

First Aid Policy

Introduction

Because of our concern for the well-being of others who are involved in our school community, Heritage is committed to the provision of adequate first aid for all students, staff and, where reasonably possible, for visitors as well. Our aim is to provide professional and appropriate first aid and to secure 'secondary' aid when necessary as quickly as possible. We always seek to treat a casualty, relatives and others involved in an incident with care, compassion and courtesy.

General Policies

Heritage will ensure that:

1. sufficient staff (i.e. so that a qualified first aider is on site for the duration of each school day) are adequately qualified in first aid and therefore able to provide treatment in a professional manner.
2. at least one person who has a current paediatric first aid (PFA) certificate will be on the school premises and be available at all times when EYFS children are present
3. a PFA trained member of staff must accompany EYFS children on outings and be in the room with EYFS children while they are eating
4. first aiders regularly review their first aid skills, including refresher training courses.
5. first aid information is readily available and that all users of the school know how to call for help.
6. first aid kits for minor injuries are available for use throughout the school by all staff and they are regularly maintained.
7. first aid kits are taken to games lessons and to other off site activities.
8. first aid 'accident books' are readily available and completed incident forms are kept on file.

Qualified First Aiders at Heritage

Surname	First Name	Course Attended	Date Attended	Expiry Date
Atkinson	Bethany	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Atkinson	Pete	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Atkinson	Pete	Emergency First Aid at Work	22-Apr-25	21-Apr-28
Atkinson	Bethany	Emergency First Aid at Work	15-Apr-24	14-Apr-27
Austin	Stephanie	Emergency First Aid at Work	15-Apr-24	14-Apr-27
Austin	Stephanie	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Bonsor-Matthews	Jon	First Aid at Work	5-Sep-25	4-Sep-28
Bryant	Alice	Emergency First Aid at Work	18-Nov-25	17-Nov-28
Burden	Isobel	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Burden	Jonathan	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Burden	Isobel	Emergency First Aid at Work	22-Apr-25	21-Apr-28
Burden	Jonathan	Emergency First Aid at Work	22-Apr-25	21-Apr-28
Cage	Helen	Paediatric First Aid	16-Apr-26	15-Apr-29
Cage	Helen	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Carter	Megan	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28

Carter	Jean	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Carter	Jean	Emergency First Aid at Work	22-Apr-25	21-Apr-28
Carter	Megan	Emergency First Aid at Work	22-Apr-25	21-Apr-28
Carter	David	Emergency First Aid at Work	22-Apr-25	21-Apr-28
Eastwood	Jemma	Emergency First Aid at Work	15-Apr-24	14-Apr-27
Eastwood	Jemma	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Fleck	Jenny	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Fleck	Jenny	Emergency First Aid at Work	22-Apr-25	21-Apr-28
Fletcher	Jason	Emergency First Aid at Work	22-Apr-25	21-Apr-28
Fletcher	Seth	Emergency First Aid at Work	26-Nov-25	25-Nov-28
Fox	Matthew	Emergency First Aid at Work	15-Apr-24	14-Apr-27
Fox	Matthew	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Grove	Elizabeth	Emergency First Aid at Work	15-Apr-24	14-Apr-27
Grove	Elizabeth	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Irwin	Lisa	Paediatric First Aid	15-Mar-24	14-Mar-27
Irwin	Lisa	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Lam	Howai	Paediatric First Aid	15-Jan-26	14-Jan-29
Lam	Howai	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Lawless	Catherine	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Lawless	Catherine	Emergency First Aid at Work	22-Apr-25	21-Apr-28
Lowe	Meg	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Lowe	Meg	Emergency First Aid at Work	22-Apr-25	21-Apr-28
Mercer	Bev	Emergency First Aid at Work	17-Jun-23	18-Jun-26
Mercer	Bev	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Mercer	Sarah	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Mercer	Sarah	Emergency First Aid at Work	22-Apr-25	21-Apr-28
Miller	Paddy	Emergency First Aid at Work	13-Oct-25	12-Oct-28
Pavlou	Hayley	Emergency First Aid at Work	23-Oct-25	22-Oct-28
Pluke	Rebecca	Emergency First Aid at Work	22-Apr-25	21-Apr-28
Robertson	Emma	Emergency First Aid at Work	15-Apr-24	14-Apr-27
Robertson	Emma	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Scarlata	Bettina	Emergency First Aid at Work	15-Apr-24	14-Apr-27
Scarlata	Bettina	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Scott	Imogen	Emergency First Aid at Work	15-Apr-24	14-Apr-27
Thomson	Julia	Emergency First Aid at Work	18-Jan-23	17-Jan-26
Watkins	Jeni	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Wayman	Jon	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Wayman	Jon	Emergency First Aid at Work	22-Apr-25	21-Apr-28
Young	Caroline	Emergency First Aid at Work	3-Oct-24	2-Oct-27
Young	Caroline	Anaphylaxis Auto Injector	6-Jan-25	5-Jan-28
Watkins	Jeni	Emergency First Aid at Work	22-Apr-25	21-Apr-28
Woodroffe	Hannah	Emergency First Aid at Work	25-Sep-25	24-Sep-28

First Aid Procedures

1. Once informed of an incident a first aider will go to the casualty(s) without delay and provide emergency care.
2. Only currently qualified paediatric trained first aiders can provide medical care for EYFS children. EYFS children must always be in sight and hearing of a member of staff whilst eating and where possible the member of staff should sit facing children whilst they eat as choking can be silent.
3. Where an EYFS child experiences a choking incident that requires intervention, details of where and how the child choked must be recorded and communicated to the parent/guardian (at the end of the day in person, or by phone).
4. Responding first aiders will consider whether pre-existing conditions (e.g. asthma, allergies, diabetes, epilepsy) might affect their response. When a pupil has ongoing medical needs this will be recorded on an Individual Medical Information Form. A summary of this information will also be available on the Class Information Registers (also known as Class Lists). All medical information is available to staff via the school intranet. Pupil medical information will be circulated to staff annually, (or when there are any updates).
5. Secondary aid will then be sought immediately if necessary. This will apply immediately in the case of serious head injury, suspected anaphylaxis, a broken bone, a serious burn, or for other obvious reasons.
6. Anyone who has had suspected anaphylaxis and received adrenaline will go to hospital, even if they appear to have recovered. Used adrenaline pens will be handed to ambulance paramedics on arrival.
7. If secondary aid is sought a parent/guardian (or other appropriate adult) will be informed immediately.
8. If a parent/guardian (or other appropriate adult) cannot accompany a casualty to hospital a member of staff will accompany him/her. This will be the person who saw the accident and can explain what happened to paramedics and hospital staff. If a member of staff accompanies the child, they must have a charged mobile phone with them.
9. All appropriate precautions will be taken by the support staff when cleaning up after an incident involving blood, vomit, etc.
10. The first aider who handles an incident (together with witnesses) will record what happened in an 'accident book'. Maintaining records of accidents is a statutory obligation.
11. Where there is a head injury a staff member will communicate this to the parent/guardian (at the end of the day in person, or by phone) and what symptoms parents/guardians should watch for. Such children will be given a wristband to wear as a reminder to staff and parents/guardians to be alert to worsening symptoms.
12. An ambulance will be called if we doubt our ability to treat an injury.
13. In the event of a pupil feeling unwell during a lesson, the matter should be discussed with the Head of School to determine whether or not the pupil should go home, or whether parents should be consulted to help make the decision. The Head of School may discuss the case with the Headmaster. If the Head of School or Headmaster determines that a child should be sent home, the pupil should be taken to the School Office. The student may be permitted to rest in the designated 'sick room' under supervision while waiting to be collected.

Staff should always call an ambulance when there is a medical emergency and / or serious injury. Examples of medical emergencies include:

- a significant head injury,
- fitting,
- unconsciousness or concussion,
- difficulty in breathing and / or chest pains,
- a severe allergic reaction,
- a severe loss of blood,
- severe burns or scalds,
- the possibility of a serious fracture.

First Aid Bags

Responsibility for Supplies

It is the responsibility of the School Office (currently the Receptionist, Sarah Mercer), under the oversight of the Bursar, to oversee the provision of First Aid Bags and any other necessary first aid equipment.

First Aid Bags are routinely checked throughout the academic year and restocked as needed. Any items that have passed their expiry date will be safely discarded.

The school will routinely re-evaluate first aid arrangements to ensure that these continue to be appropriate for hazards and risks on the school premises, during school trips, paying particular attention to the needs of any vulnerable pupils/staff.

Where there is no special risk identified, a minimum provision of first aid will be as follows:

Low Hazard Environments (for up to 24 pupils & staff)

- 1 Guidance Leaflet
- 1 Bottle of water
- 3 Adhesive Dressings (approx sizes: 7.2cmx5cm, 10cmx8cm, 15cmx8cm - one of each size)
- 2 Individually wrapped sterile unmedicated wound dressings (approx sizes: 18cmx18cm, 12cmx12cm - one of each size)
- 1 Individually wrapped sterile unmedicated finger dressing
- 1 Eye pad sterile dressing
- 1 Foil Blanket
- 3 (pairs) Disposable gloves
- 10 Alcohol-free moist cleansing wipes
- 1 Adhesive tape roll
- 20 Plasters (various sizes)
- 1 Resuscitation face shield
- 1 Clothing cutters
- 1 Triangular Bandage
- 2 Eye & wound wash pods
- 1 Instant use ice pack
- Safety pins
- 3 Non woven swabs sterile
- 2 Sick bags
- 5 Head injury wristbands
- 5 Sanitary Pads

First Aid Kits are available in the following locations:

- LP – Y6, each classroom has their own first aid kit,
- Kitchen,
- Infant/Junior Toilets,
- PE Department,
- Senior Trips x 2, given to teachers when ready to depart for a trip/enrichment,
- School Office,
- Meeting Room,
- Science Lab,
- Panton Hall,
- Infant & Junior Art Room,
- Senior Art Room.

Trip Leader Responsibilities

When pupils leave the school site for regular local outings or a school trip, the class teacher or Trip Leader will ensure that suitably stocked first aid kit/s are taken.

Trip Leaders are responsible to identify any additional first aid or medical supplies that may be needed on a trip, given the nature of the activity or the medical needs of particular pupils, as part of the trip risk assessment process.

When items from first aid bags are used:

- Infant/junior staff will replenish items from the First Aid Restock Bags located in the Kitchen and Infant/Junior Toilets. If staff are unable to find items they need to inform the School Office to ensure that items are restocked.
- Senior staff will inform the School Office which items need to be replenished.

Recording & Reporting

All accidents where first aid has been given must be recorded in the School Accident Books which are kept in the following locations:

1. School Office,
2. Senior Trips First Aid Bags,
3. PE First Aid Bags,
4. Staff Kitchen,
5. Panton Hall
6. Minibus
7. Playground First Aid Bag,
8. Science Lab
9. UP First Aid Bag
10. Y6 First Aid Bag

Further Information

The School Office holds the accident book for staff and visitors.

The school will inform parents of any accident or injury where first aid has been given on the same day or as soon as reasonably practicable. This must include giving the parent the completed accident form (the school retains the carbon copy).

Reporting to HSE: The school is legally required to report certain serious injuries under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (RIDDOR). More information on how and what to report to the HSE can be found in Incident Reporting in Schools (EDIS1 (revision 3)) and at <http://www.hse.gov.uk/riddor/resources.htm>. It is possible to report online via the following link: <http://www.hse.gov.uk/riddor/index.htm>.

Fatal and specified injuries involving employees can also be reported 0845 300 9933

Review of incidents

Regular reviews of the accident books are discussed at termly Health & Safety Meetings, any trends are identified and discussed. Relevant action will be taken when necessary.

Local hospital details

The nearest hospital is:

Cambridge University Hospital
NHS Foundation Trust
Cambridge Biomedical Campus
Hills Road
Cambridge
CB2 0QQ

Telephone Number: 01223 245151 OR **999**

Should a child need to be taken to hospital in an ambulance, and a parent/guardian or other appropriate adult cannot accompany them, a member of staff will accompany them. This will be the person who saw the accident and can explain what happened to paramedics and hospital staff. If a member of staff accompanies the child, they must have a charged mobile phone with them.

If a child needs to be taken to hospital follow the following steps:

- Phone for an ambulance.
- Inform Head of Department/Headmaster.
- On returning to school, a detailed account of the accident will be completed, given to the Office Manager and the Headmaster.

This will be evaluated and where appropriate a risk assessment will be undertaken. If there are any risks identified further action will be taken to eliminate any problems.

Authorised by	Jason Fletcher
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