



# Hucknall Flying High Academy

## First Aid Policy

***“Make Every Day Count”***

**We aim to make every day count for our children where they thrive and build the cultural-capital they need to make aspirational choices about their own future**

<b>Date Policy Written</b>	<b>September 2025</b>
<b>Date Policy to be Reviewed</b>	<b>September 2026</b>
<b>Date Presented to Governors</b>	<b>7<sup>th</sup> October 2025</b>
<b>Signed (Headteacher)</b>	
<b>Signed (Chair of Governors)</b>	

## Contents

1. First Aid .....	3
2. Record keeping.....	5
3. Emergency procedures.....	6
4. Day trips, residential visits and sporting activities.....	6
5. Unacceptable practice.....	6
6. Liability and indemnity.....	7
7. Complaints .....	7

---

## **1.1 First Aid**

In accordance with regulations and guidance schools have a responsibility to ensure first aid provision for all employees appropriate to the needs of the staff. The Health and Safety at Work Act 1974 imposes duties to safeguard the health and safety of employees and others who may be affected by work activities, including pupils.

This guidance summarises the Health and Safety (First Aid) Regulations 1981 which required all employees including schools to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are ill or become ill at work.

The regulations do not oblige employers to provide first aid for anyone other than their own staff, however, employers do have health and safety responsibilities towards non-employees.

Although there is no statutory requirement for schools to provide First Aid arrangements for pupils or other visitors to the school, common law provides a duty of care. Consequently, schools should make proper provision for non-employees including pupils, parents, governors, clients, contractors and other visitors. In the case of pupils, the requirement to act 'in loco parentis' does extend to providing First Aid arrangements.

The school will regularly review its First Aid needs, particularly after changes, to ensure the provision continues to be adequate.

## **1.2 Definition of First Aid**

The treatment of injury or illness suffered at work, whether or not caused by the work being undertaken, in order to save life and prevent conditions worsening plus the calling of the Ambulance Service when required. This definition does not include giving tablets or medicines.

## **1.3 First Aid Personnel**

On Site

The management of Health and Safety at Work Regulations 1999 require employees to carry out suitable and sufficient risk assessments in order to identify and evaluate hazards, and devise and implement control measures

At Hucknall Flying High Academy all staff are qualified First Aiders, who are able to administer first aid, look after first aid equipment and call an ambulance if necessary. All teaching staff and support staff have attended a basic one day first aid course.

Melanie Bingham, Becky Bailey and Basia Keen are qualified paediatric first aiders.

---

#### **1.4 First Aid Boxes and Kits**

At Hucknall Flying High Academy we have first aid boxes situated in the school kitchen, staffroom, all classes and the school office. All first aid boxes are marked with a white cross on a green background. The contents of the first aid boxes conform to Health and Safety Executive guidelines. Travelling first aid kits are also available in the staffroom for use on off site visits or in the school grounds.

The designated First Aiders are responsible for checking and replenishing first aid kits on a rota basis. Items of equipment must be disposed of if they are out of date or if the sterile wrapping is no longer intact.

#### **1.5 Communication**

All staff shall be made aware of the school's First Aid arrangements. New members of staff and those working on a temporary basis shall be given details of the arrangements for First Aid at the earliest available opportunity during their induction.

#### **1.6 Personal Safety**

Protective gloves and aprons must be made available and used at all times.

#### **1.7 Transport of the Injured Person**

Where it is necessary to go to hospital, persons with the following injuries/conditions must be transported by ambulance.

- Head and neck injuries
- Drowning incidents
- Suspected fractures
- Chest pain
- Severe bleeding
- Asthmatics who do not respond to treatment
- Epileptic seizures which are prolonged, or the person has not been known to suffer from this condition in the past
- Electric shock
- Severe burns and scolds
- Chest and abdominal injuries

It may be more appropriate to transport pupils with other injuries in staff or school vehicles. This can only be decided at the time with due consideration of all factors (e.g.) the type of injury, age of pupil, etc. Where pupils are transported in this way the school must ensure that the vehicle/driver carries appropriate insurance, i.e. that they have checked with their insurers that they are insured to transport pupils. The driver must ensure that the vehicle is

---

roadworthy. It is important to ensure that another adult as well as the driver accompanies the child on the journey. The pupils must sit in the back of the vehicle on a booster seat if appropriate and wear the seat belt provided.

If the parent or guardian of the child cannot be contacted, a member of staff should accompany them into hospital because waiting for a parent to arrive could delay treatment. The member of staff should stay with the pupil at all times until relieved by the parent.

### **2.1 Record keeping**

For legal reasons records of all medicines administered are kept at the school until the pupil leaves the school. This includes medicines administered by staff during all educational visits. All medicine that it administered in school is recorded on a whole school medicine tracker (appendix 5) each time it is given and it is signed off by the person giving it.

**2.2 When a First Aider administers First Aid** they must make a note of the main details of the incidents in the first aid record book. In the event of an injury to the head, a bumped head letter is sent home with the child. The accident or incident will be recorded in the accident book. The member of staff dealing with the accident will inform the office and the child's parent will be contacted by telephone as soon as possible. If the child has an accident and there is a visible mark, an incident note will be sent home. Where appropriate the details of the incident/ill health must be recorded in the Nottinghamshire County Council's Wellworker/ORSHENS – RIDDOR 1995.

### **2.3 Accident and Incident Reporting**

In the event of an injury to the head, a bumped head letter (Appendix 4) is sent home with the child. The accident or incident will be recorded in the accident book. The member of staff dealing with the accident will inform the office and the child's parent will be contacted by telephone immediately. If the child has an accident and there is a visible mark, an incident note (Appendix 3) will be sent home. All injuries are audited each year, by the Health and Safety Leader.

### **3 Emergency procedures**

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has a Health Care Plan, the emergency procedures detailed on the plan are followed and instructions for calling an ambulance are displayed prominently by the telephone in the school office.

### **4 Day trips, residential visits and sporting activities**

---

#### **4.1 Educational Visits**

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure to complete a consent form (appendix 2) and to supply a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (apart from travel sickness medication) cannot be administered by staff and pupils must not carry them for self-administration. Hay fever remedies etc should therefore be provided, if necessary, on prescription.

Pupils with medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

#### **4.2 Local Authority**

The LA policy for Off Site Visits requires first aid provision for all off-site activities. At least one person, trained to an appropriate level based on risk assessment, should accompany each visit. Where the visit takes place in remote areas, as is often the case for Outdoor Education activities, a higher standard of training may be required. Details can be obtained from the Environmental Education Support Service on 0115 9535054. In remote off-site situations specialist evacuation arrangements may be necessary through emergency services.

#### **4.3 Risk Assessments**

For all off site visits a specific risk assessment is completed by the trip leader. The risk assessment includes risks to all pupils, as well as including specific risks to individual pupils. The assessment is shared with all staff attending the visit after it has been approved by the headteacher and registered on Evolve.

#### **5 Unacceptable practice**

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
  - assume that every child with the same condition requires the same treatment;
  - ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
  - send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
  - if the child becomes ill, send them to the school office unaccompanied or with someone unsuitable;
  - penalise children for their attendance record if their absences are related to their
-

- medical condition e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
  - require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
  - prevent children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

## **6 Liability and indemnity**

Hucknall Flying High Academy follows the Flying High Trust Insurance guidelines.

## **7 Complaints**

*Please refer to our 'Complaints Procedure Policy'.*

Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

If a parent or carer has any concerns regarding the care or welfare of their child, an appointment can be made by them to speak to the SENCO and Class Teacher, who will be able to offer advice and support.

---

Appendix 1

HUCKNALL FLYING HIGH ACADEMY HEALTHCARE PLAN – Page 1

For school & off-site visits

Procedures to be followed by non-medical staff



Name of pupil	
Date of birth	
Stated disability	
Class/year	
Date	
Review date	
Responsible persons in an emergency are First Aider (at work) or named person	

Contact information

Family contact 1		Family contact 2	
Name		Name	
Phone No. (Home)		Phone No. (Home)	
Phone No. (Work)		Phone No. (Work)	
Mobile No.		Mobile No.	
Relationship		Relationship	

I/We can confirm that the one of the above emergency contacts will be available at all times during the day.

Emergency Contact Details		
Name of clinic/hospital	Contact name & tel. no.	For condition

Where possible children are encouraged to administer their own medication, under the supervision of a School First Aider.

If your child refuses to take their identified medication then you will be contacted accordingly.

---

Appendix 2

**Accident Requiring First Aid or Medical Intervention.**

1. First aider to assess situation and ask for relevant assistance; to follow the school's first aid protocols.
2. Delegated person to request an ambulance (if required) by telephoning emergency contact number (eg 999).
3. Inform parents.
4. Member of staff to travel to hospital (not the first aider on an offsite visit/residential, trip leader or designated person for medication) in accordance with school policy.

**This Healthcare Plan has been written in agreement with:**

Title	Print Name	Signature	Date
Parent/Carer*			
Pupil			
School Representative*			
Health Representative*			

**\*Essential signatures**

**Form copied to:**

**Agreed access to Healthcare Plan** (Please note confidentiality)

This plan will be followed until circumstances change at which point a new plan should be drawn up and agreed. This plan should then be filed as a permanent record.

---

Condition requiring intervention	Signs or symptoms	First action	Initial medical interventions (inc. medication dosages, times etc)	Further medical interventions



## Hucknall Flying High Academy

### Medicine in School

Name of Child ..... Class .....

I give permission for my child to be given the following prescribed medicine at school:

Name of Medicine .....

Dosage ..... Time ..... Number of Days .....

Storage instructions.....

- I can confirm that my child has had this medication before and has not had an adverse reaction.
- Where possible children are encouraged to administer their own medication, under the supervision of a School First Aider.
- If your child refuses to take their identified medication then you will be contacted accordingly.

Signed ..... Parent / Carer Date .....

---

**No: 0001**

Year Group:

**Your child had an accident / incident today**

Date:

Dear Parent / Carer,

Child's Name: \_\_\_\_\_

Today your child has had an accident/incident at \_\_\_\_\_ a.m/p.m.

**He / She has a:**

- Bumped head
- Cut
- Bruise
- Graze

Other: \_\_\_\_\_

**First aid administered:**

- Antiseptic wipe
- Plaster
- Ice Pack
- Observation

Other: \_\_\_\_\_

**Location of injury**



**FRONT/BACK**

**What happened following the incident:**

- Stayed at school
- Went home
- Hospital

First aid administered by: \_\_\_\_\_ teaching staff / midday staff

**Parent / Carer have been informed by telephone**



### Appendix 5: record of medicine administered to all children

Name of school/setting

Date      Child's name      Time      Name of medicine      Dose given      Any reactions      Signature of staff      Print name

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name

---