



**TRURO  
SCHOOL**

**SENIOR SCHOOL**

# **First Aid Policy**

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A copy of this policy is published in the following areas:  
The school's intranet

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Created by: Compliance Officer

Approved by: Health and Wellbeing Lead, Deputy Head  
(Pastoral), and Chief Operating Officer

## First Aid Policy

### **1. Introduction**

- 1.1 This policy outlines the school's arrangements for first aid, medical response and emergency care for pupils, staff and visitors, including Boarding provisions. The Health and Safety (First Aid) Regulations 1981 requires Truro School to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be provided to employees if they are injured or become ill at work. Employers also have a health and safety responsibility to non-employees and so this policy considers and makes allowance for the likely risks to pupils and visitors. Under the National Minimum Standards for Boarding, Truro School is required to implement appropriate policies for the care of boarders who are unwell and to ensure that the physical and mental health and emotional wellbeing of boarders is promoted. This includes the requirement for a First Aid Policy.
- 1.2 This policy is developed to comply with:
- Health and Safety at Work Act 1974
  - Health and Safety (First Aid) Regulations 1981
  - Management of Health and Safety at Work Regulations 1999
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
  - Department for Education statutory guidance on supporting pupils with medical conditions in school
  - UKHSA infection prevention guidance
  - Resuscitation Council 2025 First Aid guidance
  - ISI Regulatory Framework for Independent Schools (Welfare, Health and Safety, Boarding Provision)
- 1.3 The school recognises its duty of care and its responsibility to ensure timely, appropriate and safe medical intervention to all staff, pupils and visitors (including contractors).
- 1.4 This policy should be read in conjunction with:
- Health and Safety Policy
  - Allergy, Anaphylaxis and AAI Policy
  - Asthma Policy
  - Concussion Policy
  - Diabetes Policy
  - Epilepsy Policy
  - General Health Policy
  - Medical Handbook for Boarding
  - Off-site Visits Policy
  - Any Individual Healthcare Plans (IHCPs)

## **2. Scope**

- 2.1 The school ensures boarding pupils are provided with continuous access to appropriate medical care, safe supervision when unwell or injured, clear escalation to clinical or emergency services and appropriate emotional and pastoral support.
- 2.2 The school demonstrates compliance with ISI expectations by ensuring medical provision for boarding pupils is safe, effective and accessible at all times, with boarding staff trained and competent in emergency response with leadership oversight on health, safety and welfare outcomes.

## **3. Aim**

- 3.1 The aim of this policy is to ensure a prompt and effective first aid response, safe management of illness and injuries, clear escalation procedures for emergencies, safe administration and oversight of medicines, effective communication with parents/guardians and accurate recording, reporting and analysis of incidents to support continuous improvement in health, safety and welfare for all pupils, staff and visitors.

## **4. Safeguarding and Medical Care Integration**

- 4.1 The school recognises that medical welfare is a safeguarding matter. All staff must act promptly in any medical emergency, escalate concerns where injury or illness may indicate safeguarding concerns and ensure supervision of unwell pupils is appropriate at all times.
- 4.2 Where there is any uncertainty regarding a pupil's wellbeing, staff must treat this as a safeguarding and medical concern and escalate appropriately.

## **5. First Aid Provision**

### **5.1 First Aiders**

- The School Nurse is the lead clinical professional during the school day.
- A sufficient number of trained first aiders with cover day and boarding provisions, including whilst pupils are on visits away from school.
- First aiders are trained to provide immediate help to those with common injuries or illnesses, and where necessary escalate appropriately.

### **5.2 Appointed Persons**

- The school may also have appointed persons in addition to first aiders. Their duties will include:
  - Assist during emergencies if First Aiders or Medical Centre not available.
  - Support first aid logistics (e.g. equipment, coordination).
  - Ensure that an ambulance or other professional medical help is called when appropriate.
  - Action that do not replace trained clinical professionals.

- 5.3 The school provides first aid training appropriate to role, activity and level of risk. This includes Emergency First Aid at Work, Emergency Outdoor First Aid, AED and CPR training, and anaphylaxis and emergency medical training.

- 5.4 Staff leading and supporting educational visits, sports activities, boarding provisions or higher risk activities must ensure they hold, or are supported by colleagues who

hold appropriate and in date first aid training relevant to the activity being undertaken.

- 5.5 The school maintains oversight of training requirements and renewal needs, however individual staff members are also responsible for ensuring qualifications and training remains current and for notifying their line manager of upcoming expiry dates.

## **6. Boarding Medical Provision**

6.1 The school ensures there is 24/7 boarding medical oversight which includes:

- Boarding staff providing initial response out of hours.
- Medical advice available via NHS 111.
- Emergency services are contacted via 999 when required.

6.2 Nighttime and weekend care includes clear handover procedures between staff, with any unwell boarders appropriately monitored without reducing supervision requirements of other boarders.

6.3 Boarding staff are trained in emergency first aid, CPR and AED use, anaphylaxis and emergency medication and recognition of serious illnesses.

## **7. First Aid Equipment and AED Provisions**

7.1 First Aid Boxes are located across all teaching and boarding areas, including Sports and other high risk environments as well as in school vehicles and off site kits.

7.2 First Aid Boxes are regularly inspected and replenished by the designated First Aider in the relevant location and the Medical Centre team with a twice yearly audit.

7.3 The content of the First Aid Boxes are adapted for the activity area they are stored, in alignment with advice from Department for Education.

7.4 The school provides AEDs which are clearly signposted, accessible and regularly checked including one within the Sir Ben Ainslie Sports Centre (SBA) which is checked by SBA staff, and one within the Medical Centre which is checked by Medical Centre team.

## **8. Medical Conditions, Allergies and Emergency Medicines**

8.1 The school supports pupils with medical conditions through appropriate planning, communication and risk assessments to enable safe participation in school life, any boarding provisions, sports and educational visits.

8.2 Individual Healthcare Plans (IHCPs) for maintained for pupils where required and shared with relevant staff on a need to know basis in accordance with safeguarding and UK GDPR requirements.

8.3 Emergency medication including adrenaline auto-injectors (AAIs), emergency inhalers and other prescribed emergency medicines where appropriate, is stored securely whilst remaining rapidly accessible in an emergency.

8.4 The school maintains an appropriate allergy awareness and anaphylaxis management training programme in line with current guidance and emerging national requirements regarding allergy safety in schools. This includes annual staff training in both allergy awareness and use of AAIs, and is coordinated through the Medical Centre team.

- 8.5 Where pupils with medical conditions attend educational visits, sporting fixtures or other off site activities, the school will ensure that:
- An appropriate medical risk assessment is completed.
  - Relevant IHCPs are shared with staff on a need to know basis.
  - Sufficiently trained staff accompany the visits, including in administration of emergency medication.
  - Emergency medications (including AAI, emergency inhalers, etc) are readily available.
  - Clear emergency escalation and communication procedures are in place.
  - The level of first aid provision will be proportionate to the nature of the activity, location, group needs and identified medical risks.
- 8.6 Teaching staff, Boarding staff, Catering staff, Sports department and other relevant teams receive training appropriate to their role in supporting pupils with medical conditions and responding to medical emergencies.

## **9. Illness and Accident Procedures**

- 9.1 When a pupil feels ill or is injured at School, they should be escorted to the Medical Centre to be assessed. If they cannot be taken to the Medical Centre, the School Nurse will attend to the pupil where they are.
- 9.2 Staff with First Aid qualifications may be asked to administer aid until the School Nurse arrives.
- 9.3 It is the responsibility of the School nurse, member of SLT or Head of Boarding on duty to decide if an unwell pupil needs to be sent home or to hospital.
- 9.4 Parents/guardians of unwell pupils are to be contacted where appropriate.
- 9.5 If the pupil has to be taken to hospital by a member of staff, the School nurse or a member of SLT will arrange for one of the following methods of transport to be used, depending on the urgency and nature of the circumstances:
- School vehicle
  - Taxi
  - Ambulance
- 9.6 For head injuries and suspected concussions, please refer to the School's Concussion Policy and associated Return2Play medical management platform.
- 9.7 The Head or Deputy Head Pastoral (or in their absence another member of SLT) must be contacted immediately if the injury is of a serious nature.
- 9.8 Details of any accident must be recorded using an Accident Book or via the online form accessed via My Apps or the school intranet.

## **10. Incident Reporting, Governance and Transparency**

- 10.1 All accident and incidents requiring medical attention, and near misses are recorded.
- 10.2 Staff must complete an Accident, Incident or Near Miss report when:
- A pupil is sent to the Medical Centre.
  - First Aid is administered.
  - An incident or near miss is witnessed.
- 10.3 The Medical Centre holds clinical records for pastoral and medical care purposes.

10.4 The Compliance Officer maintains incidents and near miss reporting data for:

- Health and safety oversight
- Trend analysis
- Risk identification
- Reporting to SLT and Governors
- Statutory reporting under RIDDOR

10.5 Governance reporting ensures that there is robust oversight of trends and patterns to reduce recurring risks and monitoring control measures via reporting to Governors through relevant committees including Health and Safety and Estates Committees.

10.6 All records are stored securely in accordance with UK GDPR.

## **11. Governance and Review**

11.1 This policy is reviewed annually by Health and Wellbeing Lead and Senior Leadership Team, and is additionally monitored through Health and Safety Committee, Boarding oversight meetings, safeguarding review process and following any serious incident which would trigger an immediate policy review where required.