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Head of Education

FIRST AID POLICY

First Aid Policy: The Ferry Centre

1. Aims

The Ferry Centre is committed to providing a safe environment for all. The aims of this policy are to:

- Ensure the health and safety of all staff, pupils, and visitors.
- Ensure staff and proprietors are aware of their legal responsibilities.
- Provide a clear framework for responding to medical incidents and recording outcomes.
- Ensure staff are trained to respond to the specific needs of SEMH pupils.

2. Legislation and Guidance

This policy is based on DfE guidance on first aid and health and safety in schools, and complies with:

- **The Health and Safety (First Aid) Regulations 1981**
<https://www.legislation.gov.uk/ukxi/1981/917/regulation/3>
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**
<https://www.legislation.gov.uk/ukxi/2013/1471/contents>
- **The Education (Independent School Standards) Regulations 2014:**
- Specifically the requirement for a suitable medical room for the short-term care of sick or injured pupils. <https://www.legislation.gov.uk/ukxi/2014/3283>
- **Keeping Children Safe in Education (KCSIE) 2025**
https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf

3. Roles and Responsibilities

3.1 First Aiders

Listed in Appendix 1, they are responsible for:

- Taking charge of an incident and assessing the severity of illness or injury.
- Summoning emergency services when required.
- Providing immediate treatment within their competency.
- SEMH Context: Assessing if an injury occurred during a physical intervention and ensuring this is cross-referenced with the school's behaviour logs.
- Filling in a First Aid report in the accident book on the same day.

3.2 The Headteacher

Responsible for:

- Ensuring a sufficient number of First Aiders are on-site and on all off-site visits.
- Ensuring the Medical Room is maintained, clean, and stocked.
- Reporting RIDDOR-level incidents to the HSE.

3.3 All Staff

- Knowing who the First Aiders are and the location of equipment.
- Reporting any health conditions that may affect their ability to work safely.

4. First Aid Procedures

4.1 In-school procedures

- **Initial Assessment:** The nearest staff member assesses the situation. If an injury is serious, they call for a First Aider immediately.
- **Medical Room:** If the pupil is stable but unwell, they will be taken to the designated **Medical Room** (The Moonbeam room) for monitoring.
- **Physical Interventions:** If an injury is sustained during a physical hold, a First Aider *not* involved in the hold should ideally conduct the assessment to ensure transparency.
- **Emergencies:** If an ambulance is called, the School Office Administrator will notify parents immediately.

When KS1 pupils are on site, the school will ensure that at least one member of staff with appropriate paediatric first-aid training is available, unless the first-aid needs assessment identifies a higher level of cover.

4.2 Off-site procedures

Staff must carry:

- A portable first aid kit and a mobile phone.
- The "Grab Pack" containing pupil medical profiles and emergency contact details.
- For SEMH pupils, this includes details of any medication that may affect their physical response to injury (e.g., heart rate or breathing).

5. First Aid Equipment

First aid kits are located in:

- **The Medical Room (The Moonbeam room):** Must include a washbasin and proximity to a toilet.
- **Classrooms and Kitchen.**
- **Portable "Grab Bags"** for off-site education.

The School Office Administrator will check kits monthly and restock them. No oral medication (including paracetamol) is kept in first aid kits.

6. Record-keeping and Reporting

6.1 Internal Recording

- **Pupil Injuries:** Recorded on **CPOMS** and **SharePoint**.
- **Staff/Visitor Injuries:** Recorded on **SharePoint** via the Accident Report Form.
- **Parental Notification:** Staff must contact parents/carers on the **same day** for any head injury or significant first aid administered.

6.2 Reporting to the HSE (RIDDOR)

The School Office Manager will report specified injuries (fractures, amputations, loss of consciousness, or hospitalisation over 24 hours) to the HSE. Where an incident is reportable under RIDDOR, the Head of Site must notify the relevant enforcing authority without delay using the appropriate HSE reporting channel. Reports must be submitted within 10 days of the incident. In cases involving over-seven-day incapacitation of a worker, the report must be submitted within 15 days of the incident.

6.3 Notifying Ofsted and External Agencies

- **Ofsted Notification:** The Headteacher will notify Ofsted of any serious accident, illness, or injury to, or death of, a pupil while in the school's care. This must happen **as soon as is reasonably practicable, and no later than 14 days**.
- **Suffolk Virtual School:** If the pupil is a Child in Care (CiC), the Virtual School Head must also be notified of any serious injury.

7. Training

- We aim for a high percentage of staff to be **Emergency First Aid at Work (EFAW)** trained.
- At least one person with a full **First Aid at Work (FAW)** certificate will be on-site at all times.
- Training logs are kept in **Appendix 3**.

8. Monitoring and Links

The Head of Site will complete and review a first-aid needs assessment at least annually and whenever pupil needs, staffing, premises use or activities change. This assessment will determine the number and level of trained first aiders required, the location and contents of first-aid kits, off-site first-aid arrangements and any additional training required for pupils' medical needs.

- This policy is reviewed annually by the Proprietor.
- **Linked Policies:** Health and Safety Policy, Safeguarding Policy, Supporting Pupils with Medical Conditions Policy, and Behavior/Physical Intervention Policy.

July 2026

Review July 2027