




First Aid & Medical Needs Policy

Policy number	9	Person responsible	DD
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Signed		Date	1/2/26

Aim

Our staff are trained to take action to apply first aid treatment in the event of an accident involving a child or adult. By having well-trained first aiders and clear procedures, the provision can provide immediate care in case of injury or illness, helping to reduce the severity of incidents and promoting a safe environment. We comply with Health and Safety (First Aid) Regulations 1981, 2013.

First aid will be administered with consent of a parent/carer.

The aims of this First Aid Policy are to:

- Provide effective first aid to students, staff, and visitors when needed.
- Ensure that there is sufficient first aid cover and resources throughout the provision.
- Promote awareness and training among staff to ensure a safe environment.
- Comply with relevant legislation regarding first aid.

Records and Reporting

All first aid incidents must be recorded in the provision's accident book. For serious injuries, including those requiring hospital treatment, the provision will follow the procedures for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Health and Safety Executive (HSE). Parents will be informed of any significant incidents, and for minor injuries such as cuts or bruises. For incidents involving head injuries, parents will always be notified, even if the injury appears minor, to ensure they are aware of potential symptoms.

Administering Medicines

See below for policy

Mental Health First Aiders

Oakwood Education recognises the importance of mental health first aid and will train designated staff as Mental Health First Aiders. Once trained, mental health first aiders will provide immediate support and intervention for students or staff experiencing mental health crises, such as anxiety or panic attacks, and will guide them to appropriate professional help when needed. Mental health awareness will be promoted across the provision to ensure early intervention and support for students.

First Aid Procedures

If a student, staff member, or visitor is injured or becomes unwell:

1. The nearest available first aider should be called.

2. First aid should be administered in accordance with the training provided, and the person should be made comfortable.
3. For serious injuries or if in doubt, an ambulance should be called immediately by dialling 999.
4. The injured individual should not be moved unnecessarily.
5. Parents or carers should be contacted as soon as possible for any significant injuries or if hospital treatment is required.
 - a. Transporting to hospital: If an ambulance is called, a member of staff will accompany the student to the hospital if a parent or carer is not available. Staff must stay with the student until a parent or responsible adult arrives.
6. Serious incidents/injuries will also be referred to the commissioning where appropriate.

First Aid Equipment

First aid kits will be available in key areas of the premises as identified in the reception area. Staff will also carry a basic first aid kit for off-site visits

Each kit will contain basic first aid supplies, including bandages, plasters, sterile wipes, gloves, and other necessary items. The contents will be regularly checked and restocked by the designated first aider.

Training

- First aiders will undergo training from a qualified provider and will be required to renew their qualification every three years.
- All staff will receive basic awareness training on first aid procedures, including how to deal with emergencies and when to seek assistance from a trained first aider.
- Designated staff will receive Mental Health First Aid training to support the mental health needs of students and staff.

Medical Needs Policy

Aims

The Medical Needs Policy ensures that students with medical conditions receive the care and support they need to fully participate in the sessions. Oakwood is committed to safeguarding students' health and ensuring that medical conditions are managed appropriately.

Oakwood Education will:

- Provide appropriate support for students with medical conditions.
- Ensure staff are trained to administer necessary treatments.
- Safeguard the wellbeing of students with long-term or short-term medical needs.

All staff will follow Individual Health Care Plans for students with significant medical needs in consultation with healthcare professionals, schools and parents. Medicines will only be administered with written consent from parents. Staff will not administer medication without prior consent.

Ideally students will take medication before their session, however if medication is administered during a student's time at the setting, the Mentor or appropriate staff member will record all details onto the Record of Medication Form with details including date, time, reason and what was administered.

Students will be encouraged to take responsibility for their medication such as Epi pens or inhalers.

Medication that is not prescribed will not be given to the students by staff members.