

First Aid Policy

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VERSION NUMBER	DOCUMENT AUTHOR/ REVIEWER	AMENDMENTS HISTORY
4	GAVIN CASS, HEAD OF EDUCATION	<p>Feb 2025 Medication storage and administration section strengthened Aligned with Supporting Pupils with Medical Conditions guidance and updated allergy/epipen procedures.</p> <p>June 2025 Mental health and SEMH considerations added Added requirements for staff training in recognising mental-health needs and supporting dysregulated pupils during medical incidents.</p> <p>Jan 2026</p>

		Full policy rewrite and alignment with therapeutic model Major revision to reflect Tan y Gaer's relational, trauma-informed and DBT-aligned approach, Independent School Standards (Wales) updates, and strengthened emergency procedures.
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Statement of Intent

Ysgol Tan y Gaer is committed to ensuring the health, safety and wellbeing of every pupil, staff member and visitor. As a specialist ALN provision supporting care-experienced learners, our approach to first aid is relational, calm, predictable and trauma-informed, aligning with our ethos:

Belong Learn Grow

We will provide safe, effective and timely first aid in response to illness, accidents or injury. All first aid arrangements are informed by a robust risk assessment and reviewed regularly to ensure they remain appropriate for our setting, environment and cohort.

Nothing in this policy prevents staff from contacting emergency services immediately. In any medical emergency, **999 must be called first**, followed by clear arrangements to meet and support ambulance crews on site.

Legal and Policy Framework

This policy is written with regard to:

- Health and Safety at Work Act 1974
- Health and Safety (First Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- RIDDOR 2013
- Road Vehicles (Construction and Use) Regulations 1986
- Independent School Standards (Wales)

This policy should be read alongside:

- Health & Safety Policy
- Child Protection & Safeguarding Policy
- Infection Control Policy

- Administering Medication Policy
- Supporting Pupils with Medical Conditions Policy
- Allergen & Anaphylaxis Policy
- Behaviour & Relationship Management Policy
- Lone Working Policy
- Educational Visits & Trips Policy
- SEMH Policy
- Records Management Policy

Aims

This policy ensures that Ysgol Tan y Gaer:

- Provides safe and effective first aid for all pupils, staff and visitors.
- Ensures all staff and pupils know what to do if someone becomes unwell or injured.
- Stores, administers and manages medication safely and legally.
- Maintains effective infection control practices.
- Ensures first aid is delivered in a trauma-informed and DBT-aligned manner (calm tone, validation, predictable steps, clear explanations).
- Recognises the additional vulnerabilities of our care-experienced cohort, ensuring emotional needs and safety are prioritised during medical incidents.

Roles and Responsibilities

Proprietor / Management Committee

Responsible for ensuring:

- Adequate first aid provision and staffing.
- All necessary first aid risk assessments are completed.
- First aid arrangements remain compliant with Welsh legislation.
- Insurance and indemnity cover all first aid activities.
- Adequate facilities and equipment are available and maintained.

- Staff receive appropriate training and refresher updates.
- Off-site and out-of-hours activities (visits, enrichment) have suitable provision.

Head of Education

- Ensures implementation of this policy.
- Communicates arrangements to staff, pupils and parents/carers.
- Ensures first aid information and signage are visible and accurate.
- Oversees CPOMS recording of first aid incidents.
- Ensures appointed persons and first aiders remain trained and competent.
- Ensures practice aligns with school values and therapeutic approach.

Staff

All staff are responsible for:

- Knowing first aid procedures and who the first aiders are.
- Securing the welfare of pupils in their care.
- Responding calmly and reassuringly during incidents.
- Supporting dysregulated pupils using DBT emotional regulation skills where appropriate.
- Escalating concerns immediately.

First Aiders

Responsible for:

- Administering first aid within their training boundaries.
- Maintaining their certification and attending refreshers.
- Knowing emergency procedures, including CPR for children.
- Keeping records of treatment given.
- Ensuring first aid kits are stocked and fit for purpose.
- Contacting emergency services when required.
- Recognising when a pupil needs emotional support after an incident.

Appointed Person

- Oversees first aid arrangements.
- Ensures equipment is stocked, safe and replaced when required.
- Takes charge of first aid in the absence of a first aider.
- Calls emergency services when necessary.
- Maintains first aid records and liaises with SLT.

First Aid Provision

Risk Assessment

First aid provisions are reviewed **annually** (or sooner if needed), considering:

- nature of pupil needs (SEMH, ALN, dysregulation risk)
- layout of the site
- ratio of trained staff
- enrichment/vocational activities
- off-site work (farm visits, community projects, etc.)

First Aid Equipment

Minimum kit contents (in line with regulations):

- sterile dressings (varied sizes)
- eye pads
- triangular bandages
- sterile unmedicated wound dressings
- disposable gloves
- safety pins
- first aid guidance leaflet

Kits are located in:

- every classroom
- Team Leader office

- cars and off-site kits

Kits display the **white cross on green background** symbol.

First Aiders

All of our RCP staff complete basic First Aid training and Team Leaders complete the 3 day training.

Emergency Procedures

In all emergencies:

- **1. Call 999 immediately if required.**
- **2. Stay calm and use trauma-informed, reassuring communication.**
- **3. Contact a first aider.**
- **4. Clear the area and ensure the environment is safe.**
- **5. Support other pupils who may be distressed.**

If a pupil requires ambulance transfer:

- A staff member accompanies them.
- Parents/carers/social workers are informed immediately.
- Staff remain with the pupil until a responsible adult arrives.

Emotional regulation strategies are used to reduce fear, panic and dysregulation.

Reporting and Record-Keeping

All injuries and treatment are recorded, including:

- date, time, location
- name and class of pupil
- nature of injury or illness
- first aid given
- what happened afterwards
- name/signature of first aider

Serious injuries or notifiable incidents are reported under **RIDDOR**.

Head injuries ALWAYS trigger written communication.

Off-Site Visits and Enrichment Activities

Each visit has a **risk assessment** considering:

- activities planned
- pupil needs (e.g. seizures, diabetes, allergies, dysregulation triggers)
- geographical distance from emergency services

All off-site kits include minimum required contents.

Vehicles carry a first aid kit compliant with road vehicle regulations.

Storage, Administration and Management of Medication

Medication:

- is stored securely
- remains in original packaging
- includes prescriber instructions
- is administered with parental/LA consent
- is recorded and monitored carefully

Controlled medication is managed in line with safeguarding requirements.

Emergency medication (e.g. EpiPens, inhalers, seizure meds):

- is accessible
- accompanied on all visits
- forms part of a pupil's IHP/IDP

Illness, Allergies and Infection Control

Unwell pupils:

- wait in a quiet, supervised space
- are monitored until collected

Allergies are managed through the Allergen & Anaphylaxis Policy.

Infection control procedures follow Welsh Government guidance.

Procedures for Body Fluid Spillage and Blood Exposure

Staff must use PPE at all times.

Gloves to be worn at all times

Any soiled wipes, tissues, plasters, dressings etc must ideally be disposed of in the clinical waste bin (Yellow bag). If not available then the glove being used needs to be taken off inside out so that the soiled item is contained within and placed in a bin which is regularly emptied.

When dealing with a spillage, absorbent paper hand towels need to be placed on the affected area so absorbing the spill.

If a disposable spillage kit is available then the instructions for use should be followed.

If not then contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in a yellow bin or put in another bin liner and put in an outside bin.

The area must be cleaned with disinfectant following the manufacturer's instructions.

A 'Wet Floor Hazard' sign then needs to be put by the affected area.

The area should then be ventilated well and left to dry.

All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturer's instructions.

Wash hands.

All yellow bags to be disposed of in Yellow bins as the school could potentially be fined if not adhered to.

Management of Accidental Exposure to Blood

Accidental exposure to blood and other body fluids can occur by:

Percutaneous injury e.g. from needles, significant bites that break the skin.

Exposure to broken skin e.g. abrasions and grazes.

Exposure of mucous membranes, including the eyes and mouth. Action To Take

If broken skin encourage bleeding of the wound by applying pressure – do not suck.

Wash thoroughly under running water.

Dry and apply a waterproof dressing.

If blood and body fluids splash into your mouth – do not swallow.

Rinse out mouth several times.

Report the incident Senior Management.

If necessary take further advice from NHS Direct.

An accident form will need to be completed and it may need to be reported to RIDDOR

All incidents involving exposure to blood must be reported on CPOMS.

Consent

Parents/carers/placing local authorities complete medical consent forms at admission and annually.

Staff do not act in loco parentis for medical decisions but always act reasonably and in good faith.

Monitoring and Review

- Reviewed annually.
- Staff updated on any changes.
- Incorporated into induction for all staff.
- Monitored through the school's 5-term QA cycle.

