. First aid kits are located in key areas including the main office and pastoral areas and portable kits are available for use during educational visits and outdoor activities.

All first aid equipment is checked regularly by designated staff to ensure that supplies remain adequate and that items are within their expiry dates. Used or expired items are replaced promptly.

Administration of Medicines

The school recognises that some pupils may require medication during the school day. Medication will only be administered where written consent has been provided by a parent or carer and clear instructions have been given regarding dosage and timing.

All prescribed medication brought into school will be stored securely in a locked cupboard within the pastoral room. Where medication requires refrigeration, it will be stored in a clearly labelled container within an appropriate refrigerator.

Pupils who require emergency medication, such as asthma inhalers or adrenaline auto-injectors, may carry their medication with them where appropriate and where this has been agreed with parents and documented within their medical records.

If a pupil refuses medication, staff will not force them to take it. Parents will be informed as soon as possible and appropriate medical advice will be sought where necessary.

Where medication is no longer required, it will be returned to parents for safe disposal.

Supporting Pupils with Medical Needs

Some pupils attending Thrive Independent School may have medical conditions that require additional support. These conditions may be short-term or long-term and may require adjustments to school routines or activities.

Parents and carers are responsible for informing the school of any medical conditions affecting their child and for providing relevant medical information. This enables the school to ensure that appropriate support arrangements are in place.

Most pupils with medical needs will be able to participate fully in school life. The school will work with families and, where appropriate, the pupil's home school to ensure that suitable arrangements are made to support pupils safely.

Individual Healthcare Plans

Where pupils have complex or long-term medical needs, an Individual Healthcare Plan (IHCP) may be developed. These plans outline the pupil's condition, the support required, the medication needed and the actions staff should take in an emergency.

For pupils attending Thrive as part of a placement, the school will work collaboratively with the pupil's home school to ensure that medical needs are clearly understood and supported.

Managing Specific Medical Conditions

The school supports pupils with a range of medical conditions including asthma and severe allergies. Pupils who require asthma inhalers may carry them during lessons and break times to ensure quick access when required. Parents are responsible for ensuring that inhalers provided to the school are clearly labelled and within date.

Pupils who require adrenaline auto-injectors for the treatment of anaphylaxis will have their medication stored in an accessible location. Staff receive appropriate training in recognising allergic reactions and administering emergency medication.

Parents must inform the school of any allergies or intolerances affecting their child. Where medication is required to manage allergic reactions, this must be provided by the parent and stored appropriately within the school.

Record Keeping and Accident Reporting

All accidents, injuries and first aid treatments are recorded in accordance with the school's accident reporting procedures. Accident reports are recorded using the school's electronic accident reporting system, in line with the procedures outlined in the Thrive Independent School Health and Safety Policy.

Records include details of the individual involved, the nature of the injury or illness, the treatment provided and the name of the member of staff administering first aid.

Accident records are retained in accordance with legal requirements and the school's records management procedures. These records may be reviewed periodically to identify trends and to inform improvements to health and safety arrangements.

Sick Pupils

Pupils who are unwell should not attend school. Where a pupil becomes unwell during the school day, staff will assess the situation and contact parents where appropriate.

Where pupils display symptoms of infectious illness, parents may be asked to collect them from school in order to prevent the spread of infection. The school follows public health guidance regarding infection control and exclusion periods.

Pupils who experience vomiting or diarrhoea must remain absent from school for at least 48 hours following their last symptoms in order to reduce the risk of infection spreading within the school community.

Emergency Procedures

In the event of a medical emergency, staff will seek assistance from a trained first aider immediately. The first aider will assess the situation and determine whether emergency services are required.

An ambulance will be called where a serious injury has occurred, where a pupil is unconscious, where there is a significant head injury, where an adrenaline auto-injector has been administered, or where an overdose or other serious medical condition is suspected.

Parents will be contacted as soon as possible where emergency medical treatment is required. If a pupil requires hospital treatment and a parent or carer is not immediately available, a member of staff will accompany the pupil to hospital and remain with them until a parent arrives.

Educational Visits

Appropriate first aid arrangements will be in place for all educational visits and off-site activities. Trip leaders will identify any medical needs of pupils attending the visit and ensure that appropriate medication and equipment are available.

Medication required for visits will be signed out from the school and returned upon completion of the trip. Risk assessments for visits will consider medical needs and ensure that suitable control measures are in place.

Staff Training

The school ensures that staff receive appropriate training in first aid and the management of medical conditions. Training records are maintained and monitored by the leadership team as part of the school's health and safety training arrangements.

Staff may receive additional training relating to specific medical conditions such as asthma or anaphylaxis where necessary. First aid awareness also forms part of staff induction and ongoing safeguarding training.

Monitoring and Review

The Headteacher monitors the effectiveness of first aid arrangements as part of the school's wider health and safety management processes. Accident data, training records and incident reports are reviewed periodically to identify trends and areas for improvement.

This policy will be reviewed regularly to ensure that it remains consistent with current legislation, statutory guidance and the needs of the school community.

Appendix 2

Parental Consent to Administer Medicine

Name of Child:	Year Group:
Name of Medicine:	
Dosage:	
Medicine required for:	
Although I authorise First Aid Staff within the Thrive Independent School to administer this medicine to my child during school hours, I take full responsibility.	
Parental Consent	
Signature:	Date:
Name of Parent/Carer:	