



First Aid Policy

Approved by: Board of Governors

Date of Approval: 01/09/2025

Next Review Date: 01/09/2026

Responsible: Administration Director / HR Manager / Head of Logistics and Operations

1. Purpose

The purpose of this policy is to ensure that all pupils, staff, and visitors at EISB have access to prompt, safe, and effective first aid treatment whenever required. The school is committed to maintaining a safe environment and reducing the risk of injury or illness.

2. Scope

This policy applies to all pupils, staff, and visitors on EISB premises, as well as during any school-organised off-site activities.

3. Policy Statement

EISB will:

- Provide trained first aiders and suitable first aid facilities.
- Ensure that first aid provision is accessible at all times.
- Maintain accurate records of all accidents and first aid treatments.
- Regularly review and update first aid procedures.

4. Roles and Responsibilities

4.1 *Board of Governors*

- Approve the First Aid Policy and ensure that adequate resources are available.
- Monitor the effectiveness of the policy through regular reporting.

4.2 *Administration Director*

- Oversee the implementation of the policy across the school.
- Ensure that first aid provision meets statutory and school requirements.

4.3 *HR Manager*

- Maintain up-to-date records of staff training.
- Ensure that all staff receive appropriate and timely first aid training, including the annual basic first aid course provided through the National College.



4.4 Head of Logistics and Operations

- Oversee the maintenance, checking, and replenishment of first aid kits.
- Ensure that first aiders have the necessary equipment and resources.
- Support compliance with this policy and report to the Administration Director.

4.5 First Aiders

- Provide immediate assistance to anyone who is injured or unwell.
- Record all treatments accurately and promptly on the accident log.
- Inform parents/guardians in cases of significant injury or illness.

4.6 All Staff

- Follow the school's first aid and emergency procedures.
- Report injuries or illnesses promptly to designated first aiders.
- Supervise pupils responsibly to minimise the risk of accidents.

4.7 Pupils

- Follow school safety rules.
- Report injuries or health concerns to a member of staff immediately.

5. First Aid Provision

- First aid kits are located in all key areas, including classrooms, laboratories, and playgrounds.
- Kits are routinely checked and replenished by the Head of Logistics and Operations.
- A sufficient number of trained first aiders are available during school hours and at all relevant school events.

6. Accident and Incident Reporting

- All accidents, incidents, and near misses must be recorded in the Accident Log.
- Serious incidents must be reported immediately to the Administration Director and to parents/guardians.
- Records are reviewed regularly to identify patterns and take preventive action.

7. Emergency Procedures

In the event of a medical emergency:

1. Assess the situation and call for a trained first aider.
2. If the situation is serious, contact local emergency services immediately.
3. Inform the Administration Director and parents/guardians.
4. Record all details of the incident, treatment provided, and outcomes.



- Staff receive basic life support (BLS) and CPR instruction as part of their first aid training.

8. Training

- First aiders receive accredited training and refresher courses at least every three years.
- **All staff receive annual basic first aid training through the National College.**
- First aid procedures are covered during staff induction and reinforced during annual health and safety briefings.

9. Medication

- The school nurse may administer prescribed medication only when proper documentation and parental consent have been provided.
- All administered medication must be recorded and monitored.
- Pupils with known medical conditions have individual care plans.

10. Review and Monitoring

- This policy is reviewed annually or following any significant incident.
 - The Head of Logistics and Operations provides regular reports to the Administration Director and the Board of Governors on incidents, training, and first aid provision.
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