UNLOCKING POTENTIAL
LEVELLING THE SOCIAL AND ACADEMIC ARENA

FIRST AID POLICY

The Levels School exists to provide a nurturing environment in which students with specific learning difficulties and co-occurring diagnoses can develop their self-esteem and aspire to be independent young adults who value the rights, responsibilities and rules that exist to promote and support their future welfare. Our approach toward establishing this ideology is predicated on trauma-informed practice and an obligation to develop the social skills required to build their future aspirational communities. We exist to help them find their level.

This policy covers all premises known as The Levels School.

Date of policy	October 2026
Next review date	October 2027
Frequency of policy review (annually, every two years)	Annually
Policy owner	C Cook
Published policy	Yes ☐ No ☒
List of connected policies	Medication Administration Policy, First Aiders Policy, Health and Safety Policy, Allergy Policy
Approved By/Date	Approved by Governors

The Board of Governors acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. Governors undertake a review to satisfy themselves that the implementation of this policy is effective.

The Board of Governors ensures the establishment of familiarity with and the effective operation through monitoring, of school policies, approving those requiring GB sign-off in line with a regular cycle of school policy reviews. This occurs through a cycle of governor committee meetings and full board meetings.

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Aims

The aim of this policy is to set out guidelines for all staff in school in the administering of First Aid to children, employees, directors, governors or visitors.

This policy shall be shared with all employees during their induction to ensure they are familiar with the school's first aid procedures.

The Directors, Governors and Head teacher are committed to the Somerset County Council Advisory Service's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 2013. (RIDDOR). The Levels School will use accident books for minor injuries, and an online reporting system for accidents which result in an individual going to the GP or a hospital.

External guidance:

https://www.hse.gov.uk/riddor/index.htm

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf

What is first aid?

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

First aid and medication

At least one member of staff with current first aid training is on the premises at any one time. The first aid qualification includes first aid training for infants and young children.

The school currently has seven Emergency First Aiders at Work qualified members of staff, with valid certificates (Lorraine Middleton, Hayley Tuttle, Bex Dixey, Emily Finn, Nick Hainsworth, Rachel White, Hannah Thompson) and five First Aid at Work qualified members of staff, with valid certificates (Debbie Williams, Simon Scarborough, Nigel Phillips, Holly Clark and Rachel Clements).

Posters displaying the names and locations of first aiders are on display around the school.

First Aid Room

A First Aid room is provided on the second floor of the main Etonhurst building and will contain as a minimum the following facilities and equipment:

- Sink with running warm water always available
- Drinking water
- Liquid soap
- Paper towels
- Suitable store for first-aid materials
- First-aid equipment
- Couch (with waterproof surface), and disposable couch roll

- Clean protective garments for use by first-aiders;
- Chair
- Disposable bowls
- Portable wound dressing table
- Thermometer (non-mercurial) with disposable covers:
- Clinical waste bin
- Drug/medicine cabinet (complying to the Misuse of Drugs Regulations 1973):
- Refrigerator
- Bodily Fluid Disposal Kit
- Sharps bin

The medical room will be used for students who are ill and waiting to go home.

First Aid Kits

This is the contents list:

- Will comply with the Health and Safety (First Aid) Regulations 1981 and British Standard – BS 8599-1:2011.
- Individually wrapped sterile plasters of assorted sizes (including blue where relevant)
- Sterile eye pads.
- Sterile Water or Salin in sealed disposable container
- Individually wrapped triangular bandages, preferably sterile.
- Safety pins.
- Large and medium-sized sterile, individually wrapped, unmedicated wound dressings.
- Individually wrapped moist wipes
- Blankets for outdoor workers
- Tape
- Disposable gloves.
- CPR Face shield.
- Yellow clinical waste bag.
- Tweezers.
- Scissors.

The first aid kits at Etonhurst are in Reception, the First Aid room, the Science Labs, PE gym room, the Music room and the Kitchen. First aid kits will be checked and restocked at the end of every half term (responsibility of Holly Clark and Emily Finn).

The first aid kits in Ashcott House are found in the main front entrance, the Kitchen and in the Science Prep room and Both Science Labs and the Art room on the first floor.

First aid kits:

- Are re-stocked as necessary.
- Are easily accessible to adults.
- Are kept out of the reach of children.

There is a defibrilator located in the Reception of Etonhurst and one in the Head of Prep School, Debbie Williams office on the ground floor of Ashcott House.

Bleed kits and Epipens are also located in the Reception of Etonhurst and one in the Head of Prep School, Debbie Williams office on the ground floor of Ashcott House.

All buses that run The Levels School transport transporting students to and from school at the start and end of the day contain an Epipen and a spare.

Off-site activities

A first aid kit and a first aider will always be available for off-site activities. The First Aid kit will contain an Epipen and a spare if the trip Risk Assessment has deemed this necessary.

Accident recording

- Accidents are to be recorded online using the schools dedicated Health and Safety software package IAMCOMPLIANT. Serious accidents will be reported using the online reporting system EEC. These are reviewed by Sam Tant as named external H&S oversight
- A serious accident is one where someone has to leave the school premises to visit a doctor's surgery or the hospital.
- All **serious** accidents must be recorded on the same day and then handed to the Head teacher to be uploaded onto EEC within 24 hours.
- All staff have been trained in accessing IAMCOMPLIANT and shown the process for recording an accident book. Volunteers will be given a link staff member who can do this with them if required.
- All accident records are reviewed by the Head teacher, the Estates Manager and the Health and Safety Governor to identify any potential or actual hazards as part of the termly Governor subcommittee review process,

Minor accidents must be completed within 24 hours on IAMCOMPLIANT. The Levels School serious accident reporting scheme is accessed via EEC and MUST be completed within 24 hours of the incident.

EEC advise that if the following occur then it is recorded on their system:

- Any accident resulting in injury involving an employee should be entered on EEC.
- Any incident resulting in an employee being off work for more than 7 days should be entered on EEC

Regarding students any incident where

- An ambulance was called
- They suffered a major injury (fracture or worse)
- More than 10% burns

- Dangerous occurrence (where potential for death was foreseeable)
- Where there was a significant workplace failing
- Accident occurred due to lack of supervision

This allows EEC to advise The Levels School via the reporting system if further reporting t the HSE (Health and Safety Executive) is required.

Accident reports include:

- The date, time and place of the incident.
- The name of the injured or ill person.
- Details of the injury or illness and first-aid given.
- What happened to the person immediately afterwards (for example, whether they went home, went back to class, or went to hospital).
- Name and signature of the First Aider in attendance.

The information in the accident record can:

- Help the school identify accident trends and possible areas for improvement in the control of health and safety risks
- Be used for reference in future first-aid need assessments;
- Be helpful for insurance and investigative purposes.

Dept. Of Education requirement to notify parents and GDPR

Parents must be informed of any accidents, injuries sustained and/or first aid treatment given to their child whilst in school. **The first-aider who treated the injury will be the person who contacts the parent** to inform them of what happened and recommended next steps.

Staff must be aware of GDPR and not allow parents to view personal information other than that relating to their child and must not allow parents to take photographs other than of their own child. It is not standard practice to give parents copies of the school's accident record. However, if a parent requests a copy of the accident record from IAMCOMPLIANT then this will need to be authorised by the Head teacher.

Administration of Medicines at The Levels School

This applies to all students, including those who do not have an individual health care plan.

Medicines will be safely stored in the laundry room. A written record will be kept by the receptionist and stored in the medical file in reception. This will include date, time, dosage and name of the member of staff who administers the medicine. Holly Clark will take responsibility for this task to ensure that no student forgets to take their medication.

Any parent can request that their child is given prescription medicine in school. The Levels School will only accept medicine that has been prescribed by a GP or hospital doctor.

- If medicines (including asthma pumps) are to be administered in school the parents must complete and sign an agreement form which must be handed into reception before any medication can be administered.
- It is preferable that students take medicine at home, before or after the school day. Parents are encouraged to ask their GPs for medical prescriptions that fit around the school day.
- No student will be given medicine without the parental consent unless there is a clear and dire emergency and ambulance / emergency personnel are in attendance.
- Prescribed medicines must be in date, prescribed by a NHS doctor and provided in the original container with dosage instructions.
- Parents must regularly renew the school supply of medicines and be responsible for visiting the GP to collect repeat prescriptions.
- At the end of the school year in July the school will return all medicines in store to the parents.
- The school will not be held responsible for any side-effects due to the correct administration of prescribed drugs.
- If the administration of prescribed medication requires medical knowledge, individual training will be provided for the relevant member of staff by a health care professional.

Arrangements for children who are competent to manage their own medicine in school

A child who has been prescribed a medicine may be responsible enough to carry and administer drugs or medical testing equipment e.g. blood sugar testing kit. The school will consult with parents and relevant school staff about the advisability of an individual child or young person taking responsibility for their own treatment. The decision in cases of dispute will rest with the Head teacher in conjunction with Victoria Billany (SENDCo), who have a duty to ensure the safety of all children and young people.

Medical Emergencies at The Levels School

All members of staff who have contact with students who have medical conditions will be informed about the best course of action if a child becomes seriously ill and needs emergency treatment.

The child and the parents will be informed about the school's arrangements and there will be details in the plan if appropriate.

The school will call an ambulance before contacting parents if a child becomes seriously ill – this applies to all children and not only those with health care plans.

The school will arrange for a competent member of staff to travel to hospital in an ambulance and act in loco parentis until the parents arrive. The member of staff in loco parentis will have the right to sanction emergency procedures as advised by medical staff in the ambulance or at the hospital.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents – or other authorised adults – if a child becomes ill while in the school.

- We do not provide care for children, who are unwell, e.g. have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with head lice are not excluded but must be treated to remedy the condition.
- Parents are notified if there is a case of head lice in the school.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the school. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV status.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times by the Emergency First Aiders.

Treatment of injuries

Following an accident, the First Aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The First Aider should call an ambulance on the following occasions:

- In the event of a significant injury or head injury.
- If bleeding cannot be controlled.
- In the event of a period of unconsciousness.
- Whenever a fracture or break is suspected.
- Whenever the first aider is unsure of the severity of the injuries.

Treatment of head injuries to children

Children often fall and bang themselves, and thankfully most bangs to the head are harmless events and can be dealt with by a member of the levels school qualified in First Aid. They may suggest applying a cold compress (wet tissue or cloth) for the child's own comfort. Parents/Carers must be contacted if the child has a visible or grazed bump to the head. For any head injury, Holly Clark must be informed. Holly Clark is the nominated person who will notify home by email and/or a telephone call and ensure there has been a response before the end of the day. The Head teacher will reassign this responsibility is the event Holly Clark is absent. All head bumps must be recorded in the accident record on IAMCOMPLIANT. This is the responsibility of the staff member that has witnessed this or takes the disclosure from the student. Parents or carers collecting children will be told face to face about a head bump to ensure the message is delivered. Those that travel by taxi or other modes of transport a telephone call will be made with repeat calls made until a carer is spoken to.

If there is a skull fracture, applying pressure on it can result in pressure on the brain as the skull is unstable.

Emergency First Aiders should be sought if the child:

- Becomes unconscious.
- Is vomiting or shows signs of drowsiness.
- Has a persistent headache.
- Complains of blurred or double vision.
- Is bleeding from the nose or ear.
- Has pale yellow fluid from the nose or ear.

If any of the above symptoms occurs in a child who has had a bang to the head, **urgent medical attention is needed**. Parents should be contacted and the emergency services too.

In the event of an accident in which the child cannot stand up unaided, he/she should be left in the position that he/she was found (even if this is in the toilets or playground) so long as it is safe to do so and the emergency first aider must be called immediately to assess the situation.

Treatment of suspected breaks/fractures

The seven things to look for are:

1. Swelling.
2. Difficulty moving.
3. Movement in an unnatural direction.
4. A limb that looks shorter, twisted or bent.
5. A grating noise or feeling.
6. Loss of strength.
7. Shock.

If it is an open fracture, cover the wound with a sterile dressing and secure it with a bandage. Apply pressure around the wound to control any bleeding.

- Support the injured body part to stop it from moving. This should ease any pain and prevent any further damage.
- Once you've done this, call 999 or 111 for medical help. While waiting for help to arrive, don't move the injured person unless they're in immediate danger.

Keep checking the casualty for signs of shock.

First Aid training states that clothing should only be removed if absolutely necessary. Where clothing needs to be removed which could cause a safeguarding issue then two members of staff should be present. Only one needs to be first aid trained. However, if waiting for a second member of staff puts a child's life in danger then the first aider should not withhold treatment.

Burns

If a child burns part of their body it is the member of staffs responsibility to place the burned area under running cold water for at least 20 minutes. This should happen while waiting for a first aider to arrive. If the burn is larger than a 50p coin the child/adult must seek medical assistance. The first aider is responsible for contacting the child's parents or guardians to inform them of the burn and advise next steps. When reporting the size of a burn 1% represents the size of the child/adult's palm. Medical assistance must be sought if:

- The burns affect the hands, feet, face and genital areas
- Full thickness burns
- Burns that extend around the limb
- All partial thickness burns larger than 1% of the body's surface. The casualty's hand represents about 1% on the body's surface
- All superficial burns that represent 5% of the body's surface
- Burns with a mixed pattern of depth.

Disposing of blood

Items contaminated with blood or other bodily fluids should be placed in the yellow clinical waste bags and disposed of in one of the sanitary bins in the toilets.

Ice Packs

Instant ice packs are single-use only and for the treatment of sprains, strains and bruises and must be kept out of children's reach. These are stored in the reception first aid kit and first aid room. There are also some with the Head of Prep, Debbie Williams in her office at Ashcott House.

Guidance on the use of ice packs:

Ideally an ice pack should be applied within 5 -10 minutes of the injury occurring. The pack must be wrapped in a cloth to prevent cold burns and applied to the injured area for 10 – 30 minutes and repeated every 2 to 3 hours for the next 24 – 48 hours. For treatment of concussion, cold compress should be placed on the injury for no longer than 20 minutes. Emergency first aiders must check the colour of the skin after 5 minutes of applying the pack. If the skin is bright red or pink, remove the pack.

With injuries older than 48 hours, a heat source can be applied to bring more blood to the injured area to stimulate the healing process.

Precautions when using ice and heat

DO NOT USE ICE OR HEAT:

- If the casualty is diabetic.
- Over areas of skin that are in poor condition.
- Over areas of skin with poor sensation to heat or cold.
- Areas with known poor circulation.
- In the presence of visible or know infection(s).

Asthma

Children with Asthma will be risk assessed as to responsibility regarding inhaler use. This will be done on entry to the school with parents. All inhalers should accompany children when they are off the school grounds e.g. on a trip, swimming, visiting another school, etc.

Emergency Inhaler protocol - An emergency inhaler can be used if the child's prescribed inhaler is not available (for example, because it is broken, or empty).

https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools

In the event of an asthma attack

1. Sit upright (do not lie down) and try to take slow, steady breaths. Try to remain calm, as panicking will make things worse.
2. Take 1 puff of your reliever inhaler (usually blue) every 30 to 60 seconds, up to a maximum of 10 puffs.
3. Call 999 for an ambulance if you do not have your inhaler with you, you feel worse despite using your inhaler, you do not feel better after taking 10 puffs or you're worried at any point.
4. If the ambulance has not arrived within 15 minutes, repeat step 2.

ALWAYS SEEK THE ADVICE/ATTENTION OF A QUALIFIED FIRST AIDER IN THE EVENT OF AN ASTHMA ATTACK

Epi-Pens

Any Epi-Pens will be labelled and kept in reception for any students that may need access if they are unable to carry their own. Epipens are also in Ashcott House with Debbie Wiiliams Prep Head.

First aiders can administer an Epi-Pen in an emergency if the adult/child is unable to do it themselves. All members of staff have completed Allergy Awareness training on IMACOMPLIANT. Should a member of staff, who is not First Aid trainied have to do this, then the emergency services must be informed at the same time as the Epi-Pen is administered.

From September 2026 all schools are required to have spare adrenaline auto-injector (AAI) devices without a prescription in school for emergency use with any staff or children who are at risk of anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out-of-date)

Due to the new statutory Benedict's Law, school staff can legally use their unprescribed "spare" AAI on individuals experiencing a first-time, unexpected severe reaction. Prior parental consent or a medical history is not required to act in these exceptional circumstances. The Emergency services MUST always be contacted and suspected Anaphlaxis stated.

Splinters

Splinters can be removed if they are small and you can see the angle it went in but not if they are embedded or in a joint. They must be extracted in the same direction they went in. Sterile tweezers are stored in the main first aid box located at reception.

Training

A central record of all training related to first aid is held by HR and reviewed annually by the Head Teacher, Caroline Cook /Alison Hood to ensure that certificates are renewed within timescales.

The policy was reviewed by C.Cook October 2026