



*‘Improving the quality of family life’*

# First Aid Policy

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## 1. Policy Statement

Snowflake School is a split-site special school for pupils with autism, operating across a Primary site at 46a Longridge Road SW5 and a Secondary site at 10-14 Crown Street W3. The school is committed to safeguarding and promoting the health, safety and welfare of all pupils, staff and visitors.

This policy sets out the arrangements for the provision of first aid in accordance with the **Health and Safety (First-Aid) Regulations 1981**, **HSE First Aid at Work guidance for schools**, and safeguarding expectations. It recognises the additional vulnerabilities, communication needs and sensory sensitivities of autistic pupils.

First aid is defined as the immediate assistance given to a person suffering injury or illness until professional medical help is available or recovery occurs.

## 2. Scope

This policy applies to:

- All pupils on roll across both the Primary and Secondary sites
- All staff (teaching and non-teaching)
- Visitors, contractors and volunteers
- All on-site and off-site school activities, including educational visits

This policy covers **first aid provision only**. Arrangements for medication and long-term medical conditions are set out in the **Supporting Pupils with Medical Conditions Policy**.

## 3. Legal and Statutory Framework

This policy is informed by:

- Health and Safety (First-Aid) Regulations 1981
- HSE: First Aid at Work
- Guidance for Schools – First aid in schools, early years and further education 2022
- DfE Keeping Children Safe in Education (2025)
- Equality Act 2010
- SEND Code of Practice 2015

## 4. Governance and Responsibilities

### 4.1 Board of Trustees

The Board of Trustees is responsible for ensuring that:

- Appropriate first aid arrangements are in place across both sites
- The school complies with statutory health and safety requirements
- Adequate resources and training are provided
- This policy is reviewed and approved

### 4.2 Headteacher

The Headteacher has overall responsibility for:

- Implementing this policy
- Ensuring consistent first aid provision across both sites
- Appointing a Designated First Aid Lead

### 4.3 Designated First Aid Lead

The Designated First Aid Lead is responsible for:

- Coordinating first aid provision across the Primary and Secondary sites
- Completing and reviewing the First Aid Needs Assessment
- Ensuring sufficient trained First Aiders are available at all times
- Maintaining an up-to-date register of trained staff and certification expiry dates
- Ensuring first aid equipment is appropriately stocked and maintained
- Reviewing accident, incident and near-miss data to identify patterns or concerns

### 4.4 Site-Based First Aid Coordinators

Each site will have a named First Aid Coordinator responsible for:

- Day-to-day monitoring of first aid provision on their site
- Ensuring appropriate cover during lessons, breaktimes and lunchtimes
- Liaising with the Designated First Aid Lead

### 4.5 First Aiders

Qualified First Aiders are responsible for:

- Providing first aid within the scope of their training
- Responding promptly to incidents
- Recording all first aid treatments accurately
- Escalating concerns appropriately
- Maintaining confidentiality and dignity

## 4.6 All Staff

All staff are responsible for:

- Taking reasonable care of pupils and themselves
- Summoning a First Aider when required
- Providing basic first aid for minor injuries where appropriate
- Being aware of pupils whose autism may affect pain response, communication or behaviour following injury

## 5. First Aid Needs Assessment

The school maintains a written First Aid Needs Assessment which takes account of:

- The split-site model (Primary and Secondary)
- Numbers of pupils and staff on each site
- The age range and developmental level of pupils
- Autism-related needs, including sensory sensitivities, communication difficulties and behavioural responses to injury
- High-risk activities (e.g. PE, outdoor learning, practical activities)
- Lunchtimes, breaktimes and transition periods
- Off-site activities and educational visits

The assessment is:

- Reviewed annually
- Reviewed following any significant incident
- Reviewed when pupil or staffing needs change

(See Appendix A)

## 6. Training and Competency Framework

### 6.1 Required Training

The school ensures that sufficient staff across both sites hold appropriate qualifications, which may include:

- Emergency First Aid at Work (EFAW)
- First Aid at Work (FAW)
- Paediatric First Aid (particularly on the Primary site)

### 6.2 Autism-Aware First Aid

Training will take account of:

- Pupils who may not verbalise pain or injury
- Heightened anxiety or distress following injury
- Sensory sensitivities to touch, noise or medical equipment
- The need for familiar staff and calm environments

### 6.3 Training Standards and Records

- Training must be delivered by an accredited provider
- Certificates are valid for a maximum of three years
- Refresher training is arranged prior to expiry
- The Designated First Aid Lead maintains a central training record

## 7. First Aid Procedures

### 7.1 Minor Injuries

Minor injuries (e.g. small cuts, grazes, minor bumps) may be treated by:

- Any member of staff
- A qualified First Aider

All treatment must be recorded in the accident/first aid record.

### 7.2 Serious Injury or Illness

For serious injury or illness:

- A qualified First Aider must be summoned immediately
- Emergency services will be called where necessary

- Parents/carers will be informed as soon as possible
- A familiar adult should remain with the pupil wherever possible

## 7.3 Calling Emergency Services

Staff must call 999 immediately if:

- A pupil is unconscious or unresponsive
- Breathing is impaired
- There is severe bleeding
- A serious head injury is suspected
- There is any doubt about the severity of the injury or illness

## 8. Head Injuries

All head injuries are treated seriously

All head injuries are recorded

Parents/carers are informed on the same day

Pupils are monitored closely, recognising that autistic pupils may mask symptoms

## 9. First Aid Equipment and Facilities

### 9.1 First Aid Kits

First aid kits are available on both sites, including:

- Reception areas
- Medical rooms
- Additional locations identified through the needs assessment

### 9.2 Checking and Restocking

First aid kits are checked at least termly

Checks are logged

Items are replenished promptly

### 9.3 Infection Control

Disposable gloves are worn when dealing with bodily fluids

Waste is disposed of in appropriate clinical waste bins

Hands are washed after treatment

## 10. Recording, Reporting and Monitoring

All accidents, injuries and first aid treatment are recorded

Serious incidents are escalated in line with safeguarding procedures

Accident data is reviewed termly to identify trends or risks

## 11. First Aid on Educational Visits and Off-Site Activities

A risk assessment is completed for all visits

First aid arrangements reflect the autism-related needs of pupils

At least one appropriately trained First Aider accompanies visits where required

Portable first aid kits and emergency contact details are carried

## 12. Supporting Pupils with Medical Needs (Interface with First Aid)

While detailed arrangements for medication and long-term medical conditions are set out in the **Supporting Pupils with Medical Conditions Policy**, Snowflake School recognises that first aid provision must operate seamlessly alongside medical support, particularly in a special school for autistic pupils.

### 12.1 Identification of Medical Needs

Information about pupils' medical needs is gathered on admission and updated regularly

Relevant medical information is shared with staff on a need-to-know basis

First Aiders are made aware of pupils whose medical needs may impact first aid responses (e.g. epilepsy, diabetes, asthma, allergies)

### 12.2 Individual Healthcare Plans (IHCPs)

Pupils with ongoing or complex medical needs have an Individual Healthcare Plan

First aid responses must take account of guidance contained within the IHCP

IHCPs are accessible to relevant staff on both sites

## 12.3 Emergency Medication and First Aid

Emergency medication (e.g. inhalers, adrenaline auto-injectors, rescue medication) may need to be administered as part of an emergency first aid response

Staff administering emergency medication do so in line with training, the pupil's IHCP and parental consent

Emergency services are contacted immediately where required

## 13. Storage and Administration of Medication (First Aid Context)

### 13.1 General Principles

First Aiders do **not** routinely administer medication unless it is emergency medication or explicitly authorised

Medication is only given where parental consent and appropriate documentation are in place

Pupils are never forced to take medication

### 13.2 Storage of Medication

All medication is stored securely in locked cupboards or containers

Emergency medication is readily accessible while remaining secure

Medication is stored in original containers clearly labelled with the pupil's name and instructions

Medication is checked regularly for expiry dates

### 13.3 Administration During First Aid Situations

Only trained and authorised staff administer medication

Staff follow the pupil's IHCP and medication authorisation records

Two adults are present where required by school procedures

All medication administered is recorded accurately

### 13.4 Autism-Specific Considerations

Pupils may have heightened anxiety around medication or medical procedures

Staff use clear, calm communication and familiar approaches

Sensory sensitivities are considered (e.g. touch, taste, smell)

Where possible, familiar staff support the pupil

## 14. Training and Competency (Medical and First Aid Interface)

Staff involved in first aid and medical support receive condition-specific training where required

Training includes recognition of medical emergencies and administration of emergency medication

Competency is reviewed regularly and refreshed as needed

## 15. Record Keeping and Information Sharing

All first aid treatment and medication administration is recorded

Records are stored securely and shared appropriately

Patterns or concerns are reviewed by senior leaders

## 16. Policy Review

This policy is reviewed:

- Every two years
- Following changes to legislation
- After serious incidents or changes to pupil medical needs

# Appendix A: First Aid Needs Assessment Template

**School:** Snowflake School

**Site:** Primary / Secondary

**Completed by:**

**Date:**

**Review Date:**

## 1. Site Context

- Number of pupils:
- Number of staff:
- Age range:

## 2. Pupil Needs

- Autism-related considerations:
- Medical conditions present on site:
- Communication needs:
- Behavioural or sensory risks:

## 3. Activities and Risks

- High-risk curriculum activities:
- Lunchtime and breaktime risks:

## 4. Staffing and Cover

- Number of trained First Aiders required:
- Staff trained in emergency medication:
- Cover during breaks/lunch:
- Absence cover arrangements:

## 5. Premises

- Site layout considerations:
- Distance to emergency services:

#### 6. Off-Site Provision

- Trips and visits:
- Transport considerations:

#### 7. Actions and Review

- Identified gaps:
- Actions required:
- Responsible person:
- Timescale:

## Revision

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Reviewed By	Sumen Starr
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