FIRST AID POLICY

Responding promptly. Acting safely. Protecting wellbeing.



RIVERSIDE BRIDGE SCHOOL

INSPIRE, EMPOWER, ACHIEVE

This policy forms part of the Riverside Bridge School Policy Framework and should be read alongside any related policies, procedures and guidance.

RIVERSIDE BRIDGE SCHOOL
INSPIRE, EMPOWER, ACHIEVE

OUR COMMITMENT

At Riverside Bridge School, every policy reflects our commitment to creating a safe, inclusive and ambitious school community in which every pupil is valued, every voice matters and every family is respected and supported.

Our policies translate our values into consistent practice. They support high expectations, clear responsibilities, effective partnership and informed decision-making, ensuring that the needs, rights, wellbeing and future outcomes of our pupils remain at the heart of our work.

We work collaboratively, act with integrity and continually reflect upon and improve our practice to achieve the best possible outcomes for every pupil.

POLICY PRINCIPLES

Our Policy Principles underpin how we work together and guide the decisions and actions we take to support every pupil and their families.



POLICY PURPOSE & FRAMEWORK

Riverside Bridge School policies set out the expectations, responsibilities and approaches that support safe, consistent and high-quality practice across the school. They translate our values, statutory responsibilities and professional expectations into clear guidance for everyday decision-making and practice.

Each policy forms part of the Riverside Bridge School Policy Framework and should be read alongside any related policies, procedures, statutory guidance and school frameworks referenced within the document.

Policies apply to the members of the school community identified within each document, including staff, governors, parents and carers, volunteers, contractors and other professionals where relevant. Everyone is expected to understand and apply the requirements appropriate to their role and to seek further guidance where clarification is required.

CURRICULUM DRIVERS



Our Drivers provide a shared golden thread across curriculum, school life, policy and leadership, helping ensure that our decisions and practice remain focused on the experiences and futures we want for every pupil.

STATEMENT OF INTENT

This policy sets out Riverside Bridge School's approach to the provision of first aid across the school. It establishes the principles, responsibilities and arrangements through which illness, injury and medical emergencies are responded to promptly and safely, while ensuring that first aid operates effectively alongside the school's safeguarding, healthcare and health and safety arrangements.

Riverside Bridge School is committed to providing safe, effective and responsive first aid arrangements that protect the health, safety and wellbeing of pupils, staff, visitors and others participating in school activities. First aid forms an important part of the school's wider safeguarding, healthcare and health and safety responsibilities and ensures that illness, injury and medical emergencies are responded to promptly and appropriately.

As a specialist school supporting pupils with complex special educational needs and disabilities, we recognise that the need for first aid may not always be immediately apparent. Some pupils may experience differences in communication, sensory processing, physical presentation or regulation that affect how they recognise, communicate or respond to pain, illness or injury. Staff are therefore expected to remain attentive to changes in presentation and to respond in ways that respect each pupil's communication needs, dignity and individual circumstances. First aid provision operates alongside, but does not replace, the individual healthcare arrangements established for pupils with medical conditions. Where an Individual Healthcare Plan (IHP), Emergency Healthcare Plan (EHP), Allergy Action Plan or other clinical guidance is in place, staff will follow that guidance and the school's Medical Needs, Medication and Allergy Safety Policy. Staff will work within the limits of their training, competence and authorisation and will seek emergency medical assistance without delay where required. First aid arrangements extend across the school day and to activities undertaken under the school's supervision, including educational visits, community-based learning and other off-site activities. Provision is informed by the needs of the school community and supported by appropriately trained staff, accessible equipment and facilities, effective communication and clear arrangements for escalation, recording and review.

Our responsibilities to pupils

We will ensure that pupils receive prompt and appropriate first aid when they are ill, injured or experience a medical emergency. Responses will be personalised where necessary to reflect pupils' communication, sensory, physical and medical needs, while protecting dignity, privacy and safety.

We will ensure that first aid works coherently with safeguarding and individual healthcare arrangements, that significant incidents are communicated and recorded appropriately, and that patterns or concerns are identified and acted upon. Learning from incidents, near misses, monitoring and audit will be used to strengthen provision and maintain staff readiness.

Through these commitments, Riverside Bridge School aims to provide first aid arrangements that are safe, responsive and proportionate to the needs of our school community. We will continue to strengthen first aid practice so that pupils are protected, staff are prepared to respond and appropriate help is available whenever it is needed.

RIVERSIDE BRIDGE SCHOOL
INSPIRE, EMPOWER, ACHIEVE

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APPROVED BY: Governing Board

APPROVED ON: September 2026

REVIEWED DUE ON: September 2027

Section 01

PURPOSE AND SCOPE

Setting expectations. Protecting health. Supporting safe practice.

Riverside Bridge School is committed to providing a safe, inclusive and responsive environment in which the health, safety and wellbeing of every pupil, member of staff, visitor and contractor is protected. As a specialist school supporting pupils with complex special educational needs and disabilities (SEND), many pupils have significant medical conditions, communication differences, physical disabilities and sensory needs that require prompt, skilled and coordinated first aid responses.

The school recognises that first aid is an integral part of its wider safeguarding, health and safety and healthcare responsibilities. Effective first aid provision not only enables the immediate treatment of illness and injury but also contributes to the early identification of safeguarding concerns, supports pupils' access to education and promotes their overall wellbeing.

This policy establishes the school's arrangements for the provision of first aid across all areas of school life, including educational visits, community-based learning, transport and enrichment activities. It sets out the responsibilities of staff, the standards expected for first aid provision and the procedures to be followed when responding to illness, injury or medical emergencies.

First aid arrangements operate alongside the school's Medical Needs, Medication and Allergy Safety Policy, Safeguarding and Child Protection Policy, Health and Safety Policy and other associated policies to ensure a coordinated and consistent approach to supporting pupils throughout the school day.

The school is committed to ensuring that:

- first aid is available promptly whenever required;
- suitably trained staff are available to respond appropriately to illness, injury and medical emergencies;
- first aid arrangements reflect the complex medical, physical and communication needs of pupils;
- first aid provision supports, but does not replace, ongoing medical care provided through Individual Healthcare Plans (IHPs) and Emergency Healthcare Plans (EHPs);
- all first aid incidents are appropriately recorded, reviewed and used to improve practice;
- first aid contributes to the school's wider safeguarding, health and safety and quality assurance arrangements.

Section 02

LEGISLATION AND STATUTORY GUIDANCE

Meeting duties. Following guidance. Maintaining compliance.

This policy has been developed in accordance with current legislation, statutory guidance and recognised best practice relating to first aid, health and safety, safeguarding and the support of pupils with medical conditions.

Riverside Bridge School recognises that first aid provision forms part of its wider duty of care and contributes to the health, safety, welfare and safeguarding of pupils, staff and visitors. The school will keep this policy under regular review to ensure it remains compliant with legislative changes, statutory guidance and developments in best practice.

This policy should be read alongside the school's Medical Needs, Medication and Allergy Safety Policy, Safeguarding and Child Protection Policy and Health and Safety Policy.

Primary legislation

This policy has been developed with reference to, but is not limited to:

- Health and Safety at Work etc. Act 1974
- Health and Safety (First Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Children and Families Act 2014
- Equality Act 2010
- Education Act 2002
- Health and Social Care Act 2008
- Human Rights Act 1998
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)

Relevant guidance

This policy also reflects current statutory and non-statutory guidance and government publications, including:

- Department for Education: Guidance for Schools on First Aid (First Aid in Schools, Early Years and Further Education);
- Department for Education: Supporting Pupils with Medical Conditions at School (Statutory Guidance);

- Department for Education: Keeping Children Safe in Education (KCSIE) (current edition);
- HM Government: Working Together to Safeguard Children (current edition);
- Department for Education: School Attendance: Working Together to Improve School Attendance;
- EYFS Statutory Framework (where applicable).

Professional guidance

The school also has regard to recognised professional guidance and best practice, including:

- Health and Safety Executive (HSE)
- Resuscitation Council UK
- NHS England
- National Institute for Health and Care Excellence (NICE)
- Royal College of Nursing (RCN)
- Medicines and Healthcare products Regulatory Agency (MHRA)
- Local NHS Trusts and Community Children's Nursing Teams

Equality and inclusion

Riverside Bridge School is committed to ensuring that pupils with disabilities, medical conditions and special educational needs have equitable access to first aid provision and emergency care.

Reasonable adjustments will be made wherever necessary to ensure that first aid arrangements reflect pupils' individual communication needs, mobility, sensory differences, medical conditions and personal care requirements.

Safeguarding

First aid provision cannot be considered in isolation from safeguarding.

The school recognises that injuries, repeated accidents, patterns of presentation, unexplained marks, self-injury, changes in physical presentation or repeated attendance at first aid may indicate wider safeguarding concerns.

Where first aid staff identify concerns relating to a pupil's welfare or safety, these will be managed in accordance with the Safeguarding and Child Protection Policy. Appropriate information sharing will take place between first aid staff, the Healthcare Assistant, the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSLs) to ensure that concerns are considered holistically and responded to promptly.

Section 03

PRINCIPLES

Acting promptly. Preserving dignity. Working within competence.

First aid provision at Riverside Bridge School is underpinned by the principle that all pupils, staff, visitors and contractors should receive prompt, appropriate and effective assistance in the event of illness, injury or medical emergency. The school recognises that, as a specialist setting supporting pupils with complex SEND, first aid extends beyond the treatment of minor injuries and forms an integral part of safeguarding, healthcare, risk management and educational access.

First aid arrangements are designed to promote a consistent, person-centred approach that reflects each pupil's individual medical needs, communication profile, level of independence and assessed risks. Many pupils attending Riverside Bridge School are unable to recognise, communicate or describe pain, illness or injury. Staff must therefore remain vigilant to changes in presentation, communication, mobility, emotional regulation or physical appearance that may indicate a pupil requires medical assessment or first aid intervention.

The school is committed to ensuring that first aid provision is proactive rather than reactive, with appropriately trained staff, suitable facilities, readily accessible equipment and clear emergency procedures operating throughout the school day and during all off-site activities.

The principles underpinning this policy are that first aid provision will:

- prioritise the immediate safety, dignity and wellbeing of every individual;
- reflect the complex medical, physical, sensory and communication needs of pupils;
- operate alongside the school's Medical Needs, Medication and Allergy Safety Policy and Individual Healthcare Plans (IHPs);
- support, but not replace, professional medical assessment or emergency healthcare services;
- contribute to the early identification of safeguarding concerns where injuries, patterns of presentation or repeated attendance raise concern;
- promote effective partnership working between school staff, parents and carers, healthcare professionals and external agencies;
- ensure that staff work only within the limits of their training, competence and authorisation;
- promote accurate record keeping, effective communication and continuous improvement through monitoring, audit and review.

Equality, inclusion and reasonable adjustments

First aid provision will be delivered in a manner that promotes equality, dignity and inclusion. Reasonable adjustments will be made where necessary to ensure that pupils with disabilities, medical conditions or special educational needs receive equitable access to first aid and emergency care.

Adjustments may include the use of preferred communication methods, adapted equipment, environmental modifications, additional staffing, sensory considerations or alternative approaches to assessment and treatment where appropriate.

Professional curiosity and safeguarding

Staff should not consider first aid incidents in isolation. Professional curiosity should be exercised where injuries, illnesses or repeated attendance at first aid are unusual, unexplained or inconsistent with the information provided. Where concerns arise regarding a pupil's welfare, safety or wellbeing, staff must share these promptly with the Healthcare Assistant and the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) in accordance with the Safeguarding and Child Protection Policy.

Confidentiality and information sharing

Information relating to first aid treatment, injuries and medical incidents will be managed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's Data Protection Policy.

Information will be shared only with those professionals who have a legitimate safeguarding, healthcare or educational need to know in order to protect the health, safety and wellbeing of the individual concerned.

Section 04

AIMS

Providing consistent care. Reducing risk. Supporting wellbeing.

Riverside Bridge School is committed to maintaining a safe, responsive and inclusive first aid service that enables all pupils, staff and visitors to receive appropriate care in the event of illness, injury or medical emergency. The school recognises that effective first aid provision is fundamental to safeguarding, health and safety, educational access and the overall wellbeing of the school community.

The aims of this policy are to ensure that first aid provision is delivered consistently across the school, reflects the complex needs of pupils and supports staff to respond confidently and appropriately in both routine and emergency situations.

The school aims to:

- provide prompt, effective and appropriate first aid whenever illness, injury or medical emergencies occur;
- ensure that first aid provision reflects the complex medical, physical, sensory and communication needs of pupils attending Riverside Bridge School;
- maintain sufficient numbers of appropriately trained and competent first aiders across the school at all times;
- ensure that staff understand their responsibilities and work within the limits of their training, competence and authorisation;
- promote a coordinated approach between first aid, healthcare, safeguarding and health and safety arrangements;
- ensure that first aid provision supports, but does not replace, ongoing healthcare delivered through Individual Healthcare Plans (IHPs), Emergency Healthcare Plans (EHPs) and the Medical Needs, Medication and Allergy Safety Policy;
- maintain appropriate first aid facilities, equipment and emergency resources that are readily accessible throughout the school and during off-site activities;
- ensure that all first aid incidents are accurately recorded, reviewed and, where appropriate, reported in accordance with statutory requirements;
- identify patterns, trends or emerging concerns through effective monitoring, audit and quality assurance;
- promote effective partnership working with parents and carers, healthcare professionals, emergency services and other relevant agencies;

- ensure that pupils receive first aid in a manner that promotes dignity, inclusion, independence and respect;
- support continuous improvement through regular review, staff training and learning from incidents, near misses and best practice.

First aid arrangements at Riverside Bridge School are based on the principle that every incident provides an opportunity to protect wellbeing, identify emerging risks and continually improve the quality and safety of care provided to pupils, staff and visitors.

Section 05

ROLES AND RESPONSIBILITIES

Defining accountability. Coordinating response. Maintaining oversight.

Effective first aid provision relies upon clear leadership, defined responsibilities and collaborative working across the school. Riverside Bridge School recognises that first aid is closely connected to healthcare, safeguarding, health and safety and educational access. All staff have a responsibility to promote the health, safety and wellbeing of pupils and to respond appropriately to illness, injury and medical emergencies within the limits of their training and competence.

The Governing Board, Partnership Learning, Senior Leadership Team, Health & Safety Lead, Healthcare Assistant, Designated Safeguarding Lead (DSL), Deputy Designated Safeguarding Leads (DDSLs), first aiders and all members of staff each have distinct but complementary responsibilities in ensuring that first aid arrangements operate safely and effectively.

The Governing Board, supported by Partnership Learning, has strategic responsibility for ensuring that Riverside Bridge School fulfils its statutory duties relating to first aid, health and safety and safeguarding. Governors will seek assurance that appropriate leadership, staffing, training, facilities and governance arrangements are in place to enable safe and effective first aid provision across the school.

The Governing Board will ensure that:

- this policy is reviewed annually and updated in response to changes in legislation, statutory guidance or operational practice;
- sufficient resources are available to deliver effective first aid provision;
- appropriate numbers of trained first aiders are maintained;
- suitable facilities, equipment and emergency resources are available;
- robust monitoring, audit and governance arrangements are in place;
- governors receive assurance regarding first aid provision, incident trends and statutory compliance.

The Headteacher has overall responsibility for ensuring that effective first aid arrangements operate throughout Riverside Bridge School. This includes ensuring that appropriate leadership, staffing, resources and governance systems are in place to enable pupils, staff and visitors to receive prompt and appropriate first aid whenever required.

The Headteacher will ensure that:

- appropriate first aid arrangements operate across all areas of the school;
- sufficient trained staff are available during the school day and educational visits;

- first aid operates alongside safeguarding, healthcare and health and safety systems;
- appropriate resources are available;
- significant incidents are reviewed and learning implemented;
- statutory responsibilities are fulfilled.

The Senior Leadership Team provides strategic oversight of first aid provision and ensures that first aid remains fully integrated with healthcare, safeguarding and operational decision-making. Senior leaders promote a culture where safety, early intervention and continuous improvement underpin all aspects of first aid practice.

The Senior Leadership Team will:

- monitor the effectiveness of first aid provision;
- support quality assurance and governance arrangements;
- ensure first aid considerations are reflected within school operations;
- review significant incidents and emerging trends;
- ensure appropriate staffing arrangements are maintained.

The Health and Safety Lead has operational responsibility for ensuring that statutory first aid arrangements comply with health and safety legislation. This includes maintaining the First Aid Needs Assessment, monitoring compliance, overseeing accident investigations and ensuring that first aid resources remain appropriate to the school's changing needs.

The Health and Safety Lead will:

- complete and review the First Aid Needs Assessment;
- oversee first aid provision across the school;
- monitor accident trends and investigate significant incidents;
- ensure compliance with RIDDOR requirements;
- maintain oversight of first aid equipment, facilities and statutory inspections;
- report health and safety matters to the Senior Leadership Team and Governing Board;
- work closely with the Healthcare Assistant and DSL to ensure first aid provision reflects both healthcare and safeguarding priorities.

The Healthcare Assistant has day-to-day operational responsibility for coordinating the interface between first aid and the school's wider healthcare arrangements. The Healthcare Assistant works closely with first aiders, the Nursing Team, school staff, families and healthcare professionals to ensure that relevant healthcare information is available and that concerns are escalated appropriately.

The Healthcare Assistant does not hold clinical responsibility for pupils' healthcare planning or for decisions requiring clinical judgement. Clinical advice, including the development, approval and clinical review of Individual Healthcare Plans and Emergency Healthcare Plans, remains the responsibility of the Nursing Team or other appropriately qualified healthcare professionals.

The Healthcare Assistant will:

- ensure relevant current healthcare information is accessible to first aiders where required;
- support the operational implementation of Individual Healthcare Plans and Emergency Healthcare Plans;
- coordinate access to emergency medication and associated healthcare documentation;
- support communication following first aid incidents involving pupils with existing medical needs;
- identify and escalate concerns or changes in a pupil's presentation to the Nursing Team or other appropriate healthcare professional;
- liaise with parents and carers regarding operational healthcare matters where appropriate;
- work collaboratively with the Health and Safety Lead and safeguarding team;
- contribute to monitoring, audit and learning from first aid incidents.

The Safeguarding Team provides strategic oversight where first aid incidents raise safeguarding concerns. They work collaboratively with the Healthcare Assistant and Health and Safety Lead to ensure that injuries, repeated attendance at first aid, unexplained marks or patterns of presentation are considered within the wider safeguarding context.

The DSL and DDSLs will:

- oversee safeguarding aspects of first aid practice;
- review incidents where injuries or presentations raise safeguarding concerns;
- ensure appropriate referrals are made where required;
- support multi-agency working where healthcare and safeguarding overlap;
- promote effective information sharing in accordance with safeguarding procedures.

Qualified first aiders provide immediate assessment and first aid within the limits of their training and competence. They are responsible for responding promptly, maintaining accurate records and escalating concerns where further medical treatment or safeguarding intervention is required.

Qualified first aiders will:

- respond promptly to illness, injury and medical emergencies;
- provide first aid appropriate to their level of training;
- summon emergency services where required;
- maintain accurate first aid records;
- report incidents to the Healthcare Assistant, Health and Safety Lead or DSL where appropriate;
- contribute to learning following significant incidents.

Every member of staff has a responsibility to promote the health, safety and wellbeing of pupils. Staff should recognise the limits of their competence, summon assistance promptly and respond appropriately to illness, injury and medical emergencies.

All staff will:

- follow this policy;
- seek assistance from a qualified first aider whenever required;
- respond appropriately during emergencies;
- report hazards, accidents and concerns promptly;
- support pupils calmly and safely until assistance arrives;
- immediately report any deficiencies in first aid equipment, facilities or emergency arrangements;
- participate in mandatory first aid training appropriate to their role.

The school recognises that **parents and carers** play an important role in ensuring that first aid and healthcare arrangements remain safe, accurate and responsive to their child's needs. Effective partnership working supports continuity of care and enables the school to respond appropriately in the event of illness or injury.

Parents and carers are responsible for:

- providing accurate emergency contact information;
- informing the school of relevant medical conditions;
- updating the school regarding changes in medical needs;
- supporting the review of healthcare arrangements where appropriate;
- collecting pupils promptly, where requested following illness or injury.

Riverside Bridge School encourages **pupils** to participate, wherever possible, in understanding and communicating their health needs. The level of participation will always reflect each pupil's age, communication profile, understanding and individual needs. Staff will support pupils to develop increasing independence while recognising that many pupils require significant adult support to recognise, communicate or respond to illness or injury.

Where appropriate, pupils will be encouraged to:

- communicate pain, discomfort or illness using their preferred communication method;
- seek assistance from trusted adults when feeling unwell;
- participate in discussions about their health needs;
- develop age-appropriate understanding of personal safety and wellbeing.

Section 06

FIRST AID PROVISION

Ensuring availability. Matching provision to need. Maintaining readiness.

Riverside Bridge School is committed to ensuring that effective first aid provision is available throughout the school day, during educational visits, community-based learning, transport and all activities undertaken under the school's supervision. First aid arrangements are designed to reflect the size of the school, the complexity of pupils' needs and the range of environments in which learning takes place.

As a specialist school, first aid provision extends beyond the treatment of minor injuries. Many pupils have complex medical conditions, physical disabilities, sensory differences or communication needs that require a coordinated response involving first aiders, the Healthcare Assistant, healthcare professionals and the safeguarding team. First aid therefore forms part of the school's wider approach to safeguarding, health and safety, healthcare and risk management.

The school will ensure that first aid provision remains proportionate, accessible and responsive through regular review of staffing, training, equipment and operational procedures.

Firs aid arrangements

Appropriate first aid provision will be available throughout the school day and during all school activities. This includes:

- sufficient numbers of appropriately trained first aiders;
- readily accessible first aid equipment;
- suitable first aid and medical facilities;
- clear arrangements for summoning assistance;
- effective communication systems during emergencies;
- first aid provision during educational visits, community-based learning, enrichment activities and home-to-school transport where appropriate.

First aid needs assessment

The school will undertake and regularly review a comprehensive First Aid Needs Assessment to determine the level of first aid provision required across the school.

Unlike individual risk assessments, which identify hazards associated with particular activities or pupils, the First Aid Needs Assessment considers the overall first aid requirements of the organisation and ensures that appropriate personnel, equipment, facilities and procedures are in place.

The assessment will take account of:

- the size, layout and accessibility of the school site;

- the number, age and complex needs of pupils;
- pupils' Individual Healthcare Plans (IHPs) and Emergency Healthcare Plans (EHPs);
- higher-risk curriculum areas, including Design Technology, Physical Education, hydrotherapy and food technology;
- educational visits, residential visits and community-based learning;
- transport arrangements;
- previous accident and incident data;
- staffing levels and deployment;
- lone working arrangements where applicable;
- emergency response times.

The findings of the First Aid Needs Assessment will be used to determine the number, location and level of first aid provision required across the school and for educational visits and whenever significant changes occur to the school, staffing, pupil cohort or operational arrangements.

First aid cover

The school will ensure that appropriate first aid cover is maintained throughout the school day and during all school activities.

When determining first aid cover, consideration will be given to:

- staff absences;
- educational visits;
- off-site learning;
- extracurricular activities;
- school events;
- swimming and hydrotherapy sessions;
- higher-risk curriculum activities;
- pupils requiring enhanced medical support.

Where necessary, additional trained staff will be deployed to ensure safe levels of first aid provision are maintained.

Equality of access

First aid provision will be accessible to all pupils, staff, visitors and contractors while on the school site or participating in school activities.

Reasonable adjustments will be made to ensure that first aid remains appropriate for individuals with disabilities, communication differences, sensory needs, mobility difficulties or complex medical conditions.

Where pupils require specialist medical procedures beyond the scope of first aid, these will be managed in accordance with the Medical Needs, Medication and Allergy Safety Policy and the pupil's Individual Healthcare Plan.

Section 07

FIRST AID FACILITIES, EQUIPMENT AND RESOURCES

Maintaining readiness. Ensuring access. Supporting safe response.

Riverside Bridge School will ensure that appropriate first aid facilities, equipment and emergency resources are available throughout the school site and during all activities undertaken under the school's supervision. The provision, location and maintenance of first aid resources will reflect the complexity of pupils' medical needs, the size of the site, curriculum activities and identified risks.

First aid equipment will be readily accessible, appropriately maintained and suitable for the environments in which it is used. The school recognises that effective first aid provision depends not only upon the availability of equipment but also upon staff knowing where equipment is located and how it should be used.

First aid rooms

The school will maintain suitable first aid facilities to enable the assessment and treatment of illness and injury. First aid rooms will:

- provide a clean, private and safe environment for assessment and treatment;
- contain appropriate first aid equipment and supplies;
- include handwashing facilities and appropriate infection control measures;
- provide suitable seating or treatment couches where required;
- allow pupils' dignity and privacy to be maintained wherever practicable;
- be readily accessible during the school day.

Where pupils require ongoing medical assessment or treatment beyond routine first aid, care will be provided in accordance with the Medical Needs, Medication and Allergy Safety Policy and Individual Healthcare Plans (IHPs).

First aid equipment

The school will maintain appropriately stocked first aid kits throughout the school site. First aid equipment will be available within:

- first aid rooms;
- classrooms and curriculum areas where appropriate;
- hydrotherapy and swimming facilities;
- food technology areas;
- outdoor learning areas;

- minibuses and other school vehicles;
- educational visits and residential visits;
- emergency evacuation grab bags where appropriate.

Equipment will reflect the specific risks associated with a specialist SEND environment and will be replenished promptly following use.

Automated external defibrillators (AEDs)

The school will maintain Automated external defibrillators (AEDs) at clearly identified locations across the site. The school will ensure that:

- AED locations are clearly signposted;
- staff are informed of AED locations during induction;
- AED locations will also be clearly identified within emergency evacuation information, site induction materials and educational visit planning where relevant;
- routine checks are undertaken to ensure devices remain operational;
- pads and batteries are replaced before expiry;
- AEDs remain readily accessible whenever the school is occupied.

Use of an AED should never be delayed whilst waiting for a specifically trained member of staff. Modern AEDs provide clear voice instructions and are designed to support rescuers during cardiac emergencies.

Personal protective equipment (PPE) and infection control resources

Appropriate personal protective equipment (PPE) will be available wherever first aid may be required. This includes, where appropriate:

- disposable gloves;
- disposable aprons;
- resuscitation face shields;
- eye protection where indicated;
- clinical waste bags;
- spill kits for bodily fluids.

Staff will use PPE appropriate to the circumstances of the incident and follow the school's Infection Prevention and Control procedures.

Inspection, maintenance and replenishment

First aid facilities, equipment and emergency resources will be subject to routine inspection and monitoring. The Health and Safety Lead, working in partnership with the Healthcare Assistant, will ensure that:

- first aid kits remain fully stocked;
- sterile items remain within expiry dates;
- emergency equipment is maintained in accordance with manufacturer guidance;
- defective or missing equipment is replaced promptly;

- inspection records are maintained;
- deficiencies are addressed without unnecessary delay.

Specialist medical equipment

Some pupils require specialist medical equipment in addition to standard first aid resources.

- Where applicable, the school will maintain appropriate arrangements for equipment such as:
- suction equipment;
- oxygen (where prescribed);
- specialist feeding equipment;
- moving and handling equipment;
- emergency medication;
- communication aids used during medical emergencies.

Routine checks will be undertaken to ensure that specialist equipment remains available, clean, safe for use and ready for immediate deployment in accordance with the pupil's Individual Healthcare Plan (IHP) or Emergency Healthcare Plan (EHP).

Emergency communication

Rapid communication is essential during medical emergencies.

The school will ensure that staff have appropriate means of summoning assistance promptly, including:

- internal communication systems;
- radios or other communication devices where used;
- access to telephones for contacting emergency services;
- clear procedures for directing emergency services to the correct location.

Staff should never leave a casualty unattended in order to seek assistance unless this is necessary to preserve life or obtain emergency help.

Section 08

RESPONDING TO ILLNESS, INJURY AND MEDICAL EMERGENCIES

Assessing promptly. Escalating appropriately. Providing safe care.

Riverside Bridge School will ensure that all illnesses, injuries and medical emergencies are managed promptly, calmly and appropriately. The school's response will always prioritise the immediate safety and wellbeing of the individual while ensuring that appropriate first aid, medical treatment, safeguarding and communication procedures are followed. All staff should respond within the limits of their training and competence and seek additional assistance whenever required.

Where a pupil has an Individual Healthcare Plan (IHP) or Emergency Healthcare Plan (EHP), staff must follow the specific guidance contained within those plans in conjunction with this policy.

Initial response

When an illness, injury or medical emergency occurs, staff will:

- remain calm and assess the immediate situation;
- ensure that the area is safe for themselves, the casualty and others;
- summon a qualified first aider immediately where required;
- provide reassurance appropriate to the individual's age, communication needs and level of understanding;
- administer first aid only within the limits of their training and competence;
- request additional support from the Healthcare Assistant or Senior Leadership Team where appropriate.

The casualty should not be moved unless they are in immediate danger or it is necessary to preserve life.

Assessing the severity of the incident

The responding first aider will assess:

- the nature of the illness or injury;
- the level of consciousness and responsiveness;
- airway, breathing and circulation where appropriate;
- any immediate risks to life;
- whether emergency medication is required in accordance with an Individual Healthcare Plan;
- whether emergency medical assistance is required;
- whether safeguarding concerns are present.

Where there is any doubt regarding the severity of an individual's condition, staff should seek urgent medical advice or emergency assistance.

Providing first aid

First aid will be provided promptly, safely and within the limits of the responder's training and competence. Throughout the incident, staff will provide reassurance appropriate to the individual's communication needs, maintain dignity and privacy wherever practicable, monitor the individual's condition and seek additional assistance if their condition changes or deteriorates. Following significant injury, unnecessary movement should be avoided unless it is necessary to preserve life or remove the individual from immediate danger. First aid should support the individual until recovery or until responsibility is transferred to emergency services, parents or another healthcare professional.

Escalating medical emergencies

Where an individual's condition requires urgent medical intervention, staff must prioritise the immediate medical response and must not delay emergency treatment while seeking internal assistance.

Staff will:

- follow the individual's Individual Healthcare Plan or Emergency Healthcare Plan where applicable;
- administer emergency medication where indicated and where trained and authorised to do so;
- call 999 immediately where this is indicated within the healthcare plan, where the condition is life-threatening or rapidly deteriorating, or where there is doubt regarding the severity of the situation;
- summon additional assistance from the Healthcare Assistant or Senior Leadership Team where appropriate;
- continue to monitor and support the individual until responsibility is transferred to attending clinicians.

Where emergency services are called, relevant healthcare documentation and emergency medication will be made available to attending clinicians where appropriate.

Contacting parents and carers

Parents and carers will be informed as soon as reasonably practicable following any significant illness, injury or medical emergency involving their child. This includes circumstances where emergency medical treatment has been required, emergency medication has been administered, a pupil has sustained a significant injury, further medical assessment is recommended, or where the pupil has been taken to hospital or sent home due to illness or injury.

Communication with parents and carers will be timely, accurate and proportionate to the nature of the incident. Details of the information shared, together with any advice provided or actions agreed, will be recorded as part of the school's first aid or medical records.

Medical emergencies and individual Healthcare Plans

Many pupils attending Riverside Bridge School have Individual Healthcare Plans (IHPs) or Emergency Healthcare Plans (EHPs) that provide specific guidance regarding emergency treatment.

Where an IHP or EHP is in place:

- it must be followed at all times;
- emergency medication should be administered where indicated and staff are trained and authorised to do so;
- emergency medication should accompany the pupil whenever transfer to hospital is required;
- healthcare documentation should be made available to attending clinicians where appropriate.

Detailed arrangements relating to emergency medication, Individual Healthcare Plans, Emergency Healthcare Plans and specific medical conditions are contained within the Medical Needs, Medication and Allergy Safety Policy, which should be read alongside this policy.

Following an incident

Following any significant illness, injury or medical emergency, the school will:

- ensure appropriate records are completed;
- inform relevant members of staff;
- review whether safeguarding procedures are required;
- refer the Individual Healthcare Plan or Emergency Healthcare Plan to the Nursing Team for clinical review where the incident indicates that this may be required;
- identify any lessons learned;
- implement changes to practice, training or risk assessments where necessary.

Where appropriate, incidents may also inform review of positive support arrangements, Individual Regulation Plans and Individual Risk Assessments.

Where appropriate, incidents will also be reviewed alongside accident data, attendance information, healthcare records and safeguarding information to identify patterns, emerging risks or opportunities to improve practice.

Section 09

SPECIFIC MEDICAL EMERGENCIES

Following individual plans. Acting without delay. Escalating safely.

Riverside Bridge School supports a significant number of pupils with complex medical conditions that may require emergency intervention. Many pupils have Individual Healthcare Plans (IHPs) and Emergency Healthcare Plans (EHPs) which set out the specific actions required in the event of a medical emergency. Staff must always follow the pupil's Individual Healthcare Plan (IHP), Emergency Healthcare Plan (EHP) and the Medical Needs, Medication and Allergy Safety Policy when responding to a medical emergency. These documents provide personalised clinical guidance and should always take precedence over general information contained within this policy.

This section establishes general emergency-response expectations only. It does not provide condition-specific clinical instructions. Where a pupil has an Individual Healthcare Plan, Emergency Healthcare Plan, Allergy Action Plan or other clinical plan, that documentation and the Medical Needs, Medication and Allergy Safety Policy take precedence.

Where staff are required to administer emergency medication or undertake specific healthcare procedures, they must only do so if they have received appropriate training, demonstrated competence and have been authorised by the school.

Common medical emergencies

Medical emergencies encountered within Riverside Bridge School may include, but are not limited to:

- seizures and epilepsy;
- anaphylaxis and severe allergic reactions;
- asthma and respiratory emergencies;
- diabetic emergencies;
- choking;
- serious injury or significant bleeding;
- head injuries;
- cardiac emergencies;
- medical emergencies associated with gastrostomy feeding, tracheostomy care or other specialist medical equipment.

Every emergency should be assessed individually and managed in accordance with the pupil's healthcare documentation and the circumstances presented.

Emergency medication

Some pupils require emergency medication as part of their ongoing healthcare arrangements. Emergency medication will be administered in accordance with the pupil's Individual Healthcare Plan (IHP), Emergency Healthcare Plan (EHP), Allergy Action Plan or other relevant healthcare documentation.

This may include the use of school-held emergency medication, including spare adrenaline auto-injectors, where its use is permitted in accordance with current legislation and the arrangements established within the Medical Needs, Medication and Allergy Safety Policy. Staff administering emergency medication must be appropriately trained and authorised to do so. Detailed arrangements relating to emergency medication, including storage, accessibility, school-held emergency medication, staff training and recording, are set out within the Medical Needs, Medication and Allergy Safety Policy.

Emergency medical assistance

Where a pupil's condition is life-threatening, rapidly deteriorating or where emergency medical intervention is indicated within their healthcare plan, emergency services will be contacted without delay. Until responsibility is transferred to emergency clinicians, staff will continue to:

- monitor the pupil's condition;
- provide reassurance appropriate to the pupil's communication needs;
- follow the pupil's healthcare plan;
- administer further treatment only where authorised and clinically indicated;
- ensure that emergency medication and relevant healthcare documentation accompany the pupil where appropriate.

Parents and carers will be informed as soon as reasonably practicable once the pupil's immediate safety has been secured.

Learning from medical emergencies

Medical emergencies will be reviewed following the incident to ensure that appropriate learning is identified and incorporated into future practice.

Reviews may include consideration of:

- the effectiveness of the emergency response;
- communication between staff and external agencies;
- whether the incident indicates that the Individual Healthcare Plan or Emergency Healthcare Plan should be referred to the Nursing Team for clinical review;
- additional training requirements;
- amendments to risk assessments or operational procedures.

Where appropriate, outcomes will also be considered alongside safeguarding information, attendance records and healthcare documentation to ensure that wider patterns or emerging concerns are identified.

Section 10

RESPONDING TO ACUTE EMOTIONAL DISTRESS AND MENTAL HEALTH CONCERNS

Recognising distress. Maintaining safety. Seeking appropriate support.

Riverside Bridge School recognises that emotional wellbeing is an essential component of pupils' overall health and that emotional distress may sometimes present as a first aid concern. Staff may be required to respond to pupils, staff or visitors experiencing acute emotional distress, panic, anxiety or other situations requiring immediate support.

Mental Health First Aid does not replace professional mental health assessment or clinical intervention. Its purpose is to provide immediate support, reduce risk, offer reassurance and ensure that appropriate help is accessed promptly. It also does not replace the school's safeguarding procedures, positive support and regulation arrangements. Where a pupil presents with emotional distress or dysregulation that indicate they may be at risk of harm to themselves or others, staff will respond calmly, maintain the safety of everyone involved and follow the school's safeguarding procedures where appropriate.

Immediate response

Where an individual is experiencing an emotional or mental health crisis, staff will:

- remain calm and provide reassurance;
- move the individual to a safe and appropriate environment where possible;
- ensure they are not left alone if there is an immediate risk of harm;
- seek assistance from an appropriately trained member of staff;
- contact emergency services immediately where there is an imminent risk to life.

The school's response will always prioritise safety, dignity and appropriate support.

Safeguarding and partnership working

Emotional distress should never be considered in isolation. Staff should exercise professional curiosity where changes in communication, regulation, emotional presentation or wellbeing are unexpected, persistent or inconsistent with the information available. Where concerns indicate that a pupil may be at risk of harm or require additional support, the matter will be referred immediately to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) in accordance with the Safeguarding and Child Protection Policy.

The school will work collaboratively with parents and carers, health professionals, CAMHS and other appropriate agencies to ensure that pupils receive coordinated support where mental health needs have been identified.

Staff training

The school will ensure that staff receive appropriate training to enable them to recognise signs of emotional distress, respond appropriately within the limits of their role and seek additional support where required. Training may include:

- recognising emotional distress and mental health concerns;
- responding to pupils in crisis;
- suicide awareness where appropriate;
- trauma-informed practice;
- autism-informed approaches to emotional regulation;
- safeguarding responsibilities and referral procedures.

Mental Health First Aid forms part of the school's wider commitment to safeguarding, wellbeing and inclusion and should always be considered alongside the Safeguarding and Child Protection Policy, Positive Support Policy and Medical Needs, Medication and Allergy Safety Policy.

Section 11

RECORDING, REPORTING AND RIDDOR

Recording accurately. Identifying patterns. Meeting reporting duties.

Accurate and timely recording of first aid incidents is essential to ensuring continuity of care, safeguarding pupils, monitoring trends and meeting statutory health and safety responsibilities. Riverside Bridge School is committed to maintaining clear, factual and confidential records of all first aid treatment, accidents, injuries and medical incidents.

First aid records provide an important source of information that supports healthcare planning, safeguarding, risk assessment and continuous improvement. They also enable the school to identify recurring patterns, monitor the effectiveness of control measures and fulfil its legal reporting obligations.

All records will be completed as soon as reasonably practicable following the incident and in accordance with the school's Data Protection Policy, UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

Recording first aid incidents

All first aid provided to pupils, staff, visitors or contractors will be recorded using the school's approved recording system.

Records will normally include:

- the name of the individual;
- the date, time and location of the incident;
- a factual description of the illness, injury or incident;
- the first aid or treatment provided;
- the name of the member of staff providing first aid;
- any onward action taken, including return to class, collection by parents or carers, referral to hospital or emergency services;
- confirmation of parental notification where applicable.

Records should remain factual, objective and free from personal opinion.

Reporting to parents and carers

Parents and carers will be informed as soon as reasonably practicable where:

- a pupil sustains a significant injury;
- emergency medical treatment has been required;
- emergency medication has been administered;
- further medical assessment is recommended;

- the pupil is sent home or transferred to hospital;
- the school considers that parental awareness is necessary to support the pupil's ongoing care.

Communication with parents and carers will be recorded as part of the incident record.

Safeguarding concerns

First aid incidents should never be considered in isolation. Where injuries, repeated attendance at first aid, patterns of presentation or explanations given raise concerns regarding a pupil's welfare or safety, staff must share this information promptly with the Healthcare Assistant and the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).

Information will be considered alongside safeguarding records, attendance information, Individual Healthcare Plans (IHPs) and other relevant information to ensure that emerging concerns are identified and responded to appropriately.

Where appropriate, first aid records may contribute to investigations undertaken under the Safeguarding and Child Protection Policy, Health and Safety Policy or Medical Needs, Medication and Allergy Safety Policy.

Reporting under RIDDOR

The school will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Where an incident meets the reporting criteria, the Health and Safety Lead will notify the School Business Leader, who has overall responsibility for Health and Safety, to ensure that the appropriate report is submitted to the Health and Safety Executive (HSE) within the required statutory timescales.

This includes, where applicable:

- specified injuries;
- dangerous occurrences;
- occupational diseases;
- work-related fatalities;
- work-related injuries resulting in an employee being unable to undertake their normal duties for more than seven consecutive days.

The responsibility to identify potentially reportable incidents rests with all staff. Any member of staff who becomes aware of an incident that may meet the reporting threshold must ensure that it is brought promptly to the attention of the Health and Safety Lead, even where first aid was not required at the time of the incident.

Injuries to pupils, visitors or other people who are not at work may also be reportable where the injury arose out of or in connection with a work activity and resulted in the individual being taken directly from the scene of the accident to hospital for treatment. The Health and Safety Lead will determine whether the statutory reporting criteria are met.

Record retention

First aid records will be retained securely in accordance with statutory requirements and the school's Record Retention Policy.

Access to records will be restricted to those professionals who have a legitimate safeguarding, healthcare or operational need to know.

Learning from incidents

Recording incidents is not solely a statutory requirement but also forms an important part of the school's quality assurance arrangements.

First aid records will be reviewed periodically to:

- identify recurring patterns or trends;
- evaluate the effectiveness of existing control measures;
- identify safeguarding concerns where appropriate;
- inform staff training;
- identify where Individual Healthcare Plans should be referred to the Nursing Team for clinical review and where school risk assessments require review;
- improve the quality and safety of first aid provision across the school.

Learning identified through incident reviews will be shared appropriately with relevant staff and incorporated into future practice, training and policy development. Where appropriate, learning will also inform reviews of the First Aid Needs Assessment, emergency procedures, staff deployment and risk assessments.

Section 12

MONITORING, AUDIT AND GOVERNANCE

Reviewing provision. Learning from incidents. Strengthening practice.

Riverside Bridge School is committed to maintaining high standards of first aid provision through effective leadership, quality assurance and continuous improvement. Monitoring and audit arrangements enable the school to evaluate the effectiveness of first aid provision, identify emerging risks, ensure compliance with statutory requirements and implement improvements where necessary.

Monitoring activities are intended not only to demonstrate compliance but also to promote a culture of learning, accountability and continual development across the school.

Operational monitoring

Day-to-day monitoring of first aid provision will be undertaken by the Health and Safety Lead in partnership with the Healthcare Assistant.

Operational monitoring will include:

- first aid equipment and facilities;
- availability of trained first aiders;
- first aid room standards;
- emergency equipment checks;
- accident and first aid records;
- replenishment of first aid supplies;
- compliance with inspection schedules.

Where deficiencies are identified, appropriate corrective action will be taken promptly.

Leadership oversight

The Senior Leadership Team will maintain strategic oversight of first aid provision to ensure that appropriate staffing, training, facilities and operational procedures remain in place.

Leadership oversight will include consideration of:

- significant first aid incidents;
- emergency responses;
- staffing capacity;
- training compliance;
- health and safety matters;
- safeguarding implications where appropriate.

Where necessary, actions will be implemented to strengthen first aid provision and reduce future risk.

Audit and quality assurance

Regular audit forms an important part of the school's quality assurance arrangements.

The school will periodically review its first aid preparedness to ensure that staff remain familiar with emergency response procedures, communication arrangements, emergency equipment, first aid resources and escalation processes. Reviews may include emergency equipment inspections, scenario-based discussions, simulated emergency responses or other quality assurance activities appropriate to the needs of the school. Any learning identified will be incorporated into staff training, operational procedures and future policy review where appropriate.

Audit activity may include review of:

- first aid records and accident reports;
- first aid equipment and facilities;
- first aid kit inspections;
- training records and competency;
- emergency procedures;
- educational visits;
- safeguarding referrals arising from first aid incidents;
- compliance with this policy.

Reviews may also include emergency communication exercises, AED readiness checks and evaluation of staff confidence in responding to medical emergencies.

Learning from incidents

The school recognises that every incident provides an opportunity to improve practice.

Significant incidents, near misses, trends and recurring issues will be reviewed to identify changes to first aid provision where necessary.

Where appropriate, findings will also inform wider health and safety, safeguarding and healthcare arrangements.

Governor and Partnership Learning oversight

The Governing Board, supported by Partnership Learning, will receive appropriate assurance regarding the effectiveness of first aid provision through regular reports and policy review.

This may include information relating to:

- significant first aid incidents;
- accident trends;
- RIDDOR reports;
- first aid training compliance;
- First Aid Needs Assessment review;

- first aid equipment and AED audit findings;
- emergency preparedness;
- safeguarding themes arising from first aid incidents;
- policy compliance;
- statutory compliance;
- implementation of recommendations arising from incidents, audits and reviews.

Governors will provide appropriate challenge and support to ensure that statutory duties continue to be met and that first aid provision remains effective, proportionate and responsive to the needs of the school community.

Policy review

This policy will be reviewed annually or sooner where required by:

- changes to legislation or statutory guidance;
- significant incidents;
- recommendations arising from audit or inspection;
- changes to the school's organisation or pupil cohort;
- developments in recognised best practice.

Reviews will take account of:

- incident investigations;
- audit findings;
- feedback from staff;
- parents and carers;
- governors;
- healthcare professionals;
- health and safety professionals;
- changes to legislation, statutory guidance and recognised first aid practice.

Any amendments arising from policy review will be approved through the school's governance arrangements before implementation.

Section 13

COMMITMENT TO SAFE AND EFFETIVE FIRST AID

Connecting practice. Strengthening consistency.

Riverside Bridge School is committed to providing a safe, responsive and inclusive first aid service that reflects the needs of its pupils, staff and wider school community. The school recognises that effective first aid is an essential component of safeguarding, healthcare, health and safety and educational access, particularly within a specialist setting supporting pupils with complex special educational needs and disabilities.

Through strong leadership, appropriately trained staff, effective partnership working and a culture of continuous improvement, the school aims to ensure that every individual receives prompt, appropriate and compassionate first aid whenever it is required.

The school will continue to review its first aid arrangements regularly to ensure they remain effective, proportionate and aligned with current legislation, statutory guidance and recognised best practice.

Learning arising from incidents, audits, staff feedback and developments in healthcare and education will be used to strengthen first aid provision and promote the highest standards of care across the school.

Everyone working at Riverside Bridge School shares a collective responsibility for promoting health, safety and wellbeing. By working together, the school will continue to provide a safe environment in which pupils can learn, develop and thrive in an environment where their health, safety and wellbeing are consistently protected and promoted.

Section 14

RELATED POLICIES & FRAMEWORKS

Connecting practice. Strengthening consistency.

First aid forms an integral part of Riverside Bridge School's wider safeguarding, health, safety and healthcare framework. This policy should therefore be read alongside the school's other policies and procedures to ensure a coordinated and consistent approach to supporting the health, safety and wellbeing of pupils, staff and visitors.

This policy should be read in conjunction with, but is not limited to, the following documents:

- Safeguarding and Child Protection Policy
- Medical Needs, Medication and Allergy Safety Policy
- Health and Safety Policy
- Risk Management and Risk Assessment PolicyAttendance Policy
- Infection Prevention and Control Policy
- Intimate Care Policy
- Restrictive Physical Intervention Policy
- Positive Support Policy
- Pupil Wellbeing and Mental Health Policy
- Educational Visits Policy
- Emergency Management and Business Continuity Policy
- Equality, Diversity, Equity and Inclusion Policy
- SEND Policy
- Data Protection Policy

The operational records and documentation referenced throughout this policy, including first aid treatment records, accident records, first aid equipment checklists, first aid needs assessments, training records and audit documentation, are maintained separately by the Health and Safety Lead in partnership with the Healthcare Assistant to ensure that the most up-to-date versions are always in use.

Operational documentation may therefore be amended in response to changes in legislation, statutory guidance, recognised best practice or local operational requirements without requiring amendment to this overarching policy, provided such changes remain consistent with the principles and statutory requirements set out within this policy.