

Journey Independent School First Aid Policy

September 2025



First Aid Policy

Aim:

The health and safety of all Journey Independent School stakeholders (students, parents/carers, staff, governors and visitors) is of the upmost importance. This policy is created with the aim of ensuring everyone is aware of the standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how it can assist in effective resolution of such incidents.

Legislation and guidance:

This policy has been created in line with the following guidance and legislations guided by the DFE:

- [Health and Safety \(First Aid\) Regulations 1981](#)
- [Health and Safety at Work etc. Act 1974 and associated regulations](#)
- [School Premises \(England\) Regulations 2012](#)
- [Education \(Independent School Standards\) Regulations 2014](#)

First Aid Definition:

First aid is the immediate assistance or treatment given to a person who is injured or becomes suddenly ill, before professional medical help arrives. Its primary aims are to preserve life, prevent the condition from worsening, and promote recovery.

Role and Responsibilities:

First aider:

The duties of a first aider include assessing the situation, protecting themselves and others from harm, providing appropriate treatment within their skillset, and arranging for further medical help if needed.

In the event of an accident or injury Journey Independent School has several First Aid trained members of staff, the information of first aiders is provided to any new staff on induction and is clearly sign posted for pupils on the student board.

A register of trained first aiders and their certificate expiry date is maintained.

Internal staff:

- Staff are responsible for following the first aid procedures
- Ensuring they are familiar with the first aiders
- Following the record keeping procedure

Visitors:

Visitors to Journey Independent School are expected to take care around the provision and have reasonable responsibility for the safety of themselves and other members of the community. All visitors can request a copy of the First Aid Policy.

First aid equipment:

We have several First aid kits which are easily accessible and clearly labeled, information on location is shared with new staff on induction and updates provided in team meetings should it be required.

It is the responsibility of the fully trained First Aiders to check the contents and report any items that need replenishing to the Business Manager.

Procedure:

Specific staff are trained in Emergency First Aid, and should administer first aid where appropriate at the scene.

If a First Aider is required; staff should contact the office.

The following information should clearly be communicated:

- Where the casualty is
- Who they are
- What has happened?
- The time since the injury took place

If an ambulance is required, the fully trained first aider or a member of SLT will either make the call, or ensure the call is made immediately.

If in any doubt regarding the child's condition or injuries, the ambulance must always be called as a precaution.

First aiders should keep SLT informed of any developments or changes that may impact on the provision's first aid provision, including any incidents that have already occurred.

Record keeping:

If any first aid treatment has had to be provided, an incident should be added to CPOMS and an accident log book completed.

Please refer to the accident reporting procedure for further information

For information on medication reporting and record keeping please refer to the Medical Needs and Medicines policy.