Cardiff Academy

POLICY /// HEALTH, SAFETY AND PREMISES

First Aid and Medical Needs Policy

How first aid is provided at Cardiff Academy and on activities, how students' medical conditions and medicines are managed, what happens in a medical emergency, infection control, and how parents of under-18s are informed.

REFERENCE	**CA-HSE-03**	VERSION	**1.0 (Approved)**
POLICY OWNER	**Head of Operations**	APPROVED BY	**Board of Governors**
ISSUE DATE	**October 2026**	APPROVAL DATE	**October 2026**
REVIEW CYCLE	**Annual**	NEXT REVIEW DUE	**October 2027**
APPLIES TO	**All staff; students and parents (summary)**	PUBLISHED	**Staff portal; first aid notices; summary in Student Handbook**

RELATED POLICIES CA-HSE-01 Health and Safety; CA-WEL-03 Student Welfare and Wellbeing; CA-WEL-09 Educational Visits; CA-WEL-01 Safeguarding; CA-INF-01 Data Protection

LEGAL ENTITY Cardiff Education Group Ltd, trading as Cardiff Academy (Company No. 14569122). Registered office: 168 City Road, Cardiff CF24 3JE. Teaching premises: 8 Drake Walk, Cardiff CF10 4LG

1 Purpose

To make sure that anyone who is injured or becomes ill at the Academy or on an Academy activity receives prompt and appropriate first aid, that students with medical conditions are supported, and that emergencies are handled effectively.

2 First aid needs assessment

The Head of Operations carries out a **first aid needs assessment** annually, considering the number of people on site, the layout over **three** floors, opening hours, activities, known medical conditions and the distance to emergency services. The current assessment requires:

- at least **two** qualified **First Aid at Work (FAW)** or **Emergency First Aid at Work (EFAW)** first aiders on site whenever students are present, with cover for absence
- first aid kits on each floor and in the staff room, and a travel kit for each visit
- a designated first aid area: the administration area

Names and locations of first aiders and kits are displayed on every floor.

3 First aiders

First aiders hold a current certificate (FAW or EFAW from a competent provider, renewed every three years with annual refreshers). They give first aid within their training, record all treatment, and call for an ambulance when needed. At least one first aider has training in mental health first aid.

4 Medical emergencies

1. Call **999** immediately if someone is seriously ill or injured (for example unconscious, not breathing normally, chest pain, severe bleeding, anaphylaxis, seizure lasting more than five minutes, suspected stroke, serious head injury).
2. Send for a first aider and the AED.
3. Inform Reception, which directs the ambulance and informs the duty manager.
4. A member of staff accompanies a student under 18 to hospital and stays until a parent or guardian arrives. Adult students are accompanied wherever possible.
5. Inform the student's emergency contact (and parents of under-18s) as soon as possible.

5 Minor injuries and illness

- First aiders treat minor injuries; students who feel unwell may rest in the first aid area under supervision.
- Students who are too unwell to stay are sent home. Students under 18 are collected by, or sent home only with the agreement of, a parent, guardian or responsible adult.
- Students are advised to contact their GP or NHS 111 for non-urgent medical advice.

6 Medical information and Individual Healthcare Plans

- All students provide medical information and emergency contacts at enrolment. Parents of under-18s give **consent to emergency medical treatment** on the Under-18 Consent Form.
- Students with significant conditions (for example epilepsy, diabetes, severe allergies, asthma, heart conditions) have an **Individual Healthcare Plan (IHP)**, agreed with the student (and parents for under-18s), setting out symptoms, triggers, treatment and emergency actions. Relevant staff are briefed with the student's consent.
- Medical information is stored confidentially (CA-INF-01).

7 Medicines

- Adult students are responsible for their own medicines and should carry essential emergency medicines (for example inhalers or adrenaline auto-injectors).
- For students under 18, prescribed medicines may be held and given by staff only with written parental consent, in the original labelled container, and recorded on the Medicines Administration Record.
- Staff do not give non-prescription medicines (for example painkillers) to students under 18 without parental consent, and never give aspirin to under-16s.

- Emergency medicines are stored where they are quickly accessible but secure, and taken on all visits.

8 Infection control

The Academy follows UK Health Security Agency and Public Health Wales guidance on infectious diseases, including exclusion periods. Hand-washing facilities and hygiene supplies are available. Notifiable disease outbreaks are reported as required.

9 Recording and reporting

- All first aid treatment is recorded on the **First Aid Record**: name, date, time, injury or illness, treatment, outcome and first aider.
- Accidents are recorded on the Accident and Incident Form (CA-HSE-01) and reported under RIDDOR where required.
- Parents of under-18s are informed of any injury, illness or treatment the same day.

10 Visits and activities

The visit leader makes sure that a first aider, a first aid kit, emergency medicines, medical information and emergency contact details for every participant are taken on every visit (CA-WEL-09).

11 Monitoring

The Head of Operations checks first aid kits monthly, monitors first aider certification, reviews the First Aid Record termly for patterns, and reports annually to the Board.

12 Review

This policy is reviewed annually.

Compliance mapping

This policy has been written to meet, and to evidence, the following external requirements. Inspectors and university partners can use this table to locate the relevant provisions.

ISI Educational Oversight (PFE) standards	Standard 22 (satisfactory written first aid policy, implemented effectively); Standard 20 (health and safety)
British Council Accreditation UK criteria	W6 (access to adequate health care); S3 (medical consent for under-18s); P1 (safety of students)
University partner due diligence	Partner due diligence – first aid and medical needs arrangements
Legislation and statutory guidance	Health and Safety (First-Aid) Regulations 1981 and HSE guidance L74; RIDDOR 2013; Human Medicines Regulations 2012 (adrenaline auto-injectors and inhalers); Equality Act 2010; UK GDPR (health data)

Document control

Version	Date	Author / reviewer	Summary of changes
0.9	Pre-2026	Various	First Aid and Medical Needs Policy Sep 25 v1.1; First Aid Policy (2025); CA BC First Aid and Medical Needs (2025)
1.0	October 2026	Head of Operations	New policy written for university partnerships, ISI Educational Oversight and British Council Accreditation UK. Supersedes all previous versions.

APPROVED ON BEHALF OF THE BOARD	SIGNATURE	DATE
Chair of the Board of Governors		