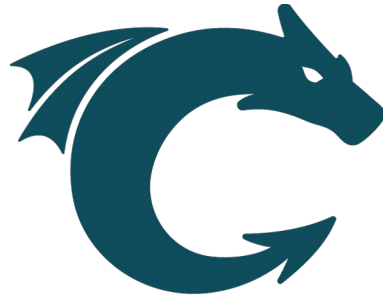




CLARE HOUSE SCHOOL PORTHCAWL

FIRST AID POLICY

Intended effective date: September 2026 (on school opening)

Review date: July 2027

Approved by: Board of Directors

Owner: Head of School

Applies to: Whole School

Proprietor: CHS Porthcawl Ltd

This document sets out the intended policy and procedural framework of Clare House School from the date of opening. It has been prepared as part of the registration application to Welsh Government under the Independent School Standards (Wales) Regulations 2024.

1. Purpose and Scope

Clare House School is committed to providing adequate and appropriate first aid provision at all times: on school premises, during off-site activities, and during educational visits and residential trips. First aid arrangements support safeguarding, health and welfare.

This policy should be read alongside:

- Health & Safety Policy
- Safeguarding and Child Protection Policy
- Risk Assessment Policy
- Educational Visits Policy
- ALN Policy

2. Legal Framework

This policy is written in accordance with:

- Health and Safety at Work etc. Act 1974
- Health and Safety (First Aid) Regulations 1981
- The Independent School Standards (Wales) Regulations 2024
- The Equality Act 2010
- The Statutory Framework for the Early Years Foundation Stage (England, 2025), voluntarily adopted by the school

3. Definition of First Aid

First aid is:

- Immediate assistance given to a person suffering illness or injury
- Treatment to preserve life and prevent deterioration
- Care for minor injuries that do not require professional medical treatment

First aid does not include giving medication for general illness unless specifically authorised under this policy.

4. Responsibilities

Board of Directors

The Board will ensure adequate first aid arrangements are in place, review this policy annually, and monitor accident trends.

Head of School

The Head of School will ensure the policy is implemented, ensure adequately trained personnel are available, ensure an annual first aid needs assessment is completed, and ensure appropriate reporting of serious incidents.

First Aid Lead (Appointed Person)

The First Aid Lead will be responsible for: coordinating first aid provision; maintaining first aid training records; checking first aid kits termly; monitoring expiry dates; maintaining accident logs; and coordinating RIDDOR reporting where required. The First Aid Lead will be identified as part of the school's pre-opening staffing plan and confirmed before any pupil is admitted.

First Aiders

Qualified First Aiders will provide immediate treatment, call emergency services where necessary, record treatment administered, and inform parents where appropriate. First Aiders must hold valid certification (FAW, EFAW, Paediatric First Aid, or equivalent).

All Staff

All staff must know how to summon a First Aider, report accidents immediately, record incidents where required, and supervise pupils appropriately.

5. First Aid Provision

The school will ensure:

- At least one trained First Aider is available at all times during the school day
- At least one Paediatric First Aider is present when EYFS pupils are on site
- First aid provision is available during trips and residential visits
- Adequate cover during staff absence

A list of trained First Aiders will be displayed in staff areas.

Where trainees or students on placement are included in EYFS staff-to-child ratios, the school will ensure that they hold a valid Paediatric First Aid certificate, in accordance with the EYFS Statutory Framework (England, 2025).

6. First Aid Equipment

First aid boxes will be clearly marked and located in key areas across all buildings. The First Aid Lead is responsible for both checking and restocking the kits. Each kit is checked at least termly, with the check recorded and any out-of-date items replaced. In addition, kits are restocked as soon as reasonably practicable after use, and are checked and replenished before any educational visit or trip, so that a fully stocked kit is always available. Contents will be consistent with HSE guidance.

7. Procedures in Case of Illness or Injury

To help staff respond appropriately and decide when to summon emergency help, the school distinguishes between minor and serious injuries or illness.

A serious injury or illness is one that requires urgent medical attention. This includes (but is not limited to): any loss of consciousness; difficulty breathing or a severe allergic reaction; a suspected broken

bone, fracture or dislocation; a deep or heavily bleeding wound; a head, neck or spinal injury; a burn or scald that is large, deep or to the face; a fit or seizure; or any situation where a first aider judges that a pupil's condition is, or may become, life-threatening. In any such case, emergency services (999 or 112) are called without delay, a member of staff remains with the pupil, and parents are informed immediately.

A minor injury or illness is one that can be managed with first aid and does not require professional medical treatment — for example minor cuts and grazes, bruising, minor sprains, insect bites that do not cause an allergic reaction, or minor bumps. These are dealt with by a first aider, recorded, and parents informed as appropriate.

Minor Injury

The nearest staff member will assess the pupil. A First Aider will be called if needed. Treatment will be provided, the incident recorded, and parents informed as appropriate.

Serious Injury or Emergency

A First Aider will be summoned immediately. Emergency services (999 or 112) will be called where necessary. A member of staff will remain with the pupil. Parents will be informed immediately. A staff member will accompany the pupil to hospital if required.

8. Recording and Reporting

All accidents and first aid treatments will be recorded, including: date and time; name of injured person; details of injury or illness; treatment given; outcome; and name of First Aider. Parents will be informed of significant injuries on the same day or as soon as reasonably practicable. Reportable incidents will be notified to the Health and Safety Executive in accordance with RIDDOR 2013. The First Aid Lead is responsible for ensuring reportable incidents are identified and reported without delay. Records will be retained in accordance with data protection requirements.

9. Administration of Medicines

General Principles

No medication will be administered without written parental consent. Prescription medication must be in original packaging and clearly labelled. Only trained and authorised staff will administer medication.

Non-Prescription Medication

Non-prescription medication will be administered only with written parental consent. Parents will be informed when medication is given.

Recording of Medication

The school keeps a written record of each occasion on which medication is administered to or supervised for a pupil, whether prescription or non-prescription. Each entry records the pupil's name, the medication, the dose, the date and time, and the name of the staff member administering it. Where a pupil refuses medication, this is recorded and the parents are informed as soon as possible. Parents are notified on the same day, or as soon as reasonably practicable, when medication has been administered.

Pupils with Medical Conditions

Individual Healthcare Plans (IHPs) will be developed where required for pupils with significant medical needs. Adrenaline auto-injectors and asthma inhalers will be readily accessible. Staff will receive appropriate training to support pupils' medical needs.

Emergency Medical Treatment

In accepting a place at Clare House School, parents consent to the Head of School (or another nominated member of staff) authorising emergency medical treatment — including surgical procedure under the NHS where necessary — in circumstances where qualified medical advice supports such treatment and where it has not been possible to contact a parent or other authorised adult in time. The school will make every reasonable effort to contact parents before authorising any medical treatment. This consent is recorded as part of the school's admission documentation.

10. Infection Control and Hygiene

Staff must use disposable gloves when dealing with blood or bodily fluids, dispose of contaminated materials safely, wash hands thoroughly, and follow body fluid spillage procedures. Cleaning materials and PPE will be available on site.

11. Off-Site Activities and Residential Trips

A qualified First Aider will accompany all trips. Medical information will be reviewed in advance. First aid kits will be carried. Emergency contact details will be accessible. Residential visits will include additional safeguarding and medical planning.

12. Monitoring and Review

The school will conduct an annual First Aid Needs Assessment, monitor accident trends, review training requirements, and report significant trends to the Board of Directors.

This policy will be reviewed annually each July by the Head of School and approved by the Board of Directors, or sooner in the event of legislative or regulatory change.

This policy supports compliance with Part 3 (Welfare, Health and Safety of Pupils) of the Independent School Standards (Wales) Regulations 2024.