


# Heart of the Forest Community Special School

## First Aid Policy



<b>Approved by:</b>	HoF Governing Body	<b>Date:</b>	11/03/2026
<b>Signed by Chair of Governors:</b>		<b>Date:</b>	11/03/2026
<b>Last reviewed on:</b>	August 2025	<b>Next review date:</b>	August 2026
<b>Website:</b>	Yes	<b>Type:</b>	Statutory

Version Control

Version	Date	Summary of changes
1	March 2023	Reviewed by previous leadership
2	August 2025	First Aiders updated, first aid container contents, medical tracker procedure details added, addition of appendix 2, addition of sentence to clarify paediatric first aid administration

## 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

## 2. Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

## **3. Roles and responsibilities**

### **3.1 Appointed person(s) and first aiders**

The school's appointed persons are attached in Appendix 1.

. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment.
- Sending pupils home to recover, where necessary.
- Completing an accident report on Medical Tracker on the day of accident, or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date.

First aid posters with names and photos are displayed prominently around the school.

### **3.2 The local authority and governing board**

Gloucestershire Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **3.3 The Headteacher**

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of first aiders are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

### **3.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents and complete Medical Tracker
- Informing the headteacher of any specific health conditions or first aid needs.

### **4. First aid procedures**

#### **4.1 In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present (Key Witness) will assess the seriousness of the injury and seek the assistance of a qualified first aider in line with `Accident Reporting & Actions on Medical Tracker Procedure` Appendix 2
- The first aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position

If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted by telephone and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents

- If emergency services are called, the Teacher, or a member of the Pastoral or Admin team, will contact parents immediately
- The first aider will complete Medical Tracker on the same day of event.
- Follow up details will require adding to Medical Tracker the same day or as soon as is reasonably practical after an incident resulting in an injury.

#### **4.2 Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Access to information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the Teacher prior to any educational visit that necessitates taking pupils off school premises. These will need to be added to Evisits for approval.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. For older pupils, it is recommended, but not essential, that at least one first aider on school trips and visits.

#### **5. First aid equipment**

*A typical first aid kit in our school will include the following:*

- a leaflet giving general advice on first aid – [HSE information is available](#)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings

- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

*A travelling first aid kit will include the following:*

- a leaflet giving general advice on first aid – [HSE information is available](#)
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages individually wrapped and preferably sterile
- 2 safety pins
- individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

No medication is kept in first aid kits.

Each first aider has a first aid kit in their classroom and other first aid kits are stored in:

- Reception
- The school kitchen
- The sports hall
- Pavilion
- School vehicles

The school has an Emergency Inhaler available which should only be used by children, for whom written parental consent for the use of an inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. Staff should refer to 'Department of Health Guidance on the use of emergency salbutamol inhalers in school'.

## **6. Record-keeping and reporting**

### **6.1 First aid and accident recording**

- An accident report will be completed on Medical Tracker by the attending first aider on the same day after an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident, including all of the information provided by key witness.
- Accident records on Medical Tracker, and any previously completed paper records prior to the introduction of Medical Tracker, will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **6.2 Reporting to the HSE**

The School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business Manager will report these to the SHE Assure as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:

Fractures, other than to fingers, thumbs and toes

Amputations

Any injury likely to lead to permanent loss of sight or reduction in sight

Any crush injury to the head or torso causing damage to the brain or internal organs

Serious burns (including scalding)

Any scalding requiring hospital treatment

Any loss of consciousness caused by head injury or asphyxia

Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)

- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done. Examples of near miss events relevant to schools include, but are not limited to:

The collapse or failure of load-bearing parts of lifts and lifting equipment

The accidental release of a biological agent likely to cause severe human illness

The accidental release or escape of any substance that may cause a serious injury or damage to health

An electrical short circuit or overload causing a fire or explosion

### **6.3 Notifying parents**

An email notification sent via Medical Tracker will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day. Head bumps or serious injuries will have a phone call home before an email notification is sent. See Appendix 2.

### **6.4 Reporting to Ofsted and child protection agencies**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify the Children and Families Team at Gloucestershire County Council of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **Training**

All school staff can undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. Those who hold a paediatric first aid certificate are only qualified to administer paediatric first aid. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years. +

#### **7. Links with other policies**

This first aid policy is linked to:


Health and Safety Policy

Medical Procedures Policy

Supporting Pupils with Medical Conditions Policy

Safeguarding and Keeping Children safe in Education Policy

Appendix 1 – First Aiders

 <span style="font-size: 2em; font-weight: bold; color: green;">First Aiders</span> 
Carol Rushton—PPA/Forest School— Radio 1—FAA Level3 in outdoor First Aid RQF -ADULT
Laura Small—Senior Administrator—Ext 269—Level 3 in Emergency First Aid at Work—ADULT
Carly Worgan—Kestrel —Ext 234—ITC Level 3 in Forest School ADULT & ITC Level 3 in Paediatric First Aid
Sam Golding—Admin Assistant—Ext 202—Level 3 Emergency First Aid at Work-ADULT- & Qualsafe Level 3 Paediatric First Aid
Robert Beswick—Site Manager —Radio Channel 6—Level 3 Emergency First Aid at work (for cleaning staff only)
Richard Grice —Site Assistant—Radio Channel 6 -Level 3 Emergency First Aid at work (for cleaning staff only)
Annie Morgan —Chestnuts —Ext 239—ITC level 3 in Paediatric first aid.
Chrissy Nichols—Osprey—Ext 274 - FAA Level 3 Paediatric First Aid
Claire Manfield—Admin Assistant—Ext 201 - Qualsafe Level 3 Paediatric First Aid
Daisy Tasker— Badgers—Ext 233—Qualsafe Level 3 Paediatric First Aid
Denise Eaton-Ehrlich—Pastoral FLW—Ext 215—Qualsafe Level 3 Paediatric First Aid
Jordan White—PPA - Qualsafe Level 3 Paediatric First Aid
Kirsten Jennings—Pastoral FLW—Ext 204—ASM Level 3 Paediatric Infant and Child First Aid
Kelly-Ann Fletcher— Goshawk- Ext 222 Qualsafe Level 3 Paediatric First Aid
Lauren James—Beech Class —Ext 240—FAA Level 3 Paediatric First Aid
Lauren Wilde—Buzzard Class—Ext 220—QA Level 3 Paediatric First aid
Nicole Sheldon—Merlin Class —Ext 221 — FAA Level 3 Paediatric First Aid
Rimini Hopkins — Sycamore—Ext 302—FAA Level 3 Paediatric First Aid
Sara Roberts — Oak —Ext 224—FAA Level 3 Paediatric First Aid
Sarah Crowell-Hall — Little Apples— Ext 238—FAA Level 3 Paediatric First Aid
Tracey Taylor —Pastoral —Radio 1—FAA Level 3 Paediatric First Aid

Appendix 2 – Medical Tracker Procedure

**ACCIDENT REPORTING & ACTIONS ON MEDICAL TRACKER PROCEDURE**

**ON THE DAY OF EVENT:**

- Key Witness reports the accident/incident and is responsible for notifying a first aider at time of event.
- **If First Aider attends**, first aider to record on Medical Tracker on day of event in conjunction with accident witness (even if first aid declined)
- **NO** paper forms to be completed – all on Medical Tracker

**Head bumps – ALL headbumps** to be recorded in medical tracker by first aider immediately after the first aid has been administered, ensuring class teacher is informed. Class teacher is to call home to inform of head bump. Reception will then email parent/carer via medical tracker selecting head bump template that contains NHS guidelines.

