



HOPEBRIGHT
S C H O O L

First Aid Policy

(Subset of the H&S Policy)

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Firs

First Aid Policy

General Arrangements

Hopebright recognises its duties under the **First Aid at Work Regulations** and its duty of care to staff, learners, employers, and visitors participating in its programmes.

The Director/Head of Provision is responsible for ensuring adequate first aid provision across all Hopebright activities, including **on-site delivery and work experience placements**.

This includes:

- Ensuring a **suitable number of trained first aid staff** are available during all operational hours, including offsite activities and employer visits:
 - **FAW (First Aid at Work – 3 day)** trained staff
 - **EFAW (Emergency First Aid at Work – 1 day)** trained staff
 - Staff supporting outdoor or higher-risk activities must hold **relevant specialist first aid training**
- Ensuring staff supporting younger learners (where applicable) hold **Paediatric First Aid training**
- Ensuring staff are trained in responding to **risks linked to programme activities**, including:
 - Work placements
 - Travel and offsite visits
 - Practical or vocational activities
- Maintaining a **training schedule** so all first aid qualifications are:
 - Kept up to date
 - Refreshed every **3 years**
- Ensuring all staff and learners know:
 - How to **summon first aid support**
 - Who the **trained first aiders** are
- Ensuring **first aid kits are available and appropriately stocked**, including:
 - Offices and training spaces
 - Staff vehicles
 - Travel/offsite kits
- Carrying out **regular checks (at least monthly)** of all first aid kits
- Ensuring access to a **designated first aid area/space** where required



Management of Suspected Fractures

Where a fracture is suspected:

- The individual must be referred to **A&E immediately**

Pain relief (e.g. paracetamol):

- May only be administered:
 - With **prior consent** (for learners)
 - By trained staff or under medical advice
- All administration must be:
 - **Recorded**
 - Communicated to medical professionals

Taking Learners and Staff to Hospital

Where an injury or illness requires hospital treatment:

- Transport may be via:
 - **Ambulance (for serious cases)**
 - **Staff vehicle (for non-emergency cases)**

An ambulance must always be called for:

- Suspected fractures (leg, neck, back)
- Head injury with loss of consciousness
- Breathing difficulties
- Cardiac concerns
- Medical shock
- Strangulation incidents

Hospital attendance is also required for:

- Suspected overdose
- Severe cuts
- Rib or arm injuries
- Ongoing or worsening medical symptoms

A member of staff must:

- Accompany the learner
- Be able to provide or obtain **consent for treatment**



Offsite Visits & Work Experience

First aid provision during:

- Work experience placements
- Employer visits
- Offsite activities

Must be equivalent to on-site provision.

Staff will:

- Carry **first aid kits**
- Record any treatment given
- Liaise with employers and include details in reports

Employers are expected to:

- Provide **appropriate first aid arrangements**
- Inform Hopebright of any incidents

Medical Conditions

Hopebright supports learners with medical conditions including:

- Asthma
- Diabetes
- Epilepsy
- Allergies (including anaphylaxis)

Requirements:

- Staff must be **trained** to respond appropriately
- Individual healthcare needs must be **documented**
- Medication can only be administered:
 - With **written consent**
 - In line with the **Administration of Medicines Policy**

Head Injury

Where a head injury occurs:

- If serious symptoms are present → **refer to hospital immediately**
- If no immediate symptoms:
 - Issue a **head injury advice notice**
 - Individual must be **monitored**
 - Seek medical help if symptoms develop

Illness

If a learner or staff member becomes unwell:

- They may rest in a **designated area**
- If infectious illness is suspected:
 - Individual should be **isolated where possible**
 - Sent home as soon as appropriate

Staff must follow infection control procedures.

Infection Control

All staff must follow safe procedures when dealing with:

- Blood
- Bodily fluids

This includes:

- Use of **PPE (gloves, aprons, masks)**
- Cleaning contaminated surfaces with disinfectant
- Use of **spill kits**

Enhanced procedures apply where required (e.g. infectious illness control).

Disposal of Waste

- Contaminated disposable items:
 - Placed in **clinical waste bags**
 - Disposed of safely
- Non-disposable contaminated items:
 - Washed at **60°C**
 - Returned to learner in sealed bag (if applicable)

Investigation and Reporting

All accidents and incidents must be:

- **Recorded**
- **Reported** appropriately

This includes:

- Near misses
- Injuries
- Incidents during placements

Serious incidents:

- Must be reported to **relevant authorities (e.g. HSE/RIDDOR where applicable)**

Parents/carers must be informed:

- As soon as possible
- In writing where required

Hopebright will:

- Maintain **monthly records** of incidents
- Use data to improve safety and practice

Any potential legal claims:

- Must be referred directly to **Hopebright leadership**
- No direct response should be made by staff



Appendix 1

Trained First Aid Staff (Hopebright)

(Update regularly)

FAW Trained Staff:

- Sakriye Moallim
- Arshad Ashraf

EFAW Trained Staff:

- Sakriye Moallim
-

Paediatric First Aid:

- [Insert Names]

First Aid Kit Locations

- Office / Training rooms
- Staff room
- Work experience travel kits
- Staff vehicles
- Mobile/offsite kits

Key Principle

First aid at Hopebright must always be:

- **Accessible**
- **Proportionate to risk**
- **Responsive to learner needs (including SEND)**
- **Consistent across all environments (including placements)**