



# Holmleigh Park High School

## **First Aid Policy**

Holmleigh Park High School is part of the Greenshaw Learning Trust.  
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales, company number 7633694, registered at Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1 4AF.

# Holmleigh Park High School First Aid Policy

This policy provides information on how Holmleigh Park High School fulfils first aid requirements, manages illness and accidents and the reporting process within the school. This policy applies to Holmleigh Park High School and all governors, pupils and staff of the school must abide by this policy, which has been adopted under the Pupil Welfare Statement of the Greenshaw Learning Trust.

It is the responsibility of the Headteacher of the school to ensure that their school and its staff adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the GLT CEO and/or Board of Trustees.

The policy adheres to the principles set out by the Department for Education in Guidance on First Aid in Schools, and Supporting Pupils at School with Medical Conditions. It will be reviewed every three years or more frequently if required.

This policy should be read in conjunction with:

- The GLT Health and Safety Policy and Procedures
- The GLT Educational Visits Policy
- The School Supporting Children with Medical Conditions Procedure
- The School Administration of Medicine Procedure

This procedure is the responsibility of: Assistant Headteacher for Inclusion

This procedure was reviewed and updated on: June 2024

This procedure was approved by the School Governing Body on: July 2024

# Holmleigh Park High School

## First Aid Policy

---

<b>General Principles</b>	<b>2</b>
<b>Responsibilities:</b>	<b>2</b>
Headteacher	2
Staff	3
First aiders	3
<b>First Aid Provision</b>	<b>3</b>
<b>First Aid Training</b>	<b>4</b>
<b>Automated External Defibrillation (AEDs)</b>	<b>4</b>
<b>Trips and visits</b>	<b>4</b>
<b>Illness and Accidents</b>	<b>4</b>
<b>Reporting of Incidents</b>	<b>5</b>
<b>Reporting to the HSE</b>	<b>6</b>

---

### **General Principles**

In the event of an accident or injury to a pupil, it is important to remember the responsibilities of the School 'in loco parentis'. Not only must the pupil receive immediate attention, either at the site of the accident or in a First Aid Room, but it is important to ensure that all necessary follow-up action is taken.

Parents should be informed immediately if the accident is sufficiently serious that a pupil may have difficulty getting home or has to be referred to hospital.

### **Responsibilities:**

#### **Headteacher**

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

- Ensuring that an appropriate number of trained first aid personnel 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

- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that 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

### **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 they attend
- Informing the headteacher or their manager of any specific health conditions or first aid needs

### **First aiders**

First aiders 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
- 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
- Filling in an accident report on the same day as, or as soon as is reasonably practicable after, an incident Keeping their contact details up to date

Our school's first aiders are listed in the appendix. Their names are displayed prominently around the school site.

### **First Aid Provision**

The arrangements for first aid provision will be adequate to cope with all reasonably foreseeable incidents.

Supplies of first aid material will be monitored regularly by the Welfare Assistants and any deficiencies made good without delay. This includes the provision of portable First Aid packs for trips. The materials will be checked by the start of each term and any items used should be reported to the Welfare Assistants.

Anyone needing first aid should, in the first instance, attend the Medical Room (known as Mi for short) and be triaged by the Welfare Assistant on duty.

The location of first aid equipment is shown in the appendix and will be displayed prominently around the school site.

## **First Aid Training**

All first aiders must have completed an appropriate training course. Courses run by the St John Ambulance or British Red Cross meet GLT requirements. If another provider is used, the Headteacher will have completed appropriate due diligence to ensure compliance with the expectations set out by the HSE. The school will keep a register of all trained first aiders, what training they have received and when this expires (see appendix).

The Headteacher will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, staff will be required to retake the full first aid course before being reinstated as a first aider.

## **Automated External Defibrillation (AEDs)**

The school has three AED machines. They are located in the: H-Block Staff Room, entrance to the PE changing room and Reception / Main Office. Primary schools have machines and pads that are suitable for children under the age of 8 years.

## **Trips and visits**

First Aid arrangements for School Trips and Visits are contained in the GLT Educational Visits Policy. Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities. First aid kits are to be taken on school trips.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as a part of a school-related activity.

## **Illness and Accidents**

In the event of a pupil becoming ill or having an accident the following procedures are followed:

Illness:

- When a pupil feels ill at School, they should be escorted to the Medical Room (Mi), where a first aider will decide on what action should be taken.
- Welfare Assistant will be responsible for deciding whether the pupil should be allowed to go home
- If it is decided that a pupil should go home, then a parent or guardian must be contacted to collect the pupil.
- If the pupil is not fit for lessons but can safely return home and there is no one available to collect them, they may be allowed home if a parent gives permission.
- If the pupil requires medication, this will be administered according to the guidelines within the School's administering Medication in School Procedure.
- If the pupil requires care at a hospital, the parents or guardian will be informed immediately. If deemed to be a non-emergency, a parent or guardian will be asked to collect the pupil without delay and accompany him to a hospital of their choice.

- If it is deemed necessary to attend hospital without delay, the pupil will be accompanied to the hospital by a member of school staff who will wait with the pupil until a parent arrives and assumes responsibility for their child. In these circumstances, parents must make every effort to attend to their child as quickly as possible.

#### Accidents:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider if required
- If the accident is of such a nature that the casualty should not or cannot be moved, a qualified First Aider will attend at the scene immediately otherwise they should be escorted to the Medical Room (Mi), where a first aider will decide on what action should be taken.
- The above procedures for illness will then apply to accidents.
- The Welfare Assistant will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.
- The Headteacher must be contacted immediately if the injury is of a serious nature.

### **Recording of Incidents**

All occasions of pupils and staff requiring first aid attention or treatment are recorded the same day or as soon as possible after an incident or accident. The following details are recorded:

- Name of person reporting the incident
- Date of the incident
- Time of the incident
- Location of the incident
- Name of the affected person
- Nature of illness/accident
- Details of any First aid administered
- Whether parents are contacted and whether a pupil is sent home or to hospital

Details of any accident should be recorded as promptly as possible, together with names of any witnesses, while details are still fresh in the mind.

### **Reporting of Incidents**

The GLT Incident Form (accessed via the Intranet) is to be used to report any adverse incident that takes place in any of our schools. This is for the purpose of recording, reporting, investigation (if necessary), to prevent repeat incidents, and to maintain safe environments for our students, staff, and visitors. Completed forms will be sent to your Headteacher, the school Site Manager, and to GLT Shared Services.

What needs to be reported using the GLT Incident Form?

Injury / Illness

- Amputation
- Breathing difficulties
- Burn / scald
- Eye injury
- Fatality
- Fracture / dislocation
- Head injury
- Internal injury
- Major bleeding
- Sprain / strain
- Unconscious / collapse / seizure
- Serious illness

#### Dangerous occurrence / Near miss

- Hit by moving or falling object (or near miss)
- Hit by vehicle (or near miss)
- Injured while lifting or carrying (or near miss)
- Slipped, tripped or fell (or near miss)
- Fall from height (or near miss)
- Exposed to harmful substance (or near miss)
- Electrical incident (or near miss)

#### Building damage

- Fire damage
- Flooding
- Weather damage
- Malicious or accidental damage

#### Fire related incident

- Evacuation of building
- False alarm (accidental or malicious)
- Fire – damage to building / property
- Fire – injury to persons
- Fire safety visit
- Fire Service attended alarm activation

#### Violence & aggression

- Violence / aggression between students.
- Violence / aggression towards a pupil by a member of the public.
- Violence / aggression towards staff by a member of the public.
- Violence / aggression towards staff by a pupil

Environmental Health related incident

- EHO routine inspection
- EHO visit as a result of a complaint
- EHO Enforcement Notice

### **Reporting to the HSE**

The School Health and Safety Lead 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) and will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

Further information regarding accident reporting and recording can be found in the GLT Health and Safety Policy.



## Appendix

<b>Name of trained First Aider</b>	<b>Type of training/certificate</b>	<b>Expiry date of certificate</b>
Mckayla Sharp	EFAW	28 Sep 2026
Emma Grinham	EFAW	19 May 2027
Samantha Miles	EFAW	11 March 2027
Donna Cayless	FAW	05 Dec 2025
Mick Guilbert	FAW	22 June 2026
Mick Guilbert	PFA	02 Dec 2025
Lewis Pennington	EFAW	19 May 2027
Ruth Ranshaw	EFAW	19 May 2027
Naomi Austin	EFAW	19 May 2027
Maja Bull	FAW	12 May 2025
Dianne Waters	FAW	01 Nov 2025

<b>First Aid Equipment:</b>	<b>Location</b>
First Aid Kit x1	Reception / Main Office
First Aid Kit x1	Medical Room
First Aid Kit x4	Pe Department
First Aid Kit x1	Art Department
First Aid Kit x1	Performing Arts Block
First Aid Kit x2	Catering Rooms
First Aid Kit x1	Science Prep Room
First Aid Kit x1	IT Office
First Aid Kit x1	Sixth Form Office

First Aid Kit x1	Site Team Office
First Aid Kit x1	Textiles Department
First Aid Kit x2	Mini-buses (x2)