



The Manor School

First Aid Policy 2025 – 2026



Reviewed by:	Kelly Pope
Review Date:	24.03.2026
Date of next review:	September 2026



Legal Status:

The Manor School meets and exceeds these requirements through robust systems, trained staff, and a values-driven approach to care. This policy is written with regard to:

- **The Education (Independent School Standards) Regulations 2014**, Part 3 – Welfare, Health and Safety of Pupils
- **Health and Safety (First Aid) Regulations 1981**
- **HSE Guidance: First Aid at Work**
- **DfE: Supporting Pupils at School with Medical Conditions (2015)**
- **RIDDOR 2013**
- **EYFS Statutory Framework** (where applicable)
- **Equality Act 2010**

Applies to:

- The whole school inclusive of activities outside of the normal school hours.
- All staff (teaching and support staff), the proprietor and volunteers working in the school.

Related Documents and Further Reading

- Safeguarding and Child Protection Policy
- Supporting Pupils with Medical Conditions
- Administering Medication Policy
- Allergy Management Policy

Date: 26th March 2026

Signed:

Sariena Watkins
Associate Headteacher

Date: 27th March 2026

Signed:

Kelly Pope
Executive Headteacher



Purpose

The purpose of this policy is to ensure that:

- Effective first aid provision is available at all times.
 - Staff respond to illness, injury, and medical needs with **calm, clarity, and compassion**.
 - Pupils with SEND receive first aid in a way that respects their sensory, communication, and emotional needs.
 - Parents/carers are informed promptly and appropriately.
 - All incidents are recorded, monitored, and used to improve practice.
 - The school maintains compliance with statutory requirements and best practice guidance.
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Policy Statement

The Manor School is committed to providing a safe, nurturing environment where every child, staff member, and visitor feels supported. The school ensures that first aid arrangements are clearly communicated, regularly reviewed, and consistently applied. First aid is delivered in a manner that:

- Protects dignity
- Reduces distress
- Prioritises safety
- Reflects the values of the company and the School
- Ensures staff are trained, confident, and supported
- Embeds trauma-informed and SEND-sensitive practice

Scope:

This policy applies to:

- All staff (including agency, volunteers, and contractors)
- All pupils
- All visitors
- All activities on site
- All off-site activities, including educational visits and residential

Principles:

Our first aid approach is guided by the following principles:

- **Safety first** – immediate, appropriate response to illness or injury.
- **Dignity and respect** – pupils are supported sensitively and privately.
- **Predictability** – clear, calm communication to reduce anxiety.
- **SEND-sensitive practice** – adjustments for sensory, communication, or trauma-related needs.
- **Competence** – only trained staff administer first aid.
- **Partnership** – parents/carers are informed and involved.
- **Accountability** – accurate recording and monitoring of incidents.
- **Continuous improvement** – learning from patterns, incidents, and feedback.

Statutory Requirements

The school ensures that:

- A suitable number of trained First Aiders are on site at all times.
 - First aid kits meet **BS 8599-1:2019** standards.
 - First aid kits are checked weekly and restocked promptly.
 - First aid rooms/spaces are clean, accessible, and equipped.
 - Staff receive training appropriate to their role.
 - All first aid incidents are recorded and monitored.
 - RIDDOR reporting is completed where required.
 - Contaminated waste is disposed of safely.
 - PPE is available and suitable for staff and pupils.
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- Alternative products are available for individuals with allergies to medical materials (e.g., latex, adhesives, antiseptics).

First Aid Staffing Requirements at The Manor School

In line with the Health and Safety (First Aid) Regulations 1981, HSE guidance, and DfE expectations for schools, The Manor School completes a First Aid Needs Assessment to determine appropriate staffing levels. As a specialist SEND provision with pupils under the age of 8, the school adopts the following enhanced first aid model to ensure safe, consistent, and legally compliant practice:

- A minimum of two staff members will hold a full Paediatric First Aid qualification, reflecting the needs of younger pupils and ensuring resilience for staff absence, off-site activities, and emergencies.
- At least one Paediatric First Aider will be on site at all times when pupils under 8 are present, including during extended provision, off-site visits, and transition times.
- All staff will complete Emergency First Aid training as part of their induction, ensuring that every adult on site can respond calmly and competently while a qualified First Aider is summoned.
- Additional First Aid at Work (FAW) trained staff may be identified through the First Aid Needs Assessment, taking into account the school's SEND profile, building layout, and curriculum activities.

This model ensures that first aid provision is adequate, appropriate, and proportionate to the needs of the school community, meeting statutory expectations while reflecting the school's commitment to safety, dignity, and trauma-informed practice.

Company Philosophy

At Bayleaf, our practice is rooted in our company philosophy: providing trauma-informed, therapeutic care where children and young people feel safe, valued and understood. We nurture trust, emotional growth and resilience through compassionate, consistent and relationship-led support.

These values sit alongside our CARE principles — Curiosity, Accountability, Respect and Engagement - which shape the professional conduct and relational practice of all staff.

C = **Curiosity** and a bias for action fuel our innovation.

A = **Accountability** to those we serve help us deliver results.

R = **Respect** and Integrity are demonstrated in our actions.

E = **Engaged** and Passionate Employees define our company

Our Company Values in Relation to First Aid

Our values shape how we respond to first aid situations:

Value	How it is embedded in First Aid
Curiosity	We reflect on incidents, analyse patterns, and use learning to improve safety and practice.
Courage	We respond confidently and calmly in emergencies, supporting pupils with reassurance and clarity.
Community	We work together to keep everyone safe, informed, and cared for.



School Values and First Aid Practice

The Manor School's values shape the way first aid is delivered across our community. These values guide staff in responding to illness, injury, and medical needs with professionalism, compassion, and consistency. They ensure that first aid is not only safe and compliant, but also aligned with our ethos of dignity, inclusion, and trauma-informed care.

Value	How it is embedded in First Aid
Respect	Staff treat every pupil with dignity and sensitivity during first aid situations. Respect is shown through calm communication, seeking consent where appropriate, maintaining privacy, and adapting approaches to meet individual sensory, emotional, or communication needs. Staff recognise that first aid can be distressing for some pupils and respond with patience and reassurance.
Independence	Staff support pupils to develop independence by involving them in simple first aid processes where appropriate, such as choosing a plaster or helping to clean a minor graze. Staff also demonstrate professional independence by following procedures confidently, using their training effectively, and taking responsibility for maintaining their first aid competence.
Confidence	Staff model confidence through clear, predictable actions and calm decision-making during first aid incidents. This helps pupils feel safe and reduces anxiety. Staff build pupils' confidence by explaining what is happening, offering reassurance, and creating an environment where children feel secure enough to seek help when they need it.
Achievement	Staff uphold high standards of first aid practice, ensuring that responses are timely, accurate, and aligned with training. Achievement is demonstrated through thorough record-keeping, proactive risk reduction, and reflective practice following incidents. Staff contribute to a culture where safety and wellbeing are essential foundations for learning and personal growth
Perseverance	Staff demonstrate perseverance by remaining patient and solution-focused, particularly when supporting pupils who may struggle with medical procedures due to sensory sensitivities, trauma histories, or communication differences. Staff adapt their approach, use de-escalation strategies, and work collaboratively to ensure that every pupil receives the care they need.
Kindness	Staff show kindness through gentle, compassionate interactions during first aid. Kindness helps reduce fear, builds trust, and supports emotional regulation. Staff understand that even minor injuries can feel significant to a child, and they respond with empathy, warmth, and reassurance.



Definitions

- **First Aid** – Immediate assistance given to someone who is injured or unwell.
- **First Aider** – A staff member with a current, accredited first aid qualification.
- **Appointed Person** – A staff member responsible for maintaining first aid supplies and calling emergency services; does not administer first aid.
- **Emergency First Aid** – Immediate response to life-threatening conditions.
- **IHCP** – Individual Health Care Plan for pupils with medical needs.
- **Anaphylaxis** – A severe, potentially life-threatening allergic reaction.
- **PPE** – Personal Protective Equipment (e.g., gloves, face shields).
- **RIDDOR** – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Roles & Responsibilities

Headteacher / Senior Leadership Team

- Ensure first aid arrangements are implemented and monitored.
- Ensure adequate numbers of trained First Aiders.
- Ensure first aid equipment and facilities are appropriate and maintained.
- Oversee incident reporting and analysis.

Designated First Aiders

- Provide immediate first aid.
- Maintain first aid kits and check expiry dates.
- Record all incidents accurately.
- Communicate with parents/carers as required.
- Follow IHCPs and emergency protocols.

Appointed Persons

- Maintain stock levels and complete weekly checks.
- Ensure expired or damaged items are replaced.
- Support First Aiders during incidents.

All Staff

- Respond calmly and appropriately.
- Seek support from a First Aider when needed.
- Report hazards or concerns promptly.
- Follow safeguarding procedures.

Parents/Carers

- Provide up-to-date medical information.
- Supply medication as required.
- Work in partnership with the school on IHCPs.

Admin

- Ensure all medical is up-to-date each half term.
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- Ensure all pupils have an adequate supply of medication as required.
- Ensure First Aid checks are returned and boxes are compliant
- Ensure First aid boxes are stocked as per list.

Safeguarding Links

First aid incidents may reveal safeguarding concerns. Staff must:

- Record injuries accurately and factually.
- Report unexplained or repeated injuries to the DSL. The DSL monitors patterns of injuries as part of safeguarding oversight.
- Follow the Safeguarding and Child Protection Policy.
- Ensure that first aid is never used as a substitute for safeguarding action.

Closing Statement

The Manor School is committed to providing a safe, nurturing environment where every child feels valued and supported. Our first aid provision reflects our values, our commitment to safeguarding, and our belief that every member of our community deserves care delivered with dignity, compassion, and professionalism.

This policy will be reviewed annually or sooner if legislation or school needs change.



Appendix A: Weekly First Aid Kit Checklist

Aligned to BS 8599-1:2019 and The Manor School procedures

This checklist must be completed **weekly** by the appointed person or designated First Aider.

A separate checklist should be completed for **each** first aid kit on site, including travel kits and off-site activity kits.

Kit Identification

- **Date of Check:** _____
- **Box Number:** _____
- **Location:** _____
- **Checked By (Print & Sign):** _____

First Aid Kit Contents Checklist:

Item	Standard Stock Level	Stock Remaining	Ordered (Y/N)	Expiry Date	Notes
First Aid Guidance Leaflet	1				
Contents Label	1				
Medium Sterile Dressing	2–4 (depending on kit size)				
Large Sterile Dressing	1–3				
Triangular Bandage	2–4				
Eye Dressing	2–4				
Waterproof Plasters	40–100				
Sterile Wet Wipes	20–40				
Microporous Tape	1–2				
Nitrile Gloves (Pairs)	6–12				
Finger Dressings	2–4				
Face Shield	1–2				
Foil Blanket	1–3				
Burns Dressing (10×10cm)	1–2				
Clothing Shears	1				
Conforming Bandage	1–2				
Additional Items (if applicable)	—				
Travel Kit Only: Small Plasters, Gloves, Wipes	As per BS standard				



Checklist Completion Requirements

- All items must be **in date**, sealed, and undamaged.
- Any missing or expired items must be replaced **within 48 hours**.
- If stock is low, mark **Y** in the “Ordered” column and notify the office.
- Completed checklists must be stored in the **First Aid Monitoring File** and reviewed monthly by SLT.

Notes for SEND & Trauma-Informed Practice

- Kits must include **non-latex alternatives** where required.
 - Consider sensory-friendly options (e.g., hypoallergenic plasters).
 - Ensure travel kits include items relevant to individual IHCPs.
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Appendix B:

Allergies to Medical Products & Materials

The Manor School recognises that some pupils and staff may have allergies or sensitivities to materials commonly used in first aid. These may include:

- **Latex** (gloves, bandages, some dressings)
- **Nitrile or vinyl** (less common but possible)
- **Adhesives** (plasters, tape)
- **Antiseptics** (wipes, creams)
- **Medications** (e.g., ibuprofen, aspirin — though these are not administered in school)
- **Foil blankets** (rare but possible)

To ensure safety and dignity, the following procedures apply:

Identification of Allergies

Allergies to medical products must be recorded in:

- The pupil's **Individual Health Care Plan (IHCP)**
- The **Special Medical Needs List**
- The **First Aid Room/Medical File**

Parents/carers must inform the school of:

- Any known allergies
- Any reactions to medical products
- Any changes to medical needs

Staff allergies must be reported to the Headteacher and recorded confidentially.

Stocking Alternative Products

Where allergies are known or suspected, the school will ensure:

- **Latex-free gloves** are standard across all kits.
- **Hypoallergenic plasters** are available.
- **Non-adhesive dressings** are stocked for individuals with adhesive allergies.
- **Alcohol-free wipes** are available for those with antiseptic sensitivities.
- **Alternative PPE** is provided for staff with material allergies.

Use of PPE

Staff must:

- Always check for allergy information before applying dressings or PPE.
- Use latex-free gloves as standard practice.
- Avoid adhesive products for pupils with known sensitivities.
- Record any reactions immediately and inform parents/carers.

Recording and Monitoring

Any allergic reaction to medical products must be:

- Recorded as a **First Aid Incident (On SchoolPod)**
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- Reported to the DSL if there are safeguarding concerns
- Added to or updated in the pupil's IHCP (If required)
- Reviewed by SLT as part of first aid monitoring

Patterns of reactions will be analysed termly.

Staff Training

All staff will receive training on:

- Recognising allergic reactions
- Using alternative first aid materials
- Following IHCPs
- Responding to anaphylaxis
- Trauma-informed communication during medical incidents

Communication with Parents/Carers

Parents/carers will be informed when:

- An alternative product has been used (other than standard stated brand)
- A reaction has occurred
- Stock needs updating (Individual medication only)
- IHCPs require review
- An accident has taken place – Verbally then email with Accident report on.

Links to Other Policies

- First Aid Policy
 - Administering Medication Policy
 - Allergy Management Policy
 - Safeguarding & Child Protection Policy
 - Health & Safety Policy
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Appendix C: FIRST AID MONITORING LOG (WEEKLY)

To be completed by the Appointed Person or Designated First Aider

Section 1:

Kit Identification

- **Date of Check:** _____
- **Checked By (Print & Sign):** _____
- **Role:** _____
- **Kit Location:** _____
- **Kit Number:** _____

Section 2: Kit Status Overview

Area	Yes/No	Notes
All items present according to checklist		
All items in date		
PPE available and appropriate (latex-free)		
Hypoallergenic alternatives available		
Travel kit stocked (if applicable)		
Expired/damaged items removed		
Replacements ordered		
IHCP-specific items included (if required)		

Section 3: Observations & Actions

- **Items requiring replacement:** _____



- **Items ordered (Yes/No):** _____
- **Any concerns about kit condition (if Yes please give details):** _____

- **Any patterns emerging (e.g., repeated use of certain items):** _____

- **Any SEND-specific considerations (e.g., sensory-friendly plasters needed):** _____

Section 4: Sign-Off

- **Appointed Person Signature:** _____
- **SLT Reviewer (if applicable):** _____
- **Date Reviewed:** _____



Appendix D: TERM 1 / TERM 2 / TERM 3 — FIRST AID AUDIT TEMPLATE

To be completed termly by the Headteacher or SLT lead for Health & Safety

This audit ensures compliance with ISS, HSE, and internal policy requirements. It also supports safeguarding oversight and values-driven practice.

1. Staffing & Training

Requirement	Status (Y/N)	Evidence	Actions Required
Sufficient number of trained First Aiders on site			
Training certificates in date			
Appointed Persons identified and trained			
Staff aware of first aid procedures			
Staff aware of IHCPs and allergy information			

2. First Aid Kits & Equipment

Requirement	Status (Y/N)	Evidence	Actions Required
All kits checked weekly			
All kits meet BS 8599-1:2019			
All items in date			
Latex-free PPE available			
Hypoallergenic alternatives stocked			
Travel kits maintained			
First aid room/space clean and accessible			



3. Incident Recording & Reporting

Requirement	Status (Y/N)	Evidence	Actions Required
All incidents recorded accurately			
Parents/carers informed appropriately			
RIDDOR reporting completed where required			
Patterns monitored (injury type, location, pupil)			
Safeguarding concerns escalated to DSL			

4. SEND & Trauma-Informed Practice

Requirement	Status (Y/N)	Evidence	Actions Required
Adjustments made for sensory needs			
Predictable, calm communication used			
IHCPs followed consistently			
Staff aware of pupils with medical product allergies			
Dignity and privacy maintained			

5. Environment & Risk Reduction

Requirement	Status (Y/N)	Evidence	Actions Required
High-risk areas monitored (kitchen, playground, DT)			
Hazards reported and addressed			
First aid signage visible			



Requirement	Status (Y/N)	Evidence	Actions Required
Emergency procedures displayed			
Accident hotspots identified			

6. Company Values in Action (Curiosity, Courage, Community)

Value and Questions	Answer
Curiosity <ul style="list-style-type: none"> How have we learned from incidents this term? 	
Courage <ul style="list-style-type: none"> Were staff confident in responding to incidents? Any training needs identified? 	
Community <ul style="list-style-type: none"> How have we worked together to support safety? How have we communicated with families? 	

7. Summary & Recommendations

	Answer	To be completed by	Date Completed
Strengths this term:			
Areas for development:			
Actions for next term:			
Previous Actions Met: (Y/N) If No why? What actions are			



needed to secure this area?			
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SLT Sign-Off:

- **Print and Sign:** _____
 - **Role:** _____
 - **Date:** _____
-