



First Aid Policy

Swallow Grange Independent Special School

Organisation: Footsteps to Futures Education Ltd

Address: The Grange, Caistor Road, Swallow, Market Rasen, Lincolnshire, LN7 6DL

Effective Date: July 2026

Review Date: July 2027

Introduction

Swallow Grange Independent Special School is committed to providing a safe environment for pupils, staff and visitors. Appropriate first aid arrangements are maintained at all times.

Aims

To provide prompt first aid, maintain trained staff, record incidents, support pupils with medical needs and comply with the Health and Safety (First-Aid) Regulations 1981.

Roles and Responsibilities

Head of School has overall responsibility for first aid provision. Kay Herd is the Designated First Aid Lead and is responsible for the day-to-day management of first aid provision, equipment, records and training. Qualified first aiders provide treatment within the scope of their training. All staff must summon assistance and report accidents.

First Aid Provision

First aid kits are located in the Medical Room and within the emergency grab bag kept in the kitchen. Kits are checked regularly and replenished as required. A designated medical room is available for assessment and treatment.

Medical Needs

Individual Healthcare Plans are maintained where required and relevant staff are informed of pupils' medical needs.

Emergency Procedures

A qualified first aider will assess casualties, administer first aid, contact parents where appropriate and call 999 immediately in life-threatening situations. All head injuries will be reported to parents.

Recording

All first aid incidents are recorded. RIDDOR reporting will be completed where required. Records are stored securely in accordance with data protection legislation.

Educational Visits

A first aid kit, emergency medication and an appropriately qualified first aider accompany off-site visits following risk assessment.

Training

First aid qualifications are maintained and refreshed in accordance with HSE requirements.

Monitoring

This policy will be reviewed annually or sooner if legislation or operational arrangements change.

Approval

Head of School: Aimee Steedman

Designated First Aid Lead: Kay Herd

Managing Director: Jayne Chudley

Approved: July 2026

Review: July 2027