

FIRST AID POLICY



Reviewed: April 2026
Due for review: April 2029



Policy Statement

Somersault School is committed to ensuring the health, safety, and welfare of all pupils, staff, and visitors. This First Aid Policy outlines the school's responsibilities and arrangements for providing effective first aid in accordance with:

- The Health and Safety (First-Aid) Regulations 1981
- Estyn inspection frameworks and guidance
- Social Services and Well-being (Wales) Act 2014
- Safeguarding guidance and use of CPOMS system

This policy applies to all staff, pupils, parents, volunteers, and visitors.

School Context

Somersault School is an independent specialist school registered in South Wales, supporting up to 10 pupils aged 8–18 with a range of needs. The school is operated by Pathways to the Future Limited and provides a nurturing, therapeutic, and educational environment.

We prioritise safety, emotional wellbeing, and holistic care, and operate in close alignment with Estyn's and the Welsh Government guidance.

Aims of This Policy

- To ensure that first aid provision is available at all times on school premises and during off-site activities.
- To ensure compliance with regulatory requirements including Estyn's expectations for pupil welfare and safety.
- To outline the responsibilities of staff, procedures for managing incidents, and reporting requirements.
- To integrate safeguarding considerations, including the logging of relevant incidents on CPOMS.

Responsibilities

The Proprietor (Pathways to the Future Limited)

- Ensure appropriate first aid arrangements are in place.
- Appoint a competent person to manage health and safety.
- Ensure the policy is reviewed annually.

Headteacher / Designated Safeguarding Person

- Oversee the implementation of the policy.
- Ensure staff are trained and qualified in first aid.
- Maintain up-to-date first aid records.
- Ensure safeguarding concerns are logged on CPOMS.

First Aiders

- Hold current qualifications (e.g., Emergency First Aid at Work or Paediatric First Aid).
- Administer first aid when necessary.
- Record all incidents accurately.
- Report safeguarding-related injuries or disclosures on CPOMS and to the DSP.

All Staff

- Be aware of first aid procedures.
- Respond appropriately to incidents and injuries.
- Know how to contact a first aider and locate first aid equipment.
- Log or report safeguarding concerns.



First Aid Provision

- At least one staff member is always on site when school is open and qualified in Emergency First Aid at Work or Paediatric First Aid.
- First aid kits are located in:
 - Kitchen
 - School vehicle
- First aid kits are checked monthly and restocked as needed.

Recording and Reporting

- All first aid treatment must be recorded in the First Aid Record Book.
- Significant incidents must be reported to the Headteacher and, where appropriate, to parents/carers.
- Accidents and injuries that may involve safeguarding concerns must be recorded on CPOMS and flagged for DSP follow-up.
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reports are completed if applicable.

Medical Needs and Medications

- A list of pupils with medical needs is kept securely and updated regularly.
- Staff administering medication receive relevant training.
- Medication is stored securely and administered in line with parental consent and medical guidance.

Off-site Activities and Trips

- A designated first aider accompanies all trips.
- A mobile first aid kit is taken.
- Risk assessments are completed, including first aid considerations.
- Emergency contacts and medical information are taken on all outings.

Infection Control and Hygiene

- All staff follow infection control procedures.
- Disposable gloves and aprons are used when dealing with bodily fluids.
- Hands must be washed before and after administering first aid.

Safeguarding and CPOMS

- Any injuries or disclosures during or after first aid must be considered from a safeguarding perspective.
- Staff must log:
 - Unusual patterns of injury
 - Injuries inconsistent with explanation
 - Any disclosures made by pupils during treatment
- These must be reported immediately to the Designated Safeguarding Person and logged on CPOMS.

Training

- First aiders hold current certificates and receive refresher training at least every 3 years.
- All staff receive basic awareness in first aid procedures during induction.
- DSP ensures staff are aware of how safeguarding links to first aid practices.



Monitoring and Review

- This policy is reviewed three yearly by the Headteacher and Proprietor.
- Incident logs and CPOMS entries are monitored for trends or concerns.

Emergency Procedures

In the event of a serious injury or medical emergency:

A serious injury is any injury or medical emergency that poses an immediate risk to a person's health or life and requires urgent assistance by calling 999. This includes unconsciousness, difficulty breathing, severe bleeding, suspected broken bones or head injuries, seizures, serious allergic reactions, burns, chest pain, or any injury where the person cannot safely be moved. In all cases, staff should remain with the injured person, provide appropriate first aid, and contact emergency services immediately.

1. Call 999 for an ambulance if required.
2. Contact the parent/carer immediately.
3. Record all actions taken.
4. Inform the DSP where safeguarding is a concern.
5. Log the incident on CPOMS if appropriate.