



THINKFAST ACADEMY

First Aid Policy

Date: June 2025

Review Date: June 2027

1. Purpose

The purpose of this policy is to ensure the health, safety, and welfare of all students, staff, and visitors by providing clear guidance on the administration of first aid in our setting. This policy aims to:

- Ensure that appropriate first aid provision is in place.
- Provide guidance on managing illness or injury on site.
- Outline roles, responsibilities, and procedures for first aid administration.
- Comply with the Health and Safety (First Aid) Regulations 1981 and relevant local guidance.

2. Scope

This policy applies to:

- All students aged 11–19 attending Think FAST Academy
- All staff, volunteers, and visitors on site.
- Activities both on site and off site (e.g., educational trips, work placements).

3. Responsibilities

Governing Body / Management:

- Ensure adequate first aid provision and resources.
- Review the first aid policy annually and after any significant incidents.

First Aid Lead / Designated First Aiders:

- Maintain up to date first aid training and certification.
- Monitor first aid supplies and equipment.
- Provide first aid treatment in accordance with this policy.
- Keep accurate records of all first aid administered.

**Staff:**

- Be familiar with the location of first aid kits and equipment.
- Notify first aiders of any incidents requiring assistance.
- Follow procedures outlined in this policy.

Parents / Guardians:

- Provide up-to-date medical information for their child.
- Inform staff of any conditions, allergies, or medications.

4. First Aid Provision**First Aid Personnel:**

- A sufficient number of staff are trained in first aid for the number of students and staff on site.
- At least one qualified first aider will be present during all school hours, including trips and off-site activities.

First Aid Facilities:

- A designated first aid room or area is available for treatment.
- First aid kits are located in key areas around the site and are regularly checked.
- Stock includes gloves, plasters, sterile dressings, burn dressings, and other appropriate supplies.

First Aid Training:

- All first aiders hold a valid certification in first aid at work or an equivalent accredited qualification.
- First aid training is refreshed every three years, or as required.

5. Procedures**Minor Injuries:**

- Staff administer basic first aid for minor cuts, bruises, and scratches.
- Injuries are recorded in the first aid log, noting the student's name, date, injury details, treatment provided, and staff involved.



Serious Injuries / Medical Emergencies:

- Staff must summon a qualified first aider immediately.
- If necessary, emergency services (999) will be contacted.
- Parents/guardians are notified as soon as possible.
- An incident report is completed and reviewed by management.

Illness:

- Students feeling unwell are assessed by a trained first aider.
- Where appropriate, students may rest in the designated first aid area until collected by a parent/guardian or return to class if safe.

6. Medication Administration

- Staff may only administer prescribed medication with written parental consent.
- Medication is stored securely and logged when administered.
- Emergency medication (e.g., EpiPen, inhalers) is readily accessible, and staff are trained in its use.

7. Record Keeping

- All first aid incidents are logged in the first aid record book.
- Records include: date, time, location, nature of injury/illness, treatment provided, and the staff member administering aid.
- Records are reviewed regularly to identify trends or training needs.

8. Risk Assessment

- First aid provision is reviewed as part of the setting's health and safety risk assessments.
- Additional first aid support may be arranged for high-risk activities or off-site visits.

9. Review of Policy

This policy is reviewed bi-annually or following any significant incident to ensure compliance with current legislation and best practice.

Approved by: _____

Position: _____

Date: _____