



First Aid Policy

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An academy within:



“Learning together, to be the best we can be”



1. Aims

- 1.1. All staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school. Stay calm and do no further harm is a fundamental first aid message.

2. Policy Objectives

- 2.1. To ensure all pupils and staff are kept safe in the event of an injury.
- 2.2. To ensure that first aid provision is available at all times.
- 2.3. To provide relevant training and ensure monitoring of training needs.
- 2.4. To provide sufficient and appropriate resources and facilities.
- 2.5. To inform staff and parents/ carers of the School's First Aid arrangements.
- 2.6. To report, record and where appropriate investigate all accidents.
- 2.7. To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR).

3. Summoning Assistance

- 3.1. All support staff are trained in Emergency First Aid, and should administer first aid where appropriate at the scene. If administration of a fully trained First Aider for more senior incidents is required, staff should immediately contact the office. The following information should clearly be communicated:
 - Where the casualty is
 - Who they are
 - What has happened?
 - The time since the injury took place
- 3.2. If an ambulance is required, the fully trained first aider or a member of SLT will make the call.



4. First Aid Provision

- 4.1. First aid kits are distributed around school. Their location is indicated by a green First Aid sign. All First Aiders complete an Emergency First Aid course and subsequent refresher training. Monthly checks will be carried out on the contents of the boxes but staff are also asked to replenish items as they use them.

5. Certified Staff

- 5.1. The vast majority of permanent staff are first aid trained, four staff have completed the Level 3 First aid course and four staff have a Paediatric First Aid qualification

6. First Aid Treatment

- 6.1. All trained staff attend regular update first aid training to meet current HSE and legal requirements. Where applicable, pupils' specific care plans procedures should be followed. If any doubt remains, medical advice should be obtained. Where the incident is not an emergency, but further advice/treatment is needed from a GP/other health professionals, then parents/carers will be contacted to discuss the situation, with a view to parents/carers taking the child to that medical help. Where parents/carers cannot be contacted, then school staff will escort the child to hospital for investigation, for example in the case of a possible fracture.

7. First Aid On External Visits

- 7.1. First Aid kits should be taken out on all school visits. First aid provision should be followed as detailed on the risk assessment for each visit.
- 7.2. **It is the responsibility of the lead member of staff to check first aid kit contents every external visit and re-stock as necessary with assistance from reception.**

8. Emergency Arrangements

- 8.1. Where the injury is an emergency, a fully trained First Aider or SLT should be called and a 999 call should be made.



8.2. SLT will:

- Allocate a member of staff to escort the paramedics to the casualty
- Notify parents/carers if requested

8.3. If a pupil is taken to hospital, a staff member (familiar with the situation and pupil) and/or a member of the SLT will supervise until parents/carers arrive.

8.4. Where a child has an Individual Health Care plan, this will be taken to hospital with the child.

9. Hygiene/Infection Control

9.1. Hands must be washed after giving First Aid.

9.2. Single-use non-latex disposable gloves must be worn when treatment involves blood or other body fluids.

9.3. Any soiled dressings etc. must be correctly disposed of.

9.4. The affected area (location, not casualty) should be cleaned using a form of disinfectant and the area left clean and dry. Exposed cuts and abrasions should always be covered using non-allergic dressings and tape.

10. Incident Reporting

10.1. All first aid treatment is recorded on the appropriate paperwork; either a pupil incident log, a staff incident log or an Accident and Incident Investigation form. These are completed by the person administering First Aid and by the person who witnessed the accident.

10.2. When a serious accident occurs and the pupil requires treatment, a Pupil Accident Report Form should be completed by the person who witnessed the accident and sent to Trust CEO and the MAT's appointed Competent Person – currently iAM compliant. In accordance with regulations, this will then be reported to RIDOR.

11. Sharing Of Information Within School



- 11.1. Good communication ensures that accident reporting, risk identification, reduction and elimination are effective. Good communication is also essential to promote healthy and safe working/learning environments and avoid misunderstandings. Information will be shared through staff meetings.
- 11.2. All staff are advised to be familiar with pupils' medical needs, associated care plans and risk assessments.



Heatherwood School - Pupil Incident Log

(for use in minor incidents where Proactive Accident & Incident Investigation Form has not been completed)

Pupil Name:		Class :	Incident Date:	
Location of incident:			Names of persons involved:	
Description of incident:				
Has incident been logged in home/school diary:			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Headteacher comments:			Headteacher Signature	
			Date	
Accident report required		Yes <input type="checkbox"/>	No <input type="checkbox"/>	



Heatherwood School - Staff Incident Log

(for use in minor incidents where Proactive Accident & Incident Investigation Form
has not been completed)

Staff Name:	Incident Date:
Workbase:	Names of persons involved:
Location of incident:	
Description of incident:	
Form completed by:SignedPosition.....	
Headteacher comments:	Headteacher Signature
	Date
Accident report required Yes <input type="checkbox"/> No <input type="checkbox"/> Signed Office Mgr.....	