

First Aid Policy

Aims of this policy

To ensure that The Bridge SEN school has adequate, safe and effective First Aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury.

- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.

The Bridge SEN school keeps records of illnesses, accidents, and injuries, together with an account of any first aid treatment, non-prescription medication or treatment given to a student.

All policies are listed on our website:

New staff are given information on all of The Bridge SEN school policies as part of their induction.

Implementation: Practical Arrangements

Location of first aid boxes:

- Ground floor kitchen (also includes burn kit)
- First floor kitchen (also includes burn kit)
- Reception
- Staff office
- Ground floor therapy room
- First floor therapy room

The contents of the first aid boxes are checked regularly by management and the First Aider.

First aid boxes and medical cabinets will be restocked immediately when required.

Practical Arrangements at the point of need

Any member of The Bridge SEN School staff can administer first aid to a student under the age of 18 or over in line with the following procedures:

- Administer first aid as appropriate
- Call for help if appropriate
- Call emergency services if required
- Ensure everyone is safe and the injured party cared for and accompanied
- Call the parents if appropriate Immediately after the incident
- Record the incident / accident
- Ensure that everyone relevant knows
- Take any further action as required

If an ambulance is required for emergency treatment, a senior member of staff will accompany the student to hospital. The parents will be notified immediately.

Staff members should call emergency services as soon as it becomes clear the injury is beyond the Bridge SEN school's capability and the health of the student is compromised; if in any doubt, refer immediately to a member of the Senior staff.

The Bridge SEN school will keep Paracetamol on site but no other non-prescribed medication. All Paracetamol administered will be recorded in the Medication Administration Record (MAR) sheet.

Recording accidents and informing parents

Members of Staff who deal with an accident or injury must record the incident in the Accident / Incident log book, complete an incident report and inform management.

Parents are always contacted if a student suffers anything more than a trivial injury, or suffers a head injury or if s/he becomes unwell, or if we have any worries or concerns about his/her health. Parents are encouraged to contact The Bridge SEN school if they have any concern relating to their student's health.

MAR Sheet must be maintained.

Non Serious Injuries

All non-serious injuries must be recorded in the log book. Parents will be informed of the accident at the end of the school day by phone call or with a written report sent home with the learner. The records are reviewed regularly by Management and action taken to minimize the likelihood of recurrence.

Records must include:-

- the date, time and place of incident
- the name of the injured or ill student

<ul style="list-style-type: none"> • details of the injury/illness and what first was given • what happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to playroom, went to hospital) • name and signature of the person dealing with the incident along with a witness. <p>Qualified Staff</p> <p>All staff receive First Aid training at least every 3 years.</p> <ul style="list-style-type: none"> • Refer to Support of Students with Medical Conditions Policy • Arrangements for students with particular medical needs must be made <p>Prior to joining The Bridge SEN school, all medical details of learners are required to be provided so that The Bridge SEN school can provide the level of care expected. Where appropriate, parents and Management, along with any relevant members of staff, will meet prior to a student joining The Bridge SEN school to ensure such provision is in place. All medical information is kept strictly confidential.</p> <p>Special arrangements, such as training are made when necessary to ensure medical needs are met.</p>	
	<p>Updated December 2025</p>