



Branas School

First Aid Policy

Article 3

Adults should always do what is best for you.

.Article 12

You have the right to be listened to and taken seriously.

Article 16

You have the right to privacy.

Article 19

You have the right to be protected from being hurt or badly treated.

Implemented	By Whom	Last Review	By Whom	Next Review
Sept 2025	Gillian Ashley	September 2025	Gill Evans / Katrina F	September 2026

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Date of Issue	Version No.	Person(s) responsible for change	Nature of Change
09/2024	1	Gillian Ashley	Review and update
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Description and Ethos of Branas School

OUR CULTURE AND ETHOS

Branas school is an independent special school for boys aged 11 – 18 years who have a history of harmful behaviours. The school is registered for up to 25 young people and consists of KS3, KS4 and 5 classes. As a community we are able to support young people with early childhood trauma and additional learning needs. We offer a secondary education which includes English, Maths, Science, Humanities, Art, PE, Careers, Music, PSHE and Careers. Specialist teachers offer individualised sessions for young people who have gaps in their learning. We are a registered AALA centre which enables our young people to develop their self-esteem and confidence, learning skills outside of the traditional curriculum through climbing, hill walking and kayaking. All young people access a range of qualifications including GCSE's, Functional Skills and AQA Awards. Careers lessons prepare them for life beyond school and transition in to college.

Branas Isaf is an integrated model of care which incorporates Education, Therapy and Care as a support system for young people. Therapy includes the Good Lives Model (GLM) which is grounded in the ethical concept of human dignity and universal human rights, and as such, it has a strong emphasis on human agency.

OUR SCHOOL

Branas School is committed to developing respectful and supportive relationships with all young people. We recognise that our young people bring different experiences, interests and strengths, and we understand these will influence the way they learn. Therefore, we take a child-centred approach to education that recognises and responds to individual need. We celebrate effort and achievements and set high expectations. We are here to help our young people learn the skills they need to become successful, motivated and resilient young adults who are fully equipped to make a positive contribution to society.



THE VISION

BELIEVE, EMPOWER, ACHIEVE, ASPIRE

BELIEVE IN OUR TEAM AND IN OUR LEARNERS
EMPOWER OUR LEARNERS TO BELIEVE IN THEMSELVES AND THEIR PERSONAL JOURNEY
NURTURE OUR LEARNERS TO **ACHIEVE**
AND **ASPIRE TO BE THE BEST THEY CAN BE.**

The school moto is at the heart of everything we do at Branas School -

“Community with learning, is a community with heart”
“Cymuned a’i chynefin, sy’n chymuned â chalon”

OUR MISSION STATEMENT:

We provide a safe and inclusive learning environment that nurtures mutual respect and encourages reflection so that our young people develop the knowledge skills and confidence to enable them to achieve their potential in all aspects of their lives.



1. First Aid Policy

General

Branas School are required under the Health and Safety at Work Act 1974, Health and Safety (First Aid) Regulations 1981, and the Education (Independent Schools Standards) Regulations 2014 to have a First Aid Policy; containing the policies and procedures to be used in this school.

Aim:

- to ensure that the school has adequate and appropriate equipment, facilities and procedures to provide appropriate First Aid; and,
- to ensure that the First Aid arrangements are based on a risk assessment of the school.

Internal Management: The Appointed Person

As appointed person, the Headteacher has responsibility for the internal management of First Aid during the school day. They will develop a detailed procedure and will ensure that parents/carers are aware of the school's Health and Safety, and First Aid policies and procedures. The Headteacher will ensure that all education staff at Branass School are trained in emergency First Aid. The Headteacher will take charge of First Aid provision in the School, or delegate responsibility to an appropriate, named, alternative individual on the education team.

They will:

- ensure that the First Aid provision is adequate and appropriate;
- carry out appropriate risk assessments in liaison with other staff members;
- ensure that all staff training is up to date and that they have appropriate understanding, confidence and expertise required;
- ensure that the equipment and facilities are fit for purpose, and regularly checked;
- ensure there are appropriate systems for sharing information about children's medical needs in the school for which they are responsible;
- oversee the implementation of this policy.

All staff working with young people must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the young people in the same way that parents/carers would be expected to act towards young them.



Duties of a Designated First Aider

The Designated First Aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the Health and Safety Executive. The school's main duties of the designated first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school; and,
- ensure, when necessary, that an ambulance or other professional medical help is called.

All First Aiders and appointed persons will be expected to follow any relevant government guidance.

- All staff are to be Emergency First Aid trained (1-day course);
- The Designated First Aider will be trained to a higher level, holding a 3-day First Aid at Work certificate;
- As appointed person, the Headteacher will take charge when there is a serious illness or injury. The Headteacher should also hold a 3-day First Aid at Work certificate.

No member of staff should give first aid treatment should they not have received the required training.

The purpose of anyone offering First Aid support is to:

- Manage the situation safely, minimising risk to self, the casualty and others;
- Ensure the casualty receives adequate and appropriate care and support;
- If required, until emergency services are in attendance;
- Ensure practical requirements of the situation are met; and,
- Ensure required recording and reporting duties are completed.

The minimum First Aid provision is:

- a suitably stocked First Aid container;
- an appointed person in charge of First Aid;
- information for employees on First Aid arrangements; and,
- arrangements for provision of first aid on off-site activities.



Siting of First Aid boxes:

The Headteacher, or other designated person, will be responsible for ensuring that the First Aid boxes in and around the school are well stocked. They will ensure that a portable First Aid box is made available for off-site activities, together with any necessary medication required by those students taking part.

First Aid boxes are located in the cloakroom (kitchen annex) and the Staff Room in the school building (See below the requirement of first aid containers for travelling and off-site visits). First aid kits are also kept in the Black Barn outdoor pursuit's base, which is separate from the main school site.

The box must contain a 'sufficient quantity' of First Aid material and nothing else. A minimum requirement is listed below:

- a leaflet giving general advice on first aid,
- 20 individually wrapped sterile adhesive dressings (assorted sizes),
- two sterile eye pads,
- four individually wrapped triangular bandages (preferably sterile),
- six safety pins,
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile un medicated wound dressings,
- two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings, and
- one pair of disposable gloves.

The appointed persons will determine whether there should be more than the minimum items. A system of regular checks will be introduced to ensure that all First Aid kits are maintained ready for use; these will take place at least once per term.

Travelling First Aid containers

Before undertaking any off-site activities, the Headteacher and member of staff should assess what level of first aid provision is needed. Where there no special risk identified, the travelling first aid containers will contain:

- a leaflet giving general advice on first aid,
- six individually wrapped sterile adhesive dressings,
- one large sterile un medicated wound dressing - approximately 18cm x 18cm,
- two triangular bandages,
- two safety pins,
- individually wrapped moist cleansing wipes, and
- one pair of disposable gloves.



Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities and these will be provided following the risk assessment made before the activity takes place. Any medication necessary for those pupils taking part in the activity will be included with the First Aid pack.

This first aid container shall be:

- maintained in good condition,
- suitable for the purpose of keeping the items referred to in good condition,
- readily available for use,
- prominently marked as a first aid container.
- Included within the same system of regular checks instigated for other first aid kits within the school.

Guidelines: Records

On admission of the pupil to the school, all parents/carers/Resident Manager will be required to provide information giving full details of:

- medical conditions,
- allergies,
- regular medication,
- emergency contact numbers,
- name of family doctor/consultants, and
- special requirements (e.g. dietary).

Local Authority / Parental permission forms will be completed at point of admission to the school to allow staff to administer (included within terms of Service Agreement):

- prescribed medication,
- first Aid and
- home remedies (included on approved list).

Administration of the Medication:

The school will only manage the administration of or administer medicines **when essential**, that is where it would be detrimental to the young person’s health if medicine were not administered during the school ‘day’. Medicines will only be accepted when it has been prescribed by a doctor, dentist or nurse consultant.

Changes to the medication regime should be reported to the head teacher, in order that changes in behaviour can be monitored and appropriate changes to behavioural expectations developed for as long as necessary.



The school will follow the instructions as provided on the original medicine container as dispensed by the pharmacist:

- how much to give,
- how it should be kept and stored,
- how it is to be administered,
- when to be given, and
- any other instructions.

The Headteacher will decide whether any medication will be administered in school, and by whom. In appropriate cases the administration of medication during school time will be part of a healthcare plan drawn up by Branas School in consultation with the health professional (GP, paediatrician, nurse consultant or dentist) responsible for the young person.

The medicine must be in the original container as dispensed by a pharmacist with the child's name and instructions for administration as supplied by the pharmacist on the label. If the young person is required and able to administer his/her own medicine (e.g. inhaler for asthma) a designated member of staff will supervise the administration dependent on the age and understanding of the particular young person.

Normally medication will be kept under the control of the appointed person, or other designated person, and in preference to be stored in a locked medical cabinet in the Headteacher's office or DH room. The appointed person will log the medication in the controlled medicine book when signing it in, administering medication and signing it out.

Whilst every effort will be made to administer any medication between rather than during lessons in particular circumstances, such as for children with diabetes, medicines will be administered at times as advised by the young person's consultant or specialist nurse. The school will not allow in any circumstances the administration of non-prescription medicines in school.

Limitations to First Aid Activities

First Aiders are not paramedics or doctors. Their training does not equip them to diagnose illnesses or other medical conditions. All cases of illness or suspected illness must be referred to either:

- the individual's general practitioner,
- the hospital when symptoms indicate severe illness requiring emergency treatment.

First Aid accommodation

The school will provide suitable and sufficient accommodation for first aid and medical treatment.



Branas School does not currently have a dedicated medical room but the disabled toilet in the maths block is available for use if the circumstances demand it. There is appropriate medical equipment, including a bed which is fit for purpose.

Should a young person be suffering from illness such that they are not able to return to the school day they will be allowed to return home. This is a decision taken by the Headteacher, or other designated person for first aid.

Hygiene & Infection Control

All staff should take precautions to avoid infection and to follow basic hygiene procedures. Staff will have access to single use disposable aprons, gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Hygiene in treatment

Every effort must be made to avoid contamination of wounds, and only sterile dressings should be used. Only water should be used to clean open wounds. Where there is no water, sterile cleaning swabs such as a med wipe may be used. Soiled clothing should be effectively decontaminated by washing in a domestic washing machine using the hot programme.

Disposal of soiled dressings

Soiled dressings, wipes or swabs of any kind and any contaminated disposables should not be allowed to contaminate furniture or fittings etc. All items should be handled with care and dropped directly into a waste bin.

Cleansing of surfaces

Surfaces including floors contaminated with body fluids must be cleaned using bleach diluted 1 part bleach with 10 parts water. Care must be taken when handling the bleach. Paper towels used for this purpose should be disposed of in the same way as the soiled dressings. Any cleaning equipment used for the cleaning of contaminated floors should be immersed in a similar bleach solution for 20 minutes before being washed thoroughly in clean water.

Removing a sick young person from school

If a young person is taken ill or is injured and it is felt that the illness, injury is sufficiently serious as to require urgent medical treatment, this includes any injury to the head, the ambulance service and parents/guardians should be contacted without delay. A member of education or care staff would accompany a young person. Precise details of the hospital should be noted and the parents/carers informed as soon as possible.

Use of private cars:

If appropriate, a care home car should be used for transport but if it is necessary for a member of staff to take a young person to hospital in their own car, the car must be appropriately insured for business purposes.



Reporting Accidents & record keeping

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE, the school will follow the LEA procedures (LCOP 4 Reporting accidents, incidents and dangerous occurrences). The school will keep a record of any reportable injury, disease or dangerous occurrence. This must include the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.

This record can be combined with other accident records.

First Aid and Accident log

The school will keep a record of any first aid treatment given by first aiders and appointed persons in the Accident Book, which will include the name of the injured or ill person and events afterwards (for example went home, resumed normal duties, went back to class, went to hospital, etc.). The information in the record book can:

- help the school identify accident trends and highlight areas for improvement in the control of health & safety risks,
- be used for reference in future first aid needs assessments,
- be helpful for insurance and investigative purposes.

In an emergency, the Headteacher/other designated person should have procedures for contacting the child's corporate parent (Registered Manager) as soon as possible. It is good practice to report all serious incidents or significant incidents to the parents/carers, social workers etc.

Administering medicines prescribed by medical practitioners in schools

Medication of any sort must only be administered by a trained member of staff. Ideally there should be a minimum of three staff trained to administer medicines.

Without exception the following procedure should be followed:

- Nominated care staff will ensure that the medication is in an appropriate and secure container. Only the appropriate doses for the school day should be brought on to the premises. An accompanying form must indicate the young person's name, type of medication, dosage and prescribing qualified medical practitioner. Details of the dispensing pharmacist should also be stated.
- All medications should be stored securely, (by the nominated member of care staff) with the appropriate recording system in the DHT room in a locked medicine cabinet.



- When a child needs medication in school, a clear treatment plan and protocol should be put in place;
- Medicines should not be administered in school where the dosage can be given outside school hours;
- Any amendment to the treatment must be authorised by the responsible medical practitioner, and the treatment plan amended accordingly.

Under no circumstances should educational staff be expected to carry out procedures without receiving adequate training. If the school can arrange for two adults, one preferably of the same gender as the young person, to be present for the administration of invasive treatment, this ensures that child protection issues are addressed. Staff should protect the dignity of young person as far as possible. No staff would be expected to undertake any procedure with which they did not feel competent.

General Principles

A list should be available in school of the young people who require emergency or regular medication and care homes should ensure that changes in medication are notified immediately to the school, even when the medication is administered outside the school day. The Headteacher will inform teaching staff about medication that young people are taking and in particular any possible side effects and precautions that need to be taken regarding activities etc. The Headteacher will take responsibility for medication policies.

The list should be made available to all members of the school staff team, and kept in a secure but available location which ensures young people confidentiality is not breached. The Headteacher should take responsibility for medication policies.

Refusing medication:

If a young person refuses medication, teachers should not force them to do so. The school should inform the Headteacher, or other designated person, as a matter of urgency. The record for administering the medication should be updated to reflect the refusal.

Storage of medicines

The school has responsibility for the safe management of medicines kept at the school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH). The school will not store large volumes of medication. When the school stores medicines, staff will ensure that each is in a labelled container showing the name of the young person, name and dose of drug and frequency of administration. If a pupil requires two or more prescribed drugs, each should be in a separate container. Staff should never transfer medicines from their original containers. The Headteacher, or other designated person, are responsible for ensuring that the medicines are stored safely. Medicines are kept in a secure place not accessible to young people. If schools lock away medication that may be required in an emergency, all staff should be aware of the location of the keys. Medicines that require refrigeration may be kept in a refrigerator in an airtight container and clearly labelled. Access to this refrigerator is restricted.



Disposal of medicines:

School staff should not dispose of medicines. Any un-administered medicine should be returned to the care staff.

Non-prescription medicines:

The school does not provide non-prescription medication to the young people at school.

Long-term Medical Needs

The Headteacher and all of the education staff will do all they reasonably can to assist young people with long-term needs to ensure that their learning is affected as little as possible by any medical issues they may have.

Records

The school log 'Administration of Medication Record' will be completed in every instance. It will be kept in the school office. The form will record:

- name of the young person,
- date and time of the administration,
- who supervised the administration,
- which medication,
- how much was given, and
- note of any side-effects.

The Headteacher will ensure that the medical record form is filled in and checked regularly. The record will be cross-referenced with that of the care home where the pupil is resident.

Risk Assessments

The Headteacher must make suitable and sufficient risk assessments in the school to determine any extra provision required over and above the minimum provision. The risk assessments must also cover the risks to employees and also any non-employees who may come into the school.

Training

Care Tech will provide adequate and appropriate training for First Aid staff and appropriate information for all staff to enable them to carry out their duty of care. The Headteacher will ensure that there are sufficient



trained staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site.

All staff working in the school will attend a 1-day Emergency First Aid training course as part of their induction process. It is a requirement of working in the school that a staff member has successfully completed this course during their induction period.

Equal Opportunities

The school will take particular care with the First Aid provision for any disabled staff and young people. Appropriate risk assessments will be done by the person in charge of First Aid, and suitable provision will be made.

Monitoring and Review

The Headteacher will review the First Aid needs and arrangements annually and that the appropriate standards are met. This policy document is to be read and adhered to in conjunction with other relevant Branas School policies and procedures.

This policy is due to be reviewed in Sept 2026