



First Aid Policy

Adopted 2nd Jan 2021

Last review 08/09/2026

Signature:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke at the end.

This policy has been developed and implemented by Make it education ltd to ensure the safety and wellbeing of students and staff, in event of an accident or medical emergency.

Equipment

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves

The Centre Manager will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are in the following areas:

Recreation Room

Transporting Vehicles

Mobile kit for trips.

Training

At least one member of Make it staff will have first aid at work training.

The Centre Manager will ensure that all training needs are met and be aware of dates when training needs to be renewed or refreshed.

Administering First Aid

First Aid will only be administered at Make it! by a qualified first aider.

The Centre manager will be aware of Medical information contained on the Student Referral form and will advise the first aider accordingly.

First aider will make an initial assessment and decide whether the ambulance service needs to be called.

Make it Staff will ensure an ambulance is called if requested and be able to give clear instructions as to the condition and the location of the casualty, on or off site.

The First Aider will administer appropriate first aid in line with their training and communicate with paramedics as the casualty comes under their care.

Communication and Recording of First Aid incidents.

If a student or staff member sustains an injury or first aider administers first aid whilst at the centre or on a centre trip, then it will be recorded in the medical book.

The medical book will contain details of why first aid was necessary, what first aid was administered and other actions that were taken. Whenever possible the medical book will be completed within 24 hrs of the incident.

Sending schools and/or parents will be informed when first aid has been necessary.

Incidents of First aid will be evaluated and reviewed by the Make it! team at our daily meeting.