First Aid Policy

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First Aid Policy

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Policy author Brett Toole, Regional Director of Operations	**Reviewed by:** Regional Director of Operations and Governance, Risk and Compliance	**Approved by:** OneSchool Global UK Board on 09/2026.
Enquiries contact: support@uk.oneschoolglobal.com	**Associated documents** • Administration of Medicines Policy • Safeguarding and Child Protection Policy • Workplace Health and Safety Policy • Allergy Safety Policy	

MAIDSTONE CAMPUS

1. POLICY STATEMENT

1.1 OneSchool Global UK is committed to providing safe, prompt and effective first aid arrangements for employees, students, volunteers, contractors and visitors. First aid is a core control within the wider OSG UK Health and Safety framework and supports the organisation's duty to protect health, safety and welfare, meet independent school standards, respond effectively to illness or injury and learn from incidents.

1.2 This policy must be read alongside the OSG UK Health and Safety Policy, OSG UK Allergy Safety Policy, Supporting Students with Medical Needs Policy, Administration of Medicines Policy, Educational Visits Procedure, Incident Reporting and Investigation Procedure, Food Safety and Catering Procedures, Emergency, Lockdown and Invacuation Procedure and relevant campus risk assessments. Together, these documents define what is required, why it matters and how campuses evidence compliance.

2. PURPOSE

2.1 The purpose of this policy is to set clear, proportionate and auditable requirements for first aid provision across OSG UK campuses. It confirms the minimum arrangements required for first aid needs assessment, trained cover, first aid equipment and facilities, emergency medication access, communication, incident reporting, escalation, review and assurance. This ensures campuses can meet legal duties, protect pupil and staff welfare, support inspection readiness and deliver a consistent regional standard.

3. SCOPE

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3.1 This policy applies to all OSG UK campuses and to all employees, students, volunteers, contractors and visitors. It applies on campus, during school-arranged transport, before- and after-school provision, events, educational visits, residential trips, work experience and any activity where OSG UK has responsibility for students. It applies across England, Wales, Scotland and Northern Ireland, with jurisdiction-specific legal, regulatory and inspection requirements followed where they differ.

Local campus implementation

3.2 Each campus must maintain an up-to-date local implementation record confirming the first aid needs assessment, named first aiders and training expiry dates, first aid kit locations, AED location, emergency medication locations, trip and vehicle arrangements, treatment area arrangements, event arrangements and how first aid information is communicated to staff, students, volunteers, contractors and visitors.

3.3 First aid arrangements must be reviewed at least annually and sooner following a serious incident, material near miss, legal or guidance change, inspection or audit finding, organisational change, change in campus activity, change in pupil need, new medical or allergy risk, change to site layout or evidence that local arrangements are ineffective.

4. DEFINITIONS

Term	Definition
First Aid	The treatment of minor injuries that do not require treatment by a medical practitioner, and the initial treatment of more serious injuries or illness before professional medical assistance is available, for the purpose of preserving life and minimising the consequences of injury or illness.
First Aider	A member of staff who has completed an Ofqual-approved or other recognised first aid course and holds a valid First Aid certificate.
HSE	Health and Safety Executive.

5. POLICY REQUIREMENTS

5.1 OSG UK, as employer and proprietor, retains overall accountability for first aid arrangements. Each campus must complete and maintain a suitable and sufficient first aid needs assessment and use it to determine the level of trained cover, equipment, facilities, emergency medication access, absence cover and communication required. The assessment must also consider foreseeable mental health first aid needs and any activity where life-threatening bleeding is a credible risk, with proportionate equipment, training and emergency arrangements identified where required. First aid arrangements must be documented locally, communicated to staff and reviewed at least annually or sooner following incidents, near misses, legal or guidance changes, inspection findings, audit findings or changes to campus activity.

5.2 Campus Principals are accountable for local implementation and must ensure that first aid provision is resourced, visible and effective. Campus Premises Managers, Health and Safety

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Officers and nominated First Aid Coordinators support implementation by maintaining first aider records, kit and AED checks, emergency medication arrangements, DoneSafe records, local notices and readiness arrangements. First aid arrangements must link to Allergy Registers, Individual Healthcare Plans, Allergy Action Plans, educational visit risk assessments, transport arrangements, event plans, food safety controls and incident reporting.

5.3 As a minimum, each campus must hold current evidence of the first aid needs assessment; named first aiders and certificate expiry dates; first aid kit and AED locations; routine equipment and medication checks; emergency medication arrangements; local first aid notices; staff communication; educational visit, transport and event first aid arrangements; incident reports; investigation records; escalation decisions; and completed corrective actions.

First Aid Policy to SOP cross-reference

First Aid Policy requirement	Standard Operating Procedure reference
First aid needs assessment	SOP: Local first aid needs assessment and implementation record, including mental health first aid needs and life-threatening bleeding risk where relevant.
First aider cover and competence	SOP: First aider appointment, training, absence cover and local notice arrangements.
First aid equipment, facilities and AED readiness	SOP: First aid kits, treatment area, AED checks, replenishment and equipment locations.
Illness, accident and emergency response	SOP: Procedure in the event of illness, accident, emergency escalation and ambulance liaison.
Medical needs and emergency medication access	SOP: Information on students, emergency medication locations, asthma, allergies, epilepsy and diabetes response.
Head injury and concussion management	SOP: Head injury procedure, parent letter, head injury checklist and UK concussion guidance.
Blood, bodily fluids and infection control	SOP: Contact with blood or bodily fluids, bodily-fluid spillages and spillage kit arrangements.
Educational visits, transport, sports and events	SOP: Off-site accident, injury or illness, school vehicles, travelling first aid kits, PE and sports arrangements.
Reporting, RIDDOR assessment and incident learning	SOP: Reporting, accident reporting procedure, escalation, investigation and review.

6. SUPPORTING PROCEDURES

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6.1 Supporting procedures set out how this policy is delivered in practice, including response to illness or injury, head injuries and concussion, contact with blood or bodily fluids, off-site incidents, asthma, allergy and anaphylaxis, epilepsy, diabetes, reporting, escalation and monitoring. Operational procedures must remain consistent with this policy and the linked OSG UK policy suite. Where requirements overlap, the more specific policy or procedure must be followed, provided it does not conflict with applicable legal or regulatory duties.

7. LEGAL, REGULATORY AND GUIDANCE REFERENCES

7.1 This policy supports compliance with UK health and safety, education, pupil welfare, inspection, medicines, reporting and data-protection obligations.

7.2 First aid provision must meet the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Health and Safety (First Aid) Regulations 1981, HSE L74 guidance and the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 where applicable. In Northern Ireland, campuses must also follow relevant HSENI first aid guidance when assessing first aid needs and determining equipment, facilities, personnel and training arrangements.

7.3 Campus arrangements must support compliance with applicable independent school standards, including the Education (Independent School Standards) Regulations 2014 in England, the Independent School Standards (Wales) Regulations 2024 in Wales, and the equivalent education, registration and inspection requirements that apply in Scotland and Northern Ireland.

7.4 Early years provision must meet applicable Early Years Foundation Stage requirements, including paediatric first aid where required.

7.5 Incidents, injuries, diseases and dangerous occurrences must be recorded, reviewed and reported where required under RIDDOR 2013 or the equivalent Northern Ireland reporting requirements, using HSE or HSENI school-specific guidance.

7.6 Emergency medicines and allergy-related first aid arrangements must comply with the Human Medicines Regulations 2012, as amended, relevant Department of Health and Social Care guidance, food allergen information requirements and the Allergy Safety Policy.

7.7 Bodily-fluid spillages, infection-control arrangements and hazardous-substance risks must be managed in line with COSHH requirements and relevant health and safety procedures.

7.8 Medical, first aid, emergency-contact and incident records must be handled in line with the Data Protection Act 2018, UK GDPR and OSG UK information-governance requirements.

7.9 England, Wales, Scotland and Northern Ireland each have jurisdiction-specific education, registration, inspection, health and safety and incident-reporting requirements. Campuses must apply the law and regulator guidance that applies in their jurisdiction. DfE first aid guidance is non-statutory guidance for England, and ISI inspects relevant independent schools in England against the Independent School Standards but does not create legal duties.

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8. VERSION CONTROL

Document Code	Date	Version No.	Nature of change
POL_UK_WHS_First Aid Policy_V8	09/2026	8.0	Full UK legal and operational review. Updated first aid needs assessment, governance, jurisdictional coverage, RIDDOR criteria, allergy and anaphylaxis arrangements, emergency medication access, EYFS paediatric first aid where applicable, educational visits, incident investigation, concussion management and cross-references to Health and Safety, Allergy Safety, Medical Needs, Food Safety, Risk Assessment and Incident Reporting policies. Legal references checked against current HSE, DfE, ISI and legislation guidance and refined to clarify legal status and territorial scope.

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