



First Aid Policy

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Regulation	ISSR: 13
Reviewed by	School Nurse / Compliance Manager
Approval Committee	Estates, Infrastructure and Sustainability Committee
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1	Related Information.....	3
1.1	Availability of Statutory Policies	3
1.2	Statutory Guidance.....	3
1.3	Supporting Documents	3
1.4	Terminology	3
2	Practical Arrangements at the Point of Need.....	4
2.1	At the Boys' School	4
2.1.1	Staff.....	4
2.1.2	Senior School	4
2.1.3	Preparatory School.....	4
2.1.4	Pre-Preparatory School	4
2.2	At the Girls' School.....	4
2.2.1	Staff.....	4
2.2.2	Senior School	5
2.2.3	Junior School.....	5
3	Qualified First Aiders and Training	5
4	Accident Reporting.....	5
5	Access to First Aid Equipment	6
6	Arrangements for Students with Particular Medical Conditions	7
6.1	Supporting Pupils with Medical Conditions at School.....	7
7	Infection Control.....	8
8	Guidance on When to Call an Ambulance.....	9
9	RIDDOR.....	10
	Appendix A	11
	Accident and Near Miss Reporting FAQ	11
	Accident Reporting Flowchart.....	13

1 Related Information

1.1 Availability of Statutory Policies

All statutory policies are available on the School's website.

1.2 Statutory Guidance

This statutory policy has been reviewed in accordance with the following guidance:

13 The standard in this paragraph is met if the proprietor ensures that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy.

24(1) The standard in this paragraph is met if the proprietor ensures that suitable accommodation is provided in order to cater for the medical and therapy needs of pupils, including –

24(1)(a) accommodation for the medical examination and treatment of pupils

24(b) accommodation for the short-term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility; and

24(c) where a school caters for pupils with complex needs, additional medical accommodation which caters for those needs

1.3 Supporting Documents

The following related information is referred to in this policy:

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Allergy and Anaphylaxis Policy
Asthma Policy
Diabetes Policy
Epilepsy Policy
First Aid and Accident Reporting Guidance
Head Injury and Concussion Policy
Mental Health and Wellbeing Guidance
Storage and Administration of Medicines Policy

1.4 Terminology

Parents includes one or both parents, a legal guardian, or education guardian.

School means Haberdashers' Girls' School and/or Haberdashers' Boys' School, which are operated by the Haberdashers' Aske's Elstree Schools Limited, the School Trustee of Haberdashers' Aske's Charity.

Student or **Students** means any student or students in the School at any age.

2 Practical Arrangements at the Point of Need

2.1 At the Boys' School

2.1.1 Staff

New staff are given health and safety advice and informed of the procedures to follow in the event of an accident, or if a student falls ill, as part of their induction training. This includes what to do if a student falls ill in class.

2.1.2 Senior School

If the student looks very unwell, is unable to walk or has a serious injury, staff should assess the situation without moving the student and send a student to ask a teacher or member of the support staff to contact the School Nurse on ext.1790 or mobile phone number 07801 385426. If you are unable to contact the nurses on those numbers, please use a walkie-talkie or call main reception on Ext 1700. The School Nurse will then come to the scene and deal with the situation.

If the student can go to the Medical Centre, then the teacher must email 'schoolnurseboys to inform them that they are coming and send the student, escorted by another student, to the Medical Centre.

2.1.3 Preparatory School

The same procedure as above applies in the Preparatory School if a serious injury or illness occurs. In lesson time, the teacher will send the student, escorted by another Student, to the Medical Centre via the Preparatory School Reception, to ensure the student's whereabouts will be known. All minor injuries and minor ailments should be assessed and treated by the nearest Qualified First Aider in-situ and recorded on iSams by the designated staff who have authorisation to do this.

2.1.4 Pre-Preparatory School

The designated first aiders are responsible for dealing with any minor injuries and illnesses as they occur and recording on iSams. For any queries, the School Nurse is available to provide assistance/advice and to attend the Pre-Prep School if it's necessary.

2.2 At the Girls' School

2.2.1 Staff

All staff are given health and safety advice and informed of the procedures to follow in the event of an accident, or if a student falls ill, as part of their induction training and at the start of each academic year. This includes what to do if a student falls ill in class.

2.2.2 Senior School

If the student looks very unwell, is unable to walk or has a serious injury, staff should assess the situation without moving the student and send another student to ask a teacher or member of the support staff to contact the School Nurse on ext. 2306 or contact the School Office who will use the walkie talkie to contact the School Nurse. The School Nurse will attend the scene and manage the situation.

If the student is able to go to the Medical Centre, then the teacher must email 'SchoolNurseGirls' to inform them that they are coming and send the student escorted by another student.

2.2.3 Junior School

The same procedure as above applies in the Junior School if a serious injury or illness occurs. All minor first aid matters should be assessed and treated in-situ by the nearest qualified first aider. Minor illnesses or injuries requiring further assessment or treatment should be sent to the Junior School First Aid Room to see the designated first aider. . If no first aider is available or the first aider feels the student needs to be seen by the School Nurse, then the School Nurse will be contacted.

3 Qualified First Aiders and Training

The School reviews its first aid provision on an annual basis and ensure it meets current regulations requiring adequate, immediate care for pupils and staff on-site and for off-site visits. A suitable and sufficient number of trained first aid personnel are present on site whenever there are children present. All designated staff hold appropriate first aid qualifications, which are renewed at least every three years. A comprehensive list of qualified first aid personnel, including their qualification expiry dates, are maintained by the School Nurses and published on the Staff Dashboard.

First aid training for staff is provided through an approved external training provider.

For all after School or weekend events, a risk assessment is carried out to determine the level of first aid cover is appropriate to the number of attendees and the level of risk associated with the activity. Please refer to the Educational Visits Policy for further details.

When the School premises are hired or used for external activities during weekends or school holidays, it is the responsibility of the visiting organisation to ensure suitable first aid provision is in place.

The School Nurse is available on-site during term time from 8:00 am to 5:30 pm for medical emergencies and to support first aiders on-site when required. Outside of these hours, responsibility for all first aid provision, including medical management of students with medical conditions, lies with the designated first aiders assigned to the specific event or activity.

4 Accident Reporting

Accidents are documented using a standardised accident form, which is used across both Schools. The form should be completed by the staff member who witnessed the incident or by the first member of staff to become aware of the incident.

Once completed, the form is emailed to the school nurse who then uploads to a shared area on Teams for review. The Deputy Head Pastoral will assess the report and may request additional information or follow-up as necessary. The Compliance Manager also reviews the form, follows up where appropriate, and determines whether the incident meets the criteria for reporting under RIDDOR (see below).

For current students, the completed accident form is then filed by the School Nurse. Accident forms relating to staff or visitors are retained by the Compliance Manager for filing.

Accident trends are regularly collated and reviewed by the Health and Safety Committee to identify patterns or areas of concern.

Depending on the nature and severity of the accident or injury, and regardless of whether the student needs to go home, parents or carers may be contacted as a precaution.

5 Access to First Aid Equipment

The School reviews its provision of first aid kits and equipment, including Emergency Medication, on an annual basis and ensures that there are a suitable and sufficient number of appropriately sized kits across the campus, particularly in high-risk areas. The School Nurse maintains a list of the location of first aid kits and a designated First Aider in each area is responsible for ensuring that the contents are checked termly

Girl's School

There are two Automated External Defibrillators (AEDs) in the Girl's School, located on wall adjacent to the Health Centre and on the external wall of the sports building adjacent to the Netball Courts. Emergency Auto-adrenaline Injectors and Salbutamol Inhalers are in the following areas:

- Outside Senior Health Centre
- Dining Hall
- Junior School first aid room
- Swimming Pool entrance corridor

Boy's School

3 Automated external defibrillators (AED's) in the Boys school, at the following locations

- Outside the Medical Centre Aldenham House
- Prep Reception
- Medburn sports centre Reception

Emergency Auto adrenaline injectors are located in the following areas:

- Outside the Medical Centre Aldenham House
- Bates dining Room
- Medburn Reception

Emergency asthma kits:

- Outside the Medical Centre Aldenham House
- Prep Reception
- Medburn Reception
- Aldenham house School Office

6 Arrangements for Students with Particular Medical Conditions

Arrangements for Students with medical conditions are outlined in separate policies, available upon request from the School, and include:

- Anaphylaxis Policy
- Asthma Policy
- Diabetes Policy
- Head Injury and Concussion Policy
- Seizures/Epilepsy Policy

6.1 Supporting Pupils with Medical Conditions at School

The School follows statutory guidance set out by the Department for Education on Supporting Pupils at School with Medical Conditions ([Supporting pupils at school with medical conditions](#)). Key points are as follows:

- **Individual Healthcare Plans (IHPs):** The School Nurses will work with parents, and health care providers where appropriate, to create IHPs for children with specific medical needs. The IHP will provide a description of their condition, detail triggers, symptoms, medication, emergency treatment, and emergency contacts. Where appropriate, the IHP may also include recommended adjustments to curriculum or school activities.
- **Support and Adjustments for Medical Conditions:** The School recognises that medical conditions can also present wider emotional and pastoral challenges. Appropriate support, including pastoral care and reasonable adjustments where needed, should not ordinarily be delayed while waiting for a formal diagnosis, and will be considered on a case-by-case basis in line with the child's individual needs and the school's professional judgement. Where adjustments are deemed to be in the child's best interest, these should be implemented as soon as is reasonably practicable. If the needs are unclear, or where there is concern that adjustments may not be in the child's best interest, written medical advice and recommendations will be sought first.
- **Staff Training:** Designated staff will receive appropriate training from the School Nurses or the child's healthcare professionals before they can administer medicines or oversee medical procedures.
- **Student Independence:** Students are encouraged and supported to take responsibility for managing their own medical conditions and procedures as and when they are competent to do so.

7 Infection Control

The aims of Infection Control within School are to:

- Reduce infection risk
- Provide clear prevention and response procedures
- Protect vulnerable individuals
- Maintain safe environments

Hand Hygiene

Students and staff are encouraged to maintain good hand hygiene at School by washing their hands with warm water and soap after toileting, before eating, after outdoor play, and after contact with animals.

Protective Personal Equipment (PPE)

Disposable gloves are provided in every First Aid Kit and staff are expected to wear gloves when dealing with bodily fluids such as blood, vomit or stool. Face masks and disposable aprons are available in the Health Centre/Medical Centre.

Immunisation

The School complies with the National Immunisation Programme and provides a space for the local Immunisation Team to deliver immunisations to students at school. These include annual Flu immunisations for Years Rec-Year 11, HPV for Year 8, and DTP & Men ACWY in Year 9.

Managing Illness in School

The School follows the guidance on

set out by the UK Public Health Security Agency. This includes ensuring students and staff do not come into school with vomiting and diarrhoea illness and they do not return until a minimum of 48 hours after the last episode of vomiting or diarrhoea. Students who develop symptoms of vomiting and/or diarrhoea illness at school are expected to be collected by parents as soon as possible.

The School follows NHS guidance with regards to feverish illness and recommends that students do not return to School until they are well enough and their temperature returns to normal range (below 37.5°C) without the need for Paracetamol and/or Ibuprofen based medications.

Measures in place aim to minimise the risk of spread of infection to others and to protect those in our community with weakened immunity.

Managing Outbreaks

If an outbreak of a particular disease is suspected, the School will report the incidence to the local Health Protection Team and follow any actions advised to manage and contain the outbreak.

Spillage of Bodily Fluids

The School's cleaning contract staff are trained to deal with the spillage of body fluids, and staff should not deal with the issue themselves. In the case of spillage, the duty cleaner will be called to collect a spillage pack and deal with the spillage. Any first aid supplies contaminated with bodily fluids should be safely disposed of in a bio-hazard bag and yellow clinical bin.

8 Guidance on When to Call an Ambulance

In an emergency during School hours, the nearest qualified first aider should immediately assess the situation. In the case of an emergency which is an immediate threat to life or limb, immediate first aid must be provided and emergency services called, followed by the School Nurse. In the case of non-life or limb threatening emergencies, the School Nurse should be called to attend immediately. When the school nurse arrives, they will use their clinical judgement and assessment skills to ascertain whether emergency services are required, or the situation can be safely managed by Nurse or onward referral to medical services with parents.

In their absence, the first aider first to the scene should assess the situation and call an ambulance if needed. The School Reception, Security Hut and Caretakers should also be informed so that arrangements can be made for the ambulance to be directed to the correct location.

Outside School hours, the first aider will assess the situation and call an ambulance if needed. The Duty Caretaker should be informed so that arrangements can be made for the ambulance to be directed to the correct location.

Occasions when an ambulance should be called include but are not limited to is when an ill or injured person:

- has used an Adrenaline Auto Injector
- has a seizure and is not known to suffer from epilepsy
- has an open fracture or unstable fracture below the waist
- suffers from a severe asthma attack that is not relieved by the use of an inhaler
- a loss of consciousness that is not a faint e.g. as a result of accident/head injury or illness/diabetic coma
- has suffered a severe loss of blood or severe burns or scalds
- Any other circumstances where the injured person is perceived to require urgent medical attention.

The competent person should assess each situation as it arises.

Currently, government guidance on ambulances is the following:

- Category 1: respiratory and cardiac arrest – will aim to respond within 15minutes
- Category 2: Stroke or chest pain – will aim to respond within 40 minutes
- Category 3: An urgent problem which will require treatment – will aim to respond in 2 hours.
- Category 4: A non-urgent problem – will aim to respond within 3 hours

If the parents are within 1 hour arrival of a category 3 or 4, safe transportation by the parent is advisable.

If the parents are more than 3 hours away from a category 3 or 4 and the ambulance will be greater than 3 hours – 2 members of staff should accompany the young person to hospital in a taxi and the parents will meet them there.

9 RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools slightly differently than in most places of work. Most incidents that happen in schools or on school trips do not need to be reported to the Health and Safety Executive (HSE). Only in limited circumstances will an incident need notifying to the HSE under RIDDOR.

Injuries to Students and visitors who are involved in an accident at School or on an activity organised by the School are only reportable under RIDDOR if the accident results in:

- The death of the person that arose out of or in connection with a work activity
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Dangerous occurrences are specified near-miss events which are only reportable if listed under RIDDOR. Reportable dangerous occurrences in schools typically include:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion.

The Compliance Manager is responsible for reporting such events to the HSE.

Appendix A

Accident and Near Miss Reporting FAQ

Bulletin is sent out to all staff once a term

Compliance Bulletin

Accident and Near Miss Reporting

Summer 2025



What is an accident?

An accident is defined as an unplanned, uncontrolled event, which causes injury, damage or loss.

Why report an accident?

There are several reasons why you should report an accident:

- To ensure the person affected receives appropriate aid and support
- To establish the immediate and underlying causes
- To enable changes in practice to prevent reoccurrence
- To meet our obligations under health and safety legislation and internal procedures

How do I report an accident?

All accidents must be reported using the [Accident Form](#), available on the staff intranet. Please complete the form with as much detail as possible at the time of the incident, as you may be asked to clarify certain information later.

Please aim to complete the form as soon as possible—ideally on the same day the accident occurs.

Refer to the [First Aid and Accident Reporting Guidance](#) for more information on:

- First aid procedures in school
- Accident reporting during educational visits
- Visitors and contractors
- Near misses
- Personal Emergency Evacuation Plans (PEEPs)

What is a near miss?

A **near miss** is an incident that could have resulted in injury, damage, or loss, but did not. Reporting near misses is vital, as it helps us identify and address potential hazards before an accident occurs.

Please complete the [Near Miss Form](#) and send this to the Compliance Manager.

What happens after an accident form is submitted?

Accident forms are reviewed and processed by the School Nurse. Where necessary, details are confirmed with the Deputy Heads (Pastoral) and the Compliance Manager. Once reviewed, the forms are securely filed.

Broad details from the forms are shared with the Health & Safety Committee to help monitor trends, inform discussions, and support the school in implementing safety improvements across the school.

How are accidents categorised?

To monitor trends and manage health and safety risks, the school uses a set of categories to classify the type of accident. These categories help the Pastoral Team, Compliance Manager, and Health & Safety Committee monitor incidents more effectively and take appropriate preventative action.

What should I do after the accident has happened?

If the accident occurred during a lesson or activity:

- Discuss the incident with your Head of Department
- Review and update your risk assessment if necessary
- Consider any adjustments to the activity or environment to reduce future risk.

Why might I be Contacted After Submitting a Form?

You may be contacted after submitting a form to clarify details – such as the exact location or the events leading up to the incident. This process is part of ensuring we keep accurate records and learn from what happened.

Your input may help identify whether equipment repairs, policy updates, or procedural changes are needed to prevent similar accidents in the future.

What about visitors, volunteers, and contractors?

If an accident involves a **visitor, contractor, or volunteer**, please still complete the Accident Form. In addition, notify the relevant staff member (e.g. the Head of Estates, Reception, or Visit Leader), depending on the context.

All accidents forms must be sent to the School Nurses for processing.

Is it RIDDOR Reportable?

Certain serious accidents involving staff, students, or others may need to be reported under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**.

The Compliance Manager will assess whether an incident is reportable and take the necessary steps to submit a formal report, where required.

Your Role in Promoting Safety

- Be alert to potential hazards
- Follow all procedures carefully
- Promptly report all incidents and near misses
- Support any follow-up actions or investigations

Confidentiality

Accident and near miss forms contain personal information and must be treated as confidential. They are securely stored and accessed only by authorised staff.

Helpful links

Policies

All policies can be accessed via [Firefly](#), including those related to first aid, medical conditions, and first aid procedures. The following documents are available:

- Allergy and Anaphylaxis Policy
- Asthma Policy
- Diabetes Policy
- Epilepsy Policy
- First Aid Policy
- Head Injury and Concussion Policy
- Storage and Administration of Medicines Policy

These policies are reviewed regularly to ensure they reflect current best practice and legal requirements. We encourage all staff to familiarise themselves with the latest versions.

Forms

- [Accident Form](#)
- [Near Miss Form](#)

Still Unsure?

Contact the School Nurse or Compliance Manager if you're unsure how or when to report an incident.

[Accident Forms](#) and [Near Miss Forms](#)

Accident Reporting Flowchart

