BRACKENMOOR SCHOOL

First Aid Policy

Applies to pupils, staff and visitors on site and on school trips

Owner: Senior Nurse | **Approved by:** Board of Governors | **Last reviewed:** September 2026 | **Next review:** September 2027

1. Purpose

This policy makes sure that anyone who is injured or falls ill at school gets prompt and appropriate care, and that parents are kept informed.

2. Health Centre

The Health Centre in Brackenmoor House is staffed by registered nurses from 8.00am to 6.30pm on school days, and overnight when boarders are in.

3. First aiders

- At least one qualified first aider is on site whenever pupils are present.
- Nursery and Pre-Prep staff hold paediatric first aid certificates.
- Every school trip and sports fixture has a trained first aider.
- A list of first aiders is displayed in each building.

4. Medication

Medicines are only given with written parental consent. Pupils with asthma or allergies carry their own inhalers or adrenaline auto-injectors, and spare devices are kept in the Health Centre and the Dining Hall.

5. Recording and informing parents

All injuries and treatment are recorded. Parents are told the same day about any head injury or any treatment beyond minor first aid. In an emergency, staff call 999 first and then contact parents.

6. Equipment

First aid kits are kept in every building, minibus and sports pavilion, and are checked each half term. Defibrillators are located at main reception and the Meadow Sports Hub.

7. Related policies

Health and Safety Policy · Supporting Pupils with Medical Conditions Policy