

**Outcomes  
First  
Group.**

# **First Aid Policy**

**Policy Folder:  
Safeguarding**



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## Document History

Version	Comments/amendments	Name	Date
1.0	Version 1	Lyndsey Jeffries	September 2021
1.0	No changes	Lyndsey Jeffries	September 2022
2.0	Changes for Specialist Medication	Robert Fauvel	November 2023
3.0	No changes	Robert Fauvel	July 2025

## **Materials, equipment and facilities**

The school will provide materials, equipment and facilities as dictated by the needs of the risk assessment.

The location of First Aid Kits in school are;

- Medical Room
- Company vehicles
- Designated Risk assessed Classrooms
- Emergency grab bags with designated first aiders.

The dedicated medical room is located on the ground floor near the main school entrance.

The contents of the kits will be checked on a regular basis by the facilities department and stock replenished as required.

Medication for named individuals will be kept within the locked medical cabinet in the medical room in named wallets with the child's name and individual care plan.

Appointed persons for First Aid are listed and displayed within the school. Training will be provided by the school as required to ensure that nominated personnel retain their qualifications.

## **Offsite activities/transportation**

At least one first aid kit will be taken on all off-site activities, along with individual pupil/student's medication as appropriate.

A person who has been trained in first aid will accompany all off site visits.

## **Information on First Aid arrangements**

The Head of School will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in First Aid.
- The location of First Aid kits

In addition the Headteacher will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with first aid qualifications
- Location of first aid boxes.

All members of staff will be made aware of the school's first aid policy.

For specialist medications:

- There will be a trained medical team around the student.
- The medical team to follow NHS guidance.
- The medical team will attend specialist paediatric and administering training where necessary.
- The medical team to liaise with the student's medical professionals where necessary.
- The medical team to liaise regularly with parent(s)/carer(s).
- All information regarding the medication to be added to the student's personalised risk assessment.
- Medication to be stored on site, in a locked box.

- When the medication is taken off site it must be signed in and out of school and kept with one staff member who is part of the student's medical team.

### **Use of plasters in First Aid**

Manor House School first aid cabinets/boxes, grab bags and vehicle kits are supplied with Wash-proof Low Allergy Plasters. However, plasters should not be applied to persons with a known allergic reaction to adhesive plaster.

Where parents/carers inform the school that the student has such an allergy, we are informed by a GP or a skin condition negates the use of an adhesive plaster a standard lint free dressing will be used.

### **Aspirin**

Under no circumstances will Aspirin be either stored or dispensed on site for students, with the exception of medication supplied by parents/carers, as part of prescribed medication, authorised by the GP.

### **Accident Reporting**

Manor House School have procedures for the reporting and investigation of accidents, incidents and other health and safety concerns. The main purpose of this is to prevent any recurrence and to identify any patterns or trends that relate to any specific accidents.

Accidents and incidents are reported to the school Senior Leadership Team and to the school's internal reporting system where appropriate. We also encourage all employees, students and visitors to report health and safety related concerns so that we can consider them in terms of accident prevention.

### **Pupil accidents involving their head**

We recognise that accidents involving the pupil/student's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a 'Head bump' letter will be sent home to the child's parents/carers together with a copy of the accident.

### **Transport to hospital or home**

- The Head of School will determine what is a reasonable and sensible action to take in each case
- Where the injury is an emergency an ambulance will be called following which the parent/carers will be called
- Where hospital treatment is required but it is not an emergency, then the Head of School will contact the parent/carers for them to take over responsibility for the child
- If the parent/carers cannot be contacted then the Head of School may decide to transport the student to hospital.

Where the Headteacher makes arrangements for transporting a child then the following points will be observed:

- Only vehicles insured to cover such transportation will be used
- A risk assessment will be considered to determine if more than one member of staff is required on the journey

- The second member of staff if required, will be present to provide supervision for the injured pupil/student.

***Staff should familiarise themselves with the First Aid at Work Policy held in the Health & Safety folder on sharepoint and company portals for support with first aid for themselves, a colleague or a visit***



Document Name: First Aid Policy  
Document Type: Policy  
Policy Owner: Manor House School  
Date First Issued: September 2022

Version Number: 2.0  
Last Review Date: November 2023  
Next Review Date: Annually

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