

First Aid and Healthcare Policy

Where there is reference to Ambitious about Autism (AaA) in this policy, it is referring to both Ambitious about Autism (AaA) and Ambitious about Autism Schools Trust (AaAST).

1. Purpose

The purpose of this policy is to describe AaA's approach to the provision of first aid and healthcare and to provide additional guidance and information on the following:

- First Aid
- Mental Health First Aid
- Incident and Accident Reporting
- Learner Medication Administration
- Staff Risk Assessments
- Head Injuries Protocol
- Infection Prevention and Control Protocol
- Sharps Protocol
- Ambulance Protocol

2. The Statutory guidance

The following statutory guidance shall be followed by AaA and AaAST:

- Health & Safety at Work Act 1974
- The Health & Safety (First Aid) Regulations 1981
- Control of Substances Hazardous to Health Regulations 2002
- RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

3. Policy statement

This policy outlines AaA's arrangements to ensure adequate provision of suitable first aid and healthcare for learners and staff.

4. Key principles

The following key principles should be followed to support the policy statement above:

First Aid

- AaA provides adequate one- and three-day First Aiders at all settings.
- Signage indicating certified First Aiders is displayed prominently on noticeboards.
- All medical rooms and residential homes are equipped with First Aid supplies.
- First Aid kits are kept in all fleet cars.
- Once First Aid has been administered, an assessment must be made as to whether further medical treatment is required.
- First Aid boxes must be replenished following treatment.
- The Property Team is responsible for overseeing numbers of qualified First Aiders across the organisation.

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Medical Room Locations

- Ambitious College WTC – Room B173
- Ambitious College CONEL – Ground Floor Washroom Lobby
- The Rise School – Ground Floor
- The Rise School Sixth Form – Reception Office
- Spring School – Ground Floor Medical Room
- St John’s College – First Floor next to Nurses’ Office (F1 & F2)
- TreeHouse School – Room G30

Defibrillators (AED)

Defibrillators are fully automatic and have been designed to be used easily. It provides clear voice and visual instructions and will automatically deliver a shock if needed. AED boxes contain all necessary First Aid equipment and paediatric pads.

Defibrillator Locations

- Ambitious College WTC – SGH Portico entrance / SJB South entrance
- Ambitious College CONEL – Medical Room
- The Rise School – Head Teacher’s Cupboard
- The Rise School Sixth Form – SGH Portico entrance / SJB South entrance
- Spring School – Ground Floor Reception Medical Room
- St John’s College – Maintenance block opposite Wolfson Theatre
- TreeHouse School – First Floor Staff Room

Mental Health First Aid

AaA recognises the important of good mental health and takes its responsibilities for the overall health of its staff very seriously. There are a variety of resources available:

[Mental Health First Aiders](#) are trained to provide initial help and guide staff toward appropriate professional help.

[The Wellbeing Hub](#) provides staff with information and resources for mental and physical health and wellbeing.

[The Employee Assistance Programme \(EAP\)](#) provides free and confidential advice for staff and their families on a range of issues, emotional, financial and legal.

Incident and Accident Reporting

- **Accident** – an unintended event that leads to an injury, damage or potential loss.
- **Incident** – an event that took place where a deliberate action leads to harm, injury, damage or loss.
- **Near Miss** – an unplanned event that does not result in any injury, damage or loss but had the potential to do so.

Staff are required to record all accidents, incidents, near misses, First Aid and medication errors on the organisation’s behaviour management system (currently BehaviourWatch and Databridge).

Parents/carers must be contacted in the event of any accident or incident.

Policy Owner	Director of Property & IT	Review Date:	01/06/2026
Policy No.	069	Version No.	3.1

Please refer to the [Serious Incident Reporting Policy and Procedure](#) for the organisation's duties, roles and responsibilities around investigation of serious incidents.

Medication Administration

Each setting has a designated medication co-ordinator to administer learner medication outlined in their support plans.

Medication should not be seen as a barrier to attending any educational outing. Risk assessments must be in place for medication needing to be administered during a trip. Supervising staff must be aware of any medication needs, safekeeping, control and emergency procedures.

Prescription Medication	Non-Prescription Medication
Each setting should have sufficient trained staff to administer medication. Heads of settings are responsible for appointing these staff.	
Medication Consent Forms should be completed by parents/carers.	
Staff responsible for medication administration should be appropriately trained and supported by healthcare professionals.	
Settings should only accept medication that has been prescribed by a medical professional.	
Settings should only accept medication that is in-date, labelled, in the original packaging as dispensed by a pharmacist or approved supplier and with clear instructions included.	
Settings should never make changes to dosages on instructions from parents/carers.	
	Staff should never give a non-prescribed medicine unless there is specific prior written permission from the parent/carer.
	A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.
All medicines should be stored safely and appropriately, in accordance with manufacturer's instructions and in a controlled, locked location.	
Gloves should be worn when preparing and administering medication.	
All medicines should be returned to the parent/carer or dispensing pharmacist for safe disposal when no longer required.	
Where clinically appropriate, medicines prescribed in dose frequencies which enable it to be taken outside of school hours are preferred.	
All medication errors must be reported on BehaviourWatch/Databridge.	

Staff Training

AaA(ST) will ensure all dispensing staff are appropriately and regularly trained and certified on:

- First Aid
- Epilepsy and seizures
- EpiPens
- Diabetes
- Asthma

Staff Risk Assessments

Policy Owner	Director of Property & IT	Review Date:	01/06/2026
Policy No.	069	Version No.	3.1

AaA undertakes to carry out reasonable Risk Assessments for activities that present a specific hazard or risk, or which prevent staff from carrying out their usual roles.

Staff should report any concerns to their line manager or a member of ELT. Areas of concern will be risk assessed and reasonable adjustments made where appropriate.

Head Injury Protocol

Immediate Response

- All head injuries must be treated as potentially serious.
- First Aid must be administered immediately.
- Monitor the injured person closely for any signs of deterioration.

Hospital Referral

- If further medical treatment is required, refer the injured person to hospital.
- If driving them:
 - Ensure they are accompanied by a staff member.
 - They must be handed over to a trained medical professional.
 - Do not leave them alone at A&E under any circumstances.

When to Call an Ambulance

An ambulance must be called immediately if the injured person shows any of the following:

- Loss of consciousness
- Confusion or disorientation
- Slurred speech
- Vomiting
- Signs of concussion

[NHS Guidance on Concussion](#)

Infection Control

Infection control is essential for maintaining a safe and healthy environment for pupils, learners, staff and members of the public.

[Public Health Agency - Guidance on infection control in schools](#)

Hand Hygiene

Handwashing protocols must be encouraged and adhered to. Antibacterial hand gel is also provided throughout our settings.

PPE

PPE must be worn when carrying out first aid, personal care or clinical tasks and disposed of after use. These include single-use gloves, face masks, aprons, eye protection.

Decontamination

After exposure to potentially infectious substances, the environment and equipment must be deep cleaned. High-touch areas should be regularly disinfected.

Laundry

Policy Owner	Director of Property & IT	Review Date:	01/06/2026
Policy No.	069	Version No.	3.1

Potentially contaminated clothing and towels must be washed separately on hot wash cycle. PPE must be worn when dealing with soiled laundry.

Waste Management

All clinical and non-clinical waste must be appropriately disposed of in separate bins. Clinical waste is any waste containing human or animal tissue, blood or bodily fluids.

Blood Borne Viruses (BBV)

BBVs can spread to others regardless of whether the carrier has symptoms. If any of the following BBVs are contracted at work, a RIDDOR report must be completed:

- Hepatitis B, C or D
- HIV

Immunisation

While not mandatory, AaA encourages vaccination where possible. The following are offered free of charge:

- Hepatitis B (staff at risk)
- HIV Post-Exposure Prophylaxis (staff at risk)
- Influenza (all staff)

Vomiting and Diarrhoea

Pupils/learners who experience diarrhoea or vomiting should be sent home immediately and remain home until they have been symptom-free for 24 hours.

Staff affected by diarrhoea or vomiting within 24 hours of their start time should not come to work until they have been symptom-free for at least 24 hours.

Sharps and Needle Stick Injuries

AaA accepts responsibilities under the Health & Safety at Work Act 1974, COSHH Regulations and all other relevant legislation protecting students, staff and visitors from infections via sharps.

Sharps are items that are capable of puncturing or cutting the skin (hypodermic needles, knives, scissors, gardening equipment, broken glass or plastic).

Where the use of sharps is unavoidable, safer designs (e.g. safety blades, retractable needles) should be used with safe handling practices.

All discarded sharps should be treated as contaminated and procedures in this policy should be followed every time. Sharps incidents and near misses should be recorded on BehaviourWatch and Databridge.

See Appendix 1 – Sharps Management Protocol

RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

RIDDOR requires employers to report certain workplace injuries, occupational diseases or dangerous occurrences.

Policy Owner	Director of Property & IT	Review Date:	01/06/2026
Policy No.	069	Version No.	3.1

RIDDOR reportable incidents should be reported to Heads of School/College, Health and Safety Manager and Head of Property.

RIDDOR reports must be uploaded to the incident slip on BehaviourWatch/Databridge.

[HSE Guidance on RIDDOR](#)

See Appendix 2 – Ambulance Protocol

5. Roles and Responsibilities

5.1 Head of Property – writing, reviewing and updating the policy.

5.2 Staff – adhering to the policy.

5.3 Managers/ELT/SMT – communicating the policy.

6. Other Key Policies

This policy should be read alongside the following other AaA policies:

- [Health & Safety Statement](#)
- [Health & Safety Policy and Procedure](#)
- [Risk Assessment Policy](#)
- [Serious Incident Reporting Policy and Procedure](#)
- [Wellbeing Policy](#)
- Settings' own medication and healthcare procedures

7. Further details found in Appendix 1 and 2

The following additional details can be found in the appendix below:

- Sharps management protocol
- Ambulance protocol

8. Monitoring Arrangements

This policy shall be reviewed by Director of Property and IT and approved by the Deputy CEO on an annual basis, or more frequently should there be any change in legislation or working practices.

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Appendix 1

Sharps Management Protocol

AaA is committed to fulfilling its responsibilities under the Health and Safety at Work Act 1974, the Control of Substances Hazardous to Health (COSHH) Regulations, and all other applicable statutory provisions. This includes protecting employees, contractors, learners, and visitors from the risk of infections transmitted through exposure to sharps.

Sharps are objects that can puncture the skin. These include needles, scissors, knives, broken glass, gardening tools.

Where the use of sharps is unavoidable, safer alternatives (such as retractable needles, blunt nosed scissors, safety knives) should be used.

All sharps should be treated as potentially contaminated and this protocol must be followed at all times. All sharps incidents and near misses must be recorded on BehaviourWatch/Databridge.

Responsibilities

AaA

- Ensure all staff are aware of sharps handling and injury procedures.
- Identify work operations that may pose a sharps-related infection risk.
- Conduct Risk Assessments for identified 'at risk' tasks.
- Provide adequate training, equipment, and information to at-risk staff.
- Offer Hepatitis B vaccination or HIV post-exposure prophylaxis to staff at AaA's cost.

Health & Safety Competent Person / Setting Representatives

- Provide guidance on sharps injuries upon request.
- Investigate all sharps injuries and implement stricter controls if needed.
- Ensure all incidents are reported on BehaviourWatch/Databridge.

Dispensing Staff

- Secure all needles and medication when not in use.
- Monitor expiry dates and dispose of expired items.
- Ensure a First Aider or second staff member is present during injections.
- Be trained in needle setup, testing, and use.
- Follow correct procedures and behaviour plans.
- Monitor learners post-injection.
- Seek immediate First Aid if injury or contamination occurs.
- Dispose of needles properly and clean any spillages.
- Do not attempt sharps removal unless trained.
- Report sharps incidents immediately to trained staff.

Facilities Staff – Sharps Removal/Disposal

- Locate sharps for disposal.
- Wear appropriate PPE.
- Place sharps container near the item.
- Use tongs/litter picker to place sharp in container.
- Seal container and store safely.
- Disinfect area and tools.
- Notify clinical waste contractor for collection.
- Dispose of PPE and wash hands.

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Policy No.	069	Version No.	3.1

Appendix 2

Ambulance Protocol

If an ambulance is required:

- Call 999
- If the casualty is a pupil/learner:
 - Obtain a copy of their healthcare plan
 - Alert Heads of School/College or Senior Leadership Team
 - Inform parent/carer
 - Alert Reception to instruct ambulance on arrival
 - If a hospital visit is required, pupils/learners must be accompanied by a member of staff who must remain with them until parent/carer has arrived or clear arrangements have been made for their care.
- If the casualty is a staff member:
 - Ask if there is anyone they would like to be contacted.
 - If they are unable to respond, obtain emergency contact details from the People Team.
 - Accompany them to A&E if required.
 - Ensure that no one is left alone at A&E.

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