

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 people on school premises

1. Policy Statement

Castle School of English is committed to providing a safe environment for everyone.

The school has trained first-aiders on site and suitable first-aid equipment. We aim to make sure that people who become ill or are injured receive appropriate help as quickly as possible.

This policy is based on the school's first-aid needs and relevant UK health and safety requirements.

2. First Aid Provision

The school:

- has trained first-aiders available on site;
- provides accessible and suitable first-aid kits;
- checks and replaces first-aid equipment regularly;
- provides information about how to contact a first-aider;
- has emergency procedures in place; and
- considers first-aid needs when planning activities and excursions.

The school regularly reviews its first-aid arrangements, including the number of students and staff, school activities, known risks and the availability of trained first-aiders.

3. Trained First-Aiders

Trained first-aiders provide first aid within the limits of their training.

They should:

- respond to requests for help as quickly as possible;
- provide appropriate first aid;
- call emergency services when necessary;
- protect the privacy and dignity of the person receiving first aid;

- report the incident to the appropriate staff member; and
- make sure the incident is recorded.

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

4. First Aid Procedure

When someone is ill or injured:

1. Check that the situation is safe.
2. Contact a trained first-aider.
3. The first-aider will provide appropriate help.
4. Call **999** immediately if the situation is serious or life-threatening.
5. Inform School Management or the appropriate staff member.
6. Record the incident as soon as reasonably possible.

Staff should not wait for a first-aider before calling 999 if there is a serious emergency.

5. Students Under 18

When first aid is given to a student under 18, the student's welfare and safeguarding needs must be considered.

Where appropriate:

- a responsible adult or relevant member of staff should be informed;
- parents or guardians should be contacted according to school procedures;
- significant injuries or illnesses should be recorded; and
- safeguarding concerns should be reported.

Emergency medical help must not be delayed while waiting for parental or guardian consent.

6. Medical Conditions, Allergies and Medication

Students and staff should tell the school about relevant medical conditions, allergies or support needs where appropriate.

The school will take reasonable steps to reduce known risks and will share medical information only with staff who need it to provide appropriate support.

First-aiders do not normally administer medication. Any medication given by school staff must follow the school's relevant procedures.

7. Accidents and Records

All incidents requiring first aid should be recorded appropriately.

Records may include:

- date and time;
- location;
- name of the person involved;
- description of the injury or illness;
- first aid provided;
- name of the first-aider; and
- any further action taken.

Office/administrative staff are responsible for maintaining first-aid and accident records.

Records will be stored securely and handled according to the school's data protection procedures.

Serious accidents will be reported to School Management and dealt with according to relevant UK requirements, including RIDDOR where applicable.

8. Activities and Excursions

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

Depending on the activity, this may include:

- taking suitable first-aid equipment;
- knowing where medical help is available;
- making sure responsible staff know the emergency procedure;
- considering students under 18; and
- considering known medical conditions or allergies.

9. Responsibilities

School Management is responsible for making sure appropriate first-aid arrangements, equipment and trained first-aiders are available and for reviewing the school's first-aid needs.

Trained First-Aiders are responsible for providing first aid within their training and reporting significant incidents.

Office/Administrative Staff are responsible for maintaining first-aid and accident records and monitoring first-aid supplies.

All Staff should know how to contact a first-aider, report accidents and call emergency services when necessary.

Students and Visitors should report accidents, injuries or illness to a member of staff as soon as possible and follow reasonable instructions during an emergency.

10. Review

Castle School of English will review its first-aid arrangements regularly.

This policy will be reviewed at least annually and whenever there is a significant change to the school's premises, activities, staffing, student numbers or relevant UK requirements.

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