Highcroft School

First Aid Policy

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First Aid Policy

Policy Number:	EDU.POL.029	Policy Owner Job Role	Quality Manager
Issue Number:		Ratified By	Quality Director
Issue Date:	01.07.26	Service Type:	Schools
		Applicable Services:	Education
Contributors	Rob Arrowsmith		
Mandatory Policy	Yes		
Note	This policy must not be amended without prior approval of the Education Director		

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1. Supporting Documents

This policy should be read alongside our:

- Medical Conditions and Medication Policy (EDU.POL.030)
- Allergy Safety Policy (EDU.POL.044)
- Health and Safety Policy (EDU.POL.038)
- Risk Assessment Policy
- Educational Visits and Off-Site Activities Policy
- Infection Prevention and Control Policy
- Safeguarding Children in Education Policy (EDE.POL.002)

Related policies are held within RADAR in the School's policy folder.

2. Introduction

At Highcroft School we provide timely, compassionate and effective first aid that recognises the complex needs of our pupils, many of whom have social, emotional and mental health needs, autism or profound and multiple learning difficulties. This

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policy sets out how we make sure first aid is always available, how we respond to an accident or illness, and how we record and report what happens.

First aid at Highcroft School is delivered with sensitivity and dignity, in a trauma-informed way, and with reasonable adjustments for pupils with special educational needs or disabilities. This policy sits alongside our Medical Conditions and Medication Policy (EDU.POL.030) and our Allergy Safety Policy (EDU.POL.044), and the three are consistent and should be read together.

Our approach is grounded in Keys Connect, our relational and trauma-informed model.

3. Aim & Scope

This policy applies to all pupils, staff, visitors and contractors at Highcroft School, on site and on off-site activities. It aims to:

- Make sure adequate, appropriate first aid provision is available at all times.
- Set out clear first aid responsibilities, procedures and record-keeping.
- Make sure trained first aiders are available in school and on every off-site activity.
- Set out how accidents and injuries are recorded and, where required, reported under RIDDOR.
- Meet our duties under health and safety law and the Independent School Standards.

4. Abbreviations and Definitions

This policy uses the following terms:

- First aider: a member of staff who holds a current First Aid at Work or Emergency First Aid at Work certificate.
- Appointed person: a member of staff who takes charge of first aid arrangements, for example calling the emergency services and looking after the equipment, where a first aider is not required or not present.
- Paediatric first aid: the first aid training required for staff caring for children in the early years.
- RIDDOR: the regulations that require certain injuries, diseases and dangerous occurrences to be reported to the Health and Safety Executive.

5. Policy Content

5.1 Principles and Approach

At Highcroft School our practice is guided by these principles. Help is always available. Trained first aiders are on site throughout the school day and on every off-site activity. We act quickly and calmly, and we keep the pupil safe and informed. We treat pupils with dignity, in a trauma-informed and SEND-sensitive way. We record what we do and we report what the law requires. We keep equipment ready, checked and in date.

5.2 First Aid in Practice

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First aid needs assessment and provision

We carry out a first aid needs assessment that takes account of our site, our activities and the needs of our pupils, and we use it to decide how many first aiders and what equipment we need. At a minimum of two qualified first aiders are on duty throughout the school day, and our local provision is set out in the school annex at Appendix A.

First aiders and appointed persons

The names and locations of first aiders are displayed in reception and staff areas. First aiders hold a current First Aid at Work or Emergency First Aid at Work certificate and refresh it in line with the qualification. Where a pupil of one sex is treated by a first aider of another sex, a second member of staff is present where practicable.

First aid kits and rooms

First aid kits are kept in the school office, Pastoral room and Minibus as a minimum. Each kit holds the standard contents, for example gloves, aprons, sterile dressings, bandages, plasters, antiseptic wipes, cold packs and bio-hazard bags, and is checked and restocked regularly. No medicines are kept in first aid kits. A dedicated first aid room with washing facilities and a rest area is available. Kit locations for this school are in the school annex at Appendix A.

Responding to an accident or illness

The nearest member of staff assesses the situation and summons a first aider if needed. The first aider provides treatment, decides whether to call an ambulance, and decides whether the pupil should be moved or placed in the recovery position. Where a pupil is not well enough to stay at school, the parents are contacted and asked to collect them. Where the emergency services are involved, the headteacher, or in their absence the school office team, notifies the parents without delay. Emergency medication, including inhalers and adrenaline devices, is managed under our Medical Conditions and Medication Policy (EDU.POL.030) and our Allergy Safety Policy (EDU.POL.044).

Recording and reporting accidents

Every first aid incident is recorded on RADAR on the same day, or as soon as is practicable, with the accident or near-miss details. Serious incidents are reported to the headteacher, who makes sure any RIDDOR report to the Health and Safety Executive is made within the required timeframe, with support from the Keys health and safety team. Accident records are kept for the period required by law.

Off-site and educational visits

Every off-site activity is accompanied by a qualified first aider with a portable first aid kit and the essential medical information and emergency medication for the

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pupils on the visit, including inhalers and adrenaline devices. Staff carry a mobile phone and emergency contact details. First aid on visits is planned through the risk assessment for the activity.

Infection control and hygiene

Staff follow safe hygiene and infection-control practice when giving first aid, including the use of gloves and aprons and the safe disposal of dressings, sharps and bio-hazard waste.

5.3 Recording, Monitoring and Reporting

First aid incidents and accidents are recorded on RADAR, and reportable incidents are notified to the Health and Safety Executive under RIDDOR. Where an incident raises a safeguarding concern, it is reported to the designated safeguarding lead. Leaders monitor accident records to spot patterns and reduce risk, keep the first aid needs assessment current, and report to the proprietor and governors at least annually. Risks are held on the school risk register.

5.4 Equality and Inclusion

At Highcroft School first aid is provided fairly and without discrimination, in line with the Equality Act 2010. We make reasonable adjustments so that pupils with special educational needs or disabilities receive first aid in a way that is safe and dignified for them. We monitor the impact of this policy on pupils with protected characteristics and adapt our practice to remove disadvantage. Any concern that this policy disadvantages a pupil or group should be raised with the headteacher.

6. Responsibilities

6.1 Pupils

Tell an adult straight away if they or another pupil is hurt or unwell.

6.2 Staff

Know who the first aiders are and how to summon them and follow first aid procedures. Complete an accident record for any incident they deal with and tell leadership of any first aid need.

6.3 First aiders and appointed persons

Hold a current first aid certificate, provide immediate treatment, and decide whether further medical help or an ambulance is needed. Check and restock first aid kits and equipment, watching expiry dates, and record every incident on RADAR on the same day.

Where privacy or dignity considerations arise, a second member of staff will be present where practicable.

6.4 Leadership

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Make sure there is adequate first aid provision at all times, informed by a first aid needs assessment, and that enough staff are trained. Notify parents of any serious injury or emergency treatment and liaise with the Keys health and safety team on serious incidents and RIDDOR reporting.

Leaders must ensure that emergency care plans are in place for those with medical conditions (i.e. diabetes, epilepsy etc) and the school has an up to date First Aid Provision record in line with group expectations and the internal Health & Safety audit. Likewise, leaders must ensure that reference is made to the Keys Group Emergency First Aid Policy.

6.5 Governance

Hold leaders to account for first aid provision and review this policy at least annually.

6.6 Parents and carers

Provide up-to-date contact and medical information and respond promptly when contacted about their child.

6.7 Named leads

The named lead for first aid at Highcroft School is Christine Wade. The current first aiders are listed in the school annex at Appendix A. The Designated Safeguarding Lead is Stephanie Goddard. Where privacy or dignity considerations arise, a second member of staff will be present where practicable.

7. Training Requirements

We keep enough staff trained as first aiders for our needs assessment, refreshed in line with the qualification, and we keep a training record. All staff know how to summon a first aider and how to record an incident, as part of induction and ongoing training.

8. Equality Impact Statement

All policies will be developed and implemented in a manner that promotes equality, diversity, and inclusion, ensuring fair and equitable treatment for all individuals. Policies must align with relevant equality legislation and reflect the expectations and standards set by our regulatory bodies. They will demonstrate a commitment to eliminating discrimination, advancing equality of opportunity, and fostering an inclusive environment that respects and values the diverse needs, backgrounds, and experiences of those we support, as well as our workforce.

9. Sources of Information / References

This policy reflects current legislation and statutory guidance, including:

- The Health and Safety (First-Aid) Regulations 1981 (the duty to provide adequate and appropriate first aid equipment, facilities and trained personnel).

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- The Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 (risk assessment and arrangements).
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), including the timeframes for reporting to the Health and Safety Executive and for keeping records.
- First aid in schools, early years and further education, Department for Education, 2022.
- The Education (Independent School Standards) Regulations 2014, Part 3 (welfare, health and safety) and Part 5 (premises), and the Independent School Standards: Guidance for independent schools, Department for Education, April 2026.
- The Early Years Foundation Stage Statutory Framework, including the paediatric first aid requirements, where the school has early years provision.

10. Version Control

This document can also be found in Radar. This policy is reviewed at least annually, and sooner if legislation or guidance changes or if an incident suggests it should be. The named owner for review at Highcroft School is the headteacher.

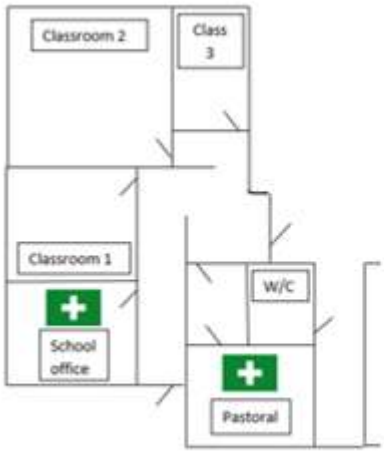
11.0. Appendices

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11.1 Appendix A: School-Specific Annex

At Highcroft School the following local arrangements apply:

- Named first aid lead: Christine Wade, Pastoral Manager
- Current first aiders, their certificates and renewal dates:
  Chris Elstob - 31/03/2026
  Christine Wade - 31/03/2026
  Stephanie Goddard - 31/03/2026
- First aid kit locations and who checks them: School office, Pastoral room and Minibus. Monthly checks completed by Phil Davies.
- Location of the first aid or medical room:



- School office
- Pastoral/First Aid room
- Minibus

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11.2 Appendix B: Accident and Incident Record

An accident or incident record is completed on RADAR on the day of the incident. This template shows the minimum information recorded.

Field	Detail
Name of injured person and role	Pupil, staff or visitor
Date and time of incident	
Location and activity	
What happened	
Injury and first aid given	
First aider or staff member	
Further action	Sent home, ambulance, hospital, none
Parents or next of kin informed	Yes or no, time
RIDDOR reportable	Yes or no, date reported

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