



First Aid Policy

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Date: September 2026

Review Date: September 2027

Version: 1

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1. Introduction

Life Skills Enterprise is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values: Respectful, Responsible, Resilient and Reflective.

While this current policy document may be referred to elsewhere in Life Skills Enterprise School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility updated August 2023](#), considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person – this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time, and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school contracts the services of third-party organisations to ensure regulatory compliance and implement best practices for:

- HR and Employment Law
- Health & Safety Guidance
- DBS Check processing
- Mandatory Safeguarding, Health & Safety, and other relevant training
- Data protection and GDPR guidance
- Specialist insurance cover

Where this policy refers to 'employees', the term refers to any individual who is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Life Skills Enterprise.

The policy documents of Life Skills Enterprise are revised and published periodically in good faith. They are inevitably subject to revision. On occasions, a significant revision, although promulgated in school separately, may have to take effect between the republication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

2. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities concerning health and safety
- Provide a framework for responding to an incident and recording, and reporting the outcomes

3. Legislation and guidance

- [The Health and Safety \(First-Aid\) Regulations 1981](#) state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1999](#) require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#) require that suitable space is provided to cater for the medical and therapy needs of pupils.

Life Skills Enterprise also has regard to the Department for Education Allergy Safety in Schools guidance published in July 2026 and Kent County Council/KELSI guidance (often referred to as Benedict's Law). The DfE guidance is not yet a statutory requirement for independent special schools, although further independent-school regulatory requirements are intended. Life Skills Enterprise applies its core allergy-safety measures as current good practice, including individual allergy/anaphylaxis planning, ready access to prescribed emergency medication, staff awareness and learning from incidents and near misses.

The Children and Families Act 2014 and current Department for Education/Kent guidance on supporting pupils with medical conditions inform the school's use of individual healthcare plans and personalised medical arrangements where required.

4. Roles and responsibilities

Beyond this, in all settings, and dependent upon an assessment of first aid needs, employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the layout and location of the school. The appointed person does not need to be a trained first aider.

The Section below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 3.

The school's appointed person(s) are the appropriately trained first aiders identified on the current First Aid Register held by the school office. The Headteacher ensures sufficient trained cover is available throughout the school day. Appointed persons are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 8) and are responsible for:

- Acting as first responders to any incidents, they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident (using the school's electronic system)
- Keeping their contact details up to date

The current list of appointed persons and qualified/trained first aiders is maintained by the school office, displayed in appropriate staff and first-aid locations and published/updated through the LSE website where applicable. The live First Aid Register is the definitive record so that changes in staffing or qualification expiry can be reflected promptly.

The Headteacher, Paul Barrett, is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times, based on the school's first aid needs assessment and pupil-specific needs
- Ensuring that first aiders hold appropriate qualifications, complete refresher training within required timescales and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the trained first aiders and appointed persons in school are
- Completing accident reports using the school's approved accident-recording system for all incidents they attend where a trained first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

5. First Aid Procedures

In-school procedures

At Life Skills Enterprise, first aid is planned around the needs of a specialist autism provision. Staff must consider each pupil's EHCP, individual healthcare plan (where applicable), communication profile, sensory needs, and current risk assessment when responding to illness or injury. Staff use clear, calm and accessible communication and seek support from a familiar adult where this will reduce distress without delaying urgent treatment.

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives.
- Where anaphylaxis or a suspected severe allergic reaction is identified, staff will follow the pupil's allergy/individual healthcare plan, administer the pupil's prescribed adrenaline auto-injector

without delay where indicated within their training, call 999, arrange a second dose if prescribed/required and available, and inform parents/carers as soon as practicable. Emergency medication must remain readily accessible and accompany the pupil on off-site activities

- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend the next steps to the parents/carers
- If emergency services are called, the school office or a member of the Senior Leadership Team will contact parents/carers immediately and will ensure that a member of staff accompanies the pupil where appropriate
- The first aider or relevant member of staff will complete an accident report on the same day, or as soon as reasonably practicable, using the school's approved accident-recording system

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit including, at minimum:
 - o A leaflet giving general advice on first aid
 - o 6 individually wrapped sterile adhesive dressings
 - o 1 large sterile unmedicated dressing
 - o 2 triangular bandages – individually wrapped and preferably sterile
 - o 2 safety pins
 - o Individually wrapped moist cleansing wipes
 - o 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents/carers' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil-packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the visit leader and approved through the school's Educational Visits process before any visit that necessitates taking pupils off school premises. The assessment will take account of each pupil's EHCP, medical needs, communication profile and individual risk assessment.

There will always be at least 1 appropriately trained first aider on school trips and visits, with additional first-aid provision determined by the visit risk assessment and the individual needs of the pupils taking part.

6. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins

- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school hall
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

7. Record-keeping and reporting

First aid and accident record book

- An accident report will be completed by the first aider or relevant member of staff on the same day, or as soon as reasonably practicable, after an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form (using the school's electronic system)
- For accidents involving pupils, the school office will ensure that the accident record is linked to the pupil's appropriate school record and retained securely in accordance with the school's records-retention arrangements.
- Accident records will be retained for at least the minimum statutory period and for any longer period required by the school's insurer, Cavendish Education retention arrangements or the applicable records-retention schedule.

Reporting to the HSE

The Headteacher or delegated Health and Safety Lead will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher or delegated Health and Safety Lead will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso, causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - o Covers more than 10% of the whole body's total surface area; or
 - o Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher or delegated Health and Safety Lead will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - o Carpal tunnel syndrome
 - o Severe cramping of the hand or forearm
 - o Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - o Hand-arm vibration syndrome
 - o Occupational asthma, e.g. from wood dust
 - o Tendonitis or tenosynovitis of the hand or forearm
 - o Any occupational cancer
 - o Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload can cause a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
 - An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to the hospital for treatment
- *An accident “arises out of” or is “connected with a work activity” if it was caused by:
- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
 - The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
 - The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Parents/carers will be informed of any significant accident or injury sustained by a pupil and any first aid treatment given on the same day, or as soon as reasonably practicable. Parents/carers will be contacted immediately if emergency services are called.

Where an accident, injury, or presentation raises a safeguarding concern, the member of staff will report it immediately to Craig Kelly, Lead Designated Safeguarding Lead (DSL), or a trained Deputy DSL. The DSL will consider referral to children’s social care, police, the LADO, or other statutory agencies in accordance with the Safeguarding and Child Protection Policy, Keeping Children Safe in Education 2026 and Kent Safeguarding Children Multi-Agency Partnership procedures.

8. Training

All Life Skills Enterprise staff receive basic first-aid training. Staff also receive allergy and anaphylaxis awareness training and practical instruction in the emergency use of adrenaline auto-injectors (AAIs), including EpiPen devices, in accordance with LSE procedures and current DfE/Kent guidance. This whole-staff training does not replace the additional accredited qualifications held by the school’s named first aiders.

All first aiders must have completed appropriate training and hold a valid certificate of competence. The school will maintain an up-to-date training record showing the qualification held and its expiry date. This may be maintained within the school/Cavendish central training matrix rather than as a separate appendix.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

9. Monitoring arrangements

This policy will be reviewed annually by the Headteacher or delegated Health and Safety Lead, and sooner where legislation, guidance, the school's circumstances or learning from incidents require a change.

Adopted by Life Skills Enterprise: September 2026.

At every review, the policy will be approved through the school's Senior Leadership Team and Cavendish Education governance arrangements.

10. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1: current list of appointed persons and trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Kim Ochs	Pastoral Support	
Rachel Beecham	PA & Admin	
Sally O Connor	Teacher	
Colin Lawton	Enrichment Coordinator	

Appendix 2: First Aid Training Log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
First aid at work / emergency first aid			

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
Anaphylaxis and emergency medication (where role requires)			
Other role-specific first aid training			

