



## **First Aid Policy**

**2025 - 2026**

## FIRST AID POLICY

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| <b>Version</b>                 | 1.0                                                                                               |
| <b>Document authors (name)</b> | Melissa McBride                                                                                   |
| <b>Policy Owner</b>            | Sophia High School - Vanessa Temple<br>Shazia Meer (2024 version)<br>Holly McKenna (2024 version) |

|                 |                         |
|-----------------|-------------------------|
| <b>Audience</b> |                         |
| Target          | Staff                   |
| Policy Location | Staff Drive 2024 - 2025 |

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|------------------------|----------------|
| <b>Version control</b> |                |
| Implementation date    | 11 August 2023 |
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| Next Review date       | August 2026    |

# FIRST AID POLICY

## Introduction

Sophia High recognises the importance of having adequate first aid arrangements aligned to health and safety regulations, even as an online school. This policy should be read in line with our Health and Safety Policy, Online Health and Safety Policy and Safeguarding & Child Protection Policy.

This policy outlines our approach and protocols.

### Aims:

- To promote the good health and safety of all students, staff and visitors in line with the Health and Safety at Work Act 1974.
- To ensure adequate first aid arrangements and trained personnel are in place to deal with any incidents and provide immediate response.
- To ensure any incidents are recorded and reviewed to prevent reoccurrence.
- To embed safe online learning practices through cyber-safety education and awareness
- To deliver health and safety related learning opportunities to students.

### First Aid Provision:

- A suitably stocked first aid kit will be maintained at the school head office for use by staff if needed. Head Office staff are aware of accident and incident reporting record book and that a first-aid kit is available in the office
- Designated staff members at the head office will be nominated and trained as appointed first aiders
- All teachers will undergo basic online first aid training and receive their accredited certificate, which is stored on our secure drive. This includes topics such as recognising medical emergencies and how to deal with a first aid emergency whilst online.
- All teachers also hold current certification for mental health first aid.

### Remote Lesson Policies:

- Clear procedures for teachers to follow if a medical emergency occurs during online class time involving a student at home
- Students will be educated in Online Safeguarding strategies and procedures, including staying safe online, not sharing personal information/passwords/photographs, and reporting any inappropriate or disturbing content

### Parent Partnership:

- Parents are responsible for administering first aid and medical care to students at home as needed
- Parents must inform the school of any significant injuries or health conditions pertaining to their child

In the event of a medical emergency involving a student during an online class:

- The teacher should immediately try to get the attention of the parents/guardians by calling their name and asking them to come check on the student.
- The teacher should contact the school administration immediately to notify them of the emergency. The school should make efforts to reach the parents if not already present.
- If the parents do not appear quickly, the teacher should call the emergency services while remaining on video with the student as possible. The teacher can guide the emergency dispatcher to the student's location. Details are available on Athena.
- The teacher will dismiss all remaining students from the Google Meet class, keeping the video link open with the student suffering the medical emergency.
- If the student seems able to communicate, the teacher should ask questions to gather information about their condition and symptoms to relay to emergency services.
- The teacher should try to keep the student calm and comfortable until help arrives, providing encouragement and reassurance.
- If the student loses consciousness, becomes unresponsive or stops breathing, the teacher should instruct another individual at the home to begin CPR if they are able. The teacher can demonstrate CPR through the video link if needed.
- The teacher should document details of the incident thoroughly afterwards and submit their report to the school. The school may conduct a post-incident review.
- Ongoing monitoring and follow-up with the student and family should be provided as needed in the aftermath of the emergency. Counselling should be offered if appropriate.
- The incident should be recorded on the Athena Digital Platform and in the Log Book.

The key priorities are summoning prompt emergency help, keeping the student as stable as possible, engaging other adults at the home for assistance, and notifying the school administration right away. Clear emergency preparation and training for teachers enables swift response.

Training and Awareness:

- Designated head office staff will maintain up-to-date first aid certification
- First Aid Protocols and Procedures to be discussed during Autumn Term Inset Training
- All teachers will complete approved online first aid awareness training in Autumn 2023
- Students will receive age-appropriate first aid and online safety education through health and wellbeing curriculum & program of guest speakers in Spring 2024

Monitoring and Compliance:

- First aid incidents will be recorded, tracked for patterns/risks, and reviewed to identify actions
- Compliance with health and safety regulations will be monitored and reported to the Health and Safety Executive (HSE) as required