

# FIRST AID POLICY



**HARTFORD**  
CHURCH OF ENGLAND  
**HIGH SCHOOL**

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| <p><b>Ratified by Governing Board:</b> May 2026<br/><b>Next Due for Review:</b> Summer Term 2027</p> |
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## Mission Statement:

Our mission at Hartford Church of England High School is to provide an outstanding, inclusive and ambitious education for all. Children develop and thrive both within and beyond the classroom. They are known, with their talents embraced and promoted. They develop into young people who will make a substantial contribution to the world. They enjoy an education rooted in a shared set of Christian values that radiate the love and truth of Jesus Christ.

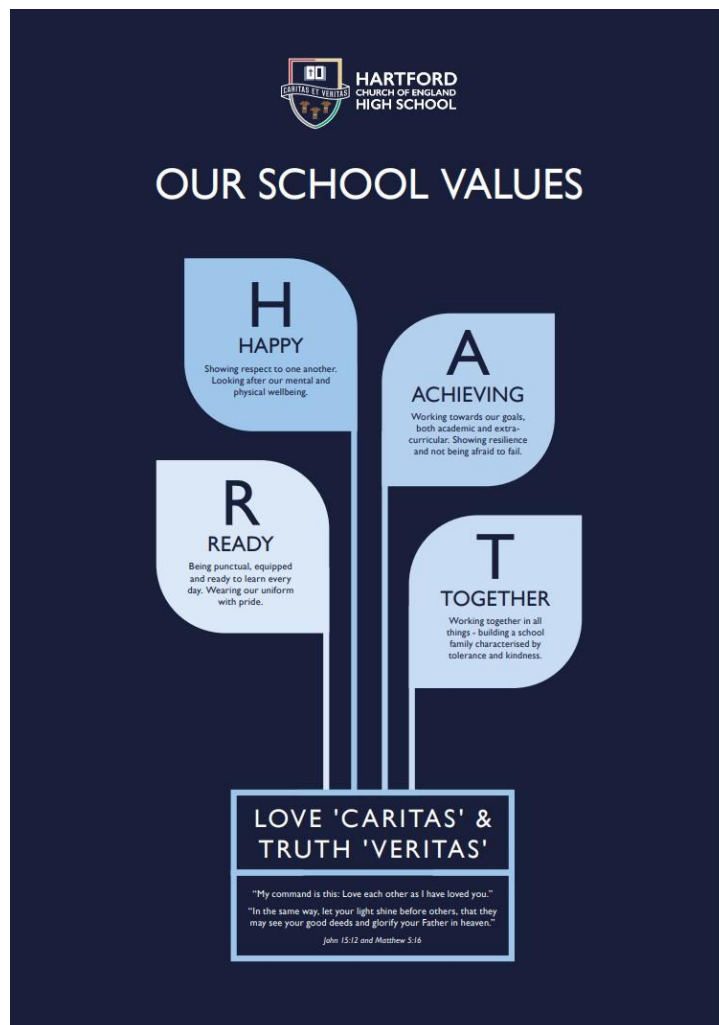
Everything we do at Hartford Church of England High School as students, staff, Governors and wider stakeholders, centres on the core values of our school:

**Happy:** Showing respect to one another. Looking after our mental and physical wellbeing.

**Achieving:** Working towards our goals, both academic and extra-curricular. Showing resilience and not being afraid to fail.

**Ready:** Being punctual, equipped and ready to learn every day. Wearing our uniform with pride.

**Together:** Working together in all things - building a school family characterised by tolerance and kindness.



"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16

Equally, the educational offer at Hartford Church of England High School is based on the Church of England's four key principles for education:

- Educating for wisdom, knowledge and skills
- Educating for hope and aspiration
- Educating for community and living well together
- Educating for dignity and respect

The First Aid Policy of Hartford Church of England High School fully embodies our values, our mission statement and the key principles for education set out by the Church of England.

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## **1. Aims**

Hartford Church of England High School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, students and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, students and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, students and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and students are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the liability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

## **2. Legal Framework**

This policy has due regard to all relevant legislation and statutory guidance, including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1999
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting students at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

The policy is implemented in conjunction with the following school policies:

- Behaviour and Attitudes Policy
- Child Protection and Safeguarding Policy
- Educational Visits and School Trips Policy
- Health and Safety Policy
- School Local Area Visits Policy
- Supporting Children with Medical Conditions Policy

## **3. Roles and Responsibilities**

The Governing Board is responsible for the following:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during offsite or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for students and others complies with the relevant legislation and guidance.
- Ensuring that the school has:
  - a suitably stocked first aid kit
  - an appointed person to take charge of first aid arrangements
  - information for all employees giving details of first aid arrangements

The Headteacher and delegated senior leader in charge of Health and Safety (Strategic Business Advisor to the Headteacher) within the school are responsible for the following:

- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents/carers are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all students and staff are aware of the identities of the school first aiders and how to contact them if necessary.
- Overseeing the school's first aid arrangements.
- Maintaining illness and injury records as required.

All staff are responsible for the following:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the students at school.
- Making students aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for the following:

- Completing and renewing training as dictated by the Strategic Business Advisor to the Headteacher.
- Ensuring that they are confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in school.
- Completing records of any first aid that has been administered and subsequently informing parents/carers of this.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.

The appointed person/s is/are responsible for the following:

- Taking charge when someone is injured or becomes ill.
- Looking after the first aid equipment, e.g. restocking the first aid container.

- Undertaking an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
  - what to do in an emergency
  - how to assess and monitor a casualty
  - first aid for the unconscious casualty
  - first aid for someone who is having a seizure
  - maintaining injury and illness records as required
  - paediatric first aid

## 4. First Aid Provision

The school will routinely re-evaluate its first aid arrangements through a risk assessment, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals on site and the nature and distribution of students and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs.

First aid boxes are in the following areas:

| <b>THRIVE Building</b> | <b>English Building</b> | <b>Science Building</b> | <b>Main Building</b> | <b>Music Block</b> |
|------------------------|-------------------------|-------------------------|----------------------|--------------------|
| Ground Floor           | Ground Floor            | Ground Floor            | Medical Room         | Office             |
| Office                 | Finance Office          | Kitchen, DT2 and        | Mezzanine Office     |                    |
| First Floor            | First Floor             | Sports Hall             | Main Kitchen         | <b>Art Block</b>   |
| Staff Room             | Staff Room              | First Floor             |                      | Staff Room         |
|                        |                         | Staff Room              |                      |                    |
|                        |                         | Second Floor            |                      | <b>3G</b>          |
|                        |                         | Science Prep Room       |                      |                    |

## 5. First Aiders and Appointed Persons

The main duties of first aiders will be to administer immediate first aid to students, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure that all first aiders hold a valid certificate of competence, issued by an HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children and will consequently ensure that appropriate training is secured for first aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up to date through liaison with the Strategic Business Advisor to the Headteacher.

The appointed person is responsible for ensuring all first aid kits are properly stocked and maintained. The appointed person will be responsible for maintaining supplies.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that students and staff know who they must contact in the event of illness or injury.

The school will ensure that there is always a sufficient number of first aid personnel available on site at all times to provide adequate cover to all areas of the school.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

The school will ensure that first aid training courses cover mental health in order to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Students will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

## **6 Anaphylaxis Kit**

The school has an Anaphylaxis Kit, which is located on the wall inside the electric doors in the Science building, adjacent to the PE Office. Full instructions are enclosed within the Anaphylaxis Kit for its use. All staff have completed formal training regarding the causes and symptoms of anaphylaxis through our subscription to Kitt Medical UK.

Spare Auto injectors and any other medications linked to allergic reactions are stored in the Medical Room, along with copies of individual care plans.

The dates of expiry are checked every half term by the Senior Assistant Headteacher for Inclusion, who coordinates with parents/carers to obtain replacements, as necessary.

## **7. Automated external defibrillators (AEDs)**

The school has 4 defibrillators; these are located in the main reception, Science block foyer (Sports Hall entrance), THRIVE external wall (3G side) and the THRIVE building foyer.

Where the use of the AED is required, individuals will follow the step-by-step instructions which are given once the device is opened. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis. Use of the AED will be promoted to students during PSHCE lessons.

## **8. Accommodation**

The school's first aid room is suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of students and for the short-term care of sick or injured students. The first aid room includes a wash basin and is situated near a toilet.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to hold an examination or medical couch.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.

- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door which advises the names, locations and, if appropriate, the contact details of first aiders.

## 9. Emergency Procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aid administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims. Where the seriously injured or unwell individual is a student, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- The Headteacher will be informed of the call to the emergency service and the parent/carer of the child will be contacted.
- Where an ambulance is required, if the parent/carer of the student has not arrived at the school a staff member will accompany the student in the ambulance. The staff member will remain with the student at the hospital until a parent/carer arrives.
- Where an ambulance is not required, but medical attention is needed, the parent/carer of the student will be contacted so that the parent/carer can take their child to a hospital or doctor. If it has not been possible to contact the parent/carer the student may be taken in a staff car, accompanied by at least two staff members – one to drive the car and one who is a first aider, to sit with the student in the back seat and attend to their medical needs. The student's parent/carer will continue to be called to inform them that this course of action has been taken, and at least one of the staff members remains with the student at the hospital or doctors' surgery until a parent/carer arrives.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any students who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These students will be escorted from the scene of the incident and comforted. Younger or more vulnerable students may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The Headteacher.
- The parents/carers of the injured person(s).

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page [‘Promoting and supporting mental health and wellbeing in schools and colleges’](#).

## **10. Reporting Accidents and Record Keeping**

In the event of incident or injury to a student, a parent/carer will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency treatment, the first aider will telephone the student's parent/carer as soon as possible. Parents/carers will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

A list of emergency contacts will be kept in the school MIS system (Arbor).

The Strategic Business Advisor to the Headteacher will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given. This will include:

- The date, time and place of the incident.
- The name and year group of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name of the first aider or person dealing with the incident.
- Ensuring that any injury or accident that must be reported to the HSE under RIDDOR obligations is reported to the Local Authority in a timely and detailed manner. The Local Authority will then report if required.

## **11. Offsite Visits and Events**

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The school will take a first aid kit on all offsite visits.

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition.

For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy and School Local Area Visits Policy.

## **12. Storage of Medication**

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual students have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by students will be returned to their parents/carers for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for students with medical conditions that require regular medication or potentially life-saving equipment, e.g. an EpiPen.

Parents/carers will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents/carers in this regard.

Students will have any medication stored and, where appropriate, administered, in accordance with their IHPs and the school's Administering Medication Policy.

### 13. Illnesses and Allergies

When a student becomes too ill to remain in school during the school day, their parent/carer will be contacted and asked to pick their child up as soon as possible. The Headteacher, Deputy Headteacher or Attendance Leaders are the only members of staff who can give permission for children to go home.

A quiet area will be set aside for withdrawal and for students to rest while they wait for their parent/carer to pick them up. Students will be monitored during this time. They will not be allowed to walk home. They must be collected to ensure that they are adequately supervised.

Where a student has an allergy, this will be addressed via the school's Supporting Students with Medical Conditions Policy.

The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency Procedures section (section 9) of this policy.

### 14. Consent

Parents/carers will be asked to complete medical information for their child via our MIS system (Arbor), which includes emergency numbers, alongside details of allergies and chronic conditions – this will be updated by parents/carers throughout their child's time in school as needed. The school will send out reminders to parents/carers to check that the information is up to date on a termly basis.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the student in mind; guidelines will be issued to staff in this regard.

### 15. Monitoring and Review

This policy will be reviewed annually by the governing board, and any changes will be communicated to all members of staff.

Staff will be required to familiarise themselves with this policy when they begin employment at Hartford Church of England High School as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

**Date approved by Governing Board:** 18/05/2026

**Applicable from:** 18/05/2026

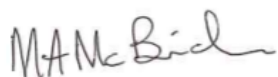
**Signed by**

**Headteacher:**



**Date:** 18/05/2026

**Chair of Governors:**



**Date:** 18/05/2026