

CASTLE SCHOOL OF ENGLISH

First Aid Policy

Policy owner: School Management

Applies to: All students, staff, teachers, visitors, contractors, group leaders, homestay representatives and other persons on Castle School of English premises

1. Policy Statement

Castle School of English is committed to providing a safe environment for everyone who studies, works or visits the school.

The school maintains appropriate first-aid arrangements to ensure that immediate assistance is available to anyone who becomes ill or is injured while on school premises.

Castle School of English has trained first-aiders on site and maintains suitable first-aid equipment and procedures.

This policy is designed to ensure that:

- appropriate first-aid provision is available;
- staff know how to access first-aid assistance;
- trained first-aiders understand their responsibilities;
- accidents and incidents are recorded appropriately;
- serious incidents are escalated promptly;
- students, including students under 18, receive appropriate care and support;
- first-aid arrangements are considered when organising activities and excursions; and
- first-aid provision is reviewed regularly.

The policy is based on the school's first-aid needs assessment and relevant UK health and safety requirements, including the Health and Safety (First-Aid) Regulations 1981 and current Health and Safety Executive (HSE) guidance. The HSE requires employers to provide adequate and appropriate first-aid equipment, facilities and personnel for employees and recommends that schools consider students and other non-employees as part of their first-aid needs assessment.

2. Scope

This policy applies to everyone on Castle School of English premises, including:

- students;
- teachers;
- administrative and management staff;
- temporary and freelance staff;
- students under 18;
- group leaders;
- parents and guardians;
- visitors;
- contractors;
- agents and representatives; and
- other persons attending or working at the school.

The policy also applies, where relevant, to school-organised activities and excursions away from the main school premises.

3. First Aid Provision

Castle School of English maintains a first-aid provision appropriate to the size, nature and activities of the school.

The school:

- has trained first-aiders available on site;
- maintains appropriately stocked first-aid kits;
- ensures first-aid equipment is accessible;
- displays information indicating how first-aid assistance can be obtained;
- maintains appropriate emergency contact procedures;
- ensures first-aid arrangements are considered when planning activities and excursions; and
- reviews its provision through a first-aid needs assessment.

The first-aid needs assessment will consider factors including:

- the number of staff and students;
- the age of students;
- the presence of students under 18;
- the nature of school activities;
- foreseeable risks and hazards;
- the school's premises and layout;
- the presence of visitors and members of the public;
- activities taking place away from the school;

- the availability of trained first-aiders;
 - absence or holiday arrangements for first-aiders; and
 - relevant medical conditions or allergies where these are known to the school.
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4. Trained First-Aiders

Castle School of English has trained first-aiders who are responsible for providing first aid within the limits of their training and competence.

First-aiders should:

- respond promptly to requests for assistance;
- assess the situation and casualty appropriately;
- provide first aid within the limits of their training;
- call emergency services where necessary;
- maintain appropriate infection-control measures;
- protect the dignity and privacy of the person receiving first aid;
- report the incident to the appropriate member of staff;
- ensure that the incident is recorded appropriately; and
- inform management where further action or follow-up is required.

First-aiders are not expected to diagnose medical conditions or provide treatment beyond the level of their training.

First-aiders should not put themselves or others at unnecessary risk when responding to an incident.

Training and certification of first-aiders will be monitored by School Management. Training will be provided through a competent training provider appropriate to the school's first-aid needs. HSE guidance recommends that where trained first-aiders are required, training should be appropriate to the circumstances and delivered by a competent provider.

5. First-Aid Equipment

First-aid equipment will be provided in locations that are readily accessible to staff and first-aiders.

First-aid kits will:

- be clearly identified;
- be accessible when required;

- contain equipment appropriate to the school's first-aid needs assessment;
- be checked regularly;
- be replenished after use; and
- have expired or damaged items removed and replaced.

The school will ensure that first-aid equipment remains suitable for the activities and risks identified through its first-aid needs assessment.

First-aid kits will not normally contain medication for general use. First-aiders will not administer medication as part of routine first aid unless this is specifically permitted by their training, the school's procedures and applicable requirements.

HSE guidance states that the contents of a first-aid kit should be determined by the employer's first-aid needs assessment rather than relying on a fixed list.

6. First-Aid Procedure

When an accident or illness occurs:

Step 1 – Assess the situation

The person discovering the incident should assess whether immediate danger remains and, where appropriate, ask a trained first-aider to attend.

Step 2 – Contact a first-aider

A trained first-aider should be contacted as soon as possible.

If the situation appears serious or life-threatening, emergency services should be contacted immediately rather than waiting for a first-aider to arrive.

Step 3 – Provide first aid

The first-aider will provide appropriate first aid within the limits of their training.

Step 4 – Contact emergency services where necessary

Emergency services should be contacted where the person's condition appears serious, life-threatening or beyond the level of first aid that can safely be provided.

The school's location and appropriate access information should be provided to emergency services.

Step 5 – Inform the appropriate person

A member of School Management or the appropriate responsible staff member should be informed of significant incidents.

Where the person receiving first aid is a student under 18, the school's safeguarding and welfare procedures should also be considered.

Step 6 – Record the incident

The incident should be recorded in the school's first-aid/accident records as soon as reasonably practicable.

7. Emergency Situations

In a serious or life-threatening emergency, the priority is to obtain professional medical assistance without delay.

Staff should:

1. call 999 where appropriate;
2. provide the school's exact location and access information;
3. request the appropriate emergency service;
4. contact a trained first-aider;
5. follow the instructions of the emergency services;
6. keep the area clear and provide access for emergency responders; and
7. inform School Management as soon as practicable.

Staff should not delay calling emergency services because they are waiting for a first-aider.

Emergency procedures should be reviewed periodically to ensure staff understand how to respond and how emergency services can access the premises.

8. Students Under 18

Where first aid is provided to a student under 18, staff should consider the student's age, welfare and safeguarding needs.

Where appropriate:

- the student's group leader, responsible adult or designated school staff member should be informed;
- parents or guardians should be contacted in accordance with the school's procedures;
- significant injuries or illnesses should be recorded;
- safeguarding concerns should be reported in accordance with the Safeguarding Policy; and
- appropriate follow-up should be arranged.

Where a student under 18 requires emergency medical treatment, emergency services will be contacted where necessary.

First aid should never be delayed while waiting for parental or guardian consent where there is an immediate medical emergency.

9. Medication

First aiders are not generally responsible for administering medication.

Students and staff who require regular or emergency medication should normally carry or have access to their own prescribed medication in accordance with their individual arrangements.

Where the school has been informed of a student's relevant medical condition, appropriate information may be shared with designated staff on a need-to-know basis so that the school can respond appropriately in an emergency.

Any administration of medication by school staff must follow the school's relevant medication procedures and the requirements of the individual's circumstances.

HSE guidance states that routine first aid does not generally include administering tablets or medicines, although there are specific exceptions and additional arrangements may apply in emergencies.

10. Allergies and Medical Conditions

Where the school has been informed of a relevant medical condition, allergy or other health need, appropriate information should be made available to staff who may need it to respond safely.

The school will seek to take reasonable steps to reduce foreseeable risks associated with known medical conditions or allergies.

Where an emergency occurs, staff should follow the individual's agreed emergency arrangements where these are known and should contact emergency services where required.

The school will respect the confidentiality of medical information and will only share information where there is a legitimate need to do so.

11. Accidents and Incident Reporting

All incidents requiring first-aid assistance should be recorded appropriately.

Records should normally include:

- date and time;
- location;
- name of the person involved;
- whether the person was a student, member of staff or visitor;
- description of the injury or illness;
- circumstances of the incident;
- first aid provided;
- name of the first-aider or person providing assistance;
- action taken following the incident; and
- whether further medical attention was required.

The school's office/administrative staff are responsible for maintaining first-aid and accident records.

Records must be stored securely and handled in accordance with the school's data protection requirements.

HSE recommends recording incidents attended by first-aiders because the information can help identify accident trends and inform future first-aid needs assessments.

12. RIDDOR

Castle School of English will comply with applicable requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Where an incident may be reportable, School Management will assess the circumstances and determine whether a report to the relevant authority is required.

Staff should report significant accidents, injuries and dangerous occurrences to School Management promptly so that appropriate action can be taken.

The school will maintain any records required by applicable legislation.

13. First Aid During Activities and Excursions

First-aid arrangements will be considered when planning school-organised activities, excursions and trips.

Depending on the nature and location of the activity, this may include:

- identifying the nearest medical facilities;
- ensuring appropriate first-aid equipment is available;
- ensuring responsible staff know the emergency procedure;
- identifying emergency contact arrangements;
- considering the needs of students under 18;
- considering known medical conditions or allergies; and
- ensuring appropriate staff or group leaders know how to summon emergency assistance.

Where an activity takes place away from the school, the level of first-aid provision will be appropriate to the activity, location, duration and identified risks.

14. Confidentiality and Data Protection

First-aid and accident records may contain personal or health information and must therefore be treated confidentially.

Records will be:

- stored securely;
- accessed only by authorised individuals;
- retained in accordance with the school's data protection and record-retention procedures; and
- shared only where there is a legitimate reason to do so.

Information relating to an individual's medical condition should not be discussed unnecessarily with other students, staff or third parties.

15. Responsibilities

School Management

School Management is responsible for:

- ensuring appropriate first-aid arrangements are in place;
- carrying out and reviewing the school's first-aid needs assessment;
- ensuring an appropriate number of trained first-aiders are available;
- ensuring first-aid equipment and facilities are maintained;
- ensuring staff are informed of first-aid arrangements;
- ensuring appropriate training is provided;
- monitoring accident and first-aid records;
- ensuring relevant incidents are investigated; and
- ensuring that reportable incidents are dealt with appropriately.

Trained First-Aiders

Trained first-aiders are responsible for:

- providing first aid within their level of competence;
- responding appropriately to incidents;
- contacting emergency services when required;
- maintaining appropriate records; and
- reporting significant incidents to School Management.

Office/Administrative Staff

Office/administrative staff are responsible for:

- maintaining first-aid and accident records;
- ensuring records are stored securely;
- monitoring supplies and notifying management when first-aid equipment needs replenishing;
- supporting communication with parents, guardians or emergency contacts where appropriate; and
- assisting with administrative follow-up following an incident.

All Staff

All staff are expected to:

- familiarise themselves with the school's first-aid arrangements;
- know how to contact a first-aider;

- report accidents and injuries promptly;
- summon emergency assistance where necessary; and
- cooperate with first-aid and emergency procedures.

Students and Visitors

Students and visitors should report accidents, injuries or illness to a member of staff as soon as possible.

They should follow reasonable instructions given by school staff during a first-aid or emergency situation.

16. First-Aid Information for Staff and Students

The school will ensure that information about first-aid arrangements is accessible to staff.

Information should include, where appropriate:

- the identity/location of trained first-aiders;
- the location of first-aid kits;
- how to request first aid;
- emergency procedures;
- the school's emergency contact arrangements; and
- procedures for reporting accidents.

Staff will be informed of first-aid arrangements as part of induction and when significant changes are made.

17. Monitoring and Review

Castle School of English will review its first-aid arrangements regularly to ensure they remain appropriate.

The school will consider:

- accident and first-aid records;
- changes in student numbers;
- changes in the age profile of students;
- changes to school premises;
- changes to school activities;

- staffing and first-aider availability;
- feedback from staff and students;
- changes in relevant legislation or guidance; and
- any significant incident that indicates that existing arrangements should be reviewed.

The first-aid needs assessment will be reviewed when circumstances change and as part of the school's health and safety review process.

The policy will be formally reviewed at least annually.

18. Related Policies and Procedures

This policy should be read alongside:

- Health and Safety Policy;
- Safeguarding Policy;
- Student Welfare Policy;
- Emergency Procedures;
- Risk Assessment procedures;
- Trips and Excursions procedures;
- Accident Reporting procedures;
- Medication procedures; and
- Data Protection and Privacy Policy.

Where an incident involves a student under 18 and raises a safeguarding concern, the school's Safeguarding Policy and procedures must also be followed.

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