First Aid Policy

Harlescott House School

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Headteacher (2/9/26) | Pervaz Iqbal – Education Director (2/9/26)

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Statement of intent

Harlescott House School is committed to providing prompt and effective first aid in response to accidents, injuries and sudden illness affecting staff, pupils and visitors. As an independent specialist SEN setting, we recognise that many pupils have Education, Health and Care Plans (EHCPs) and may present with complex medical needs, communication differences, sensory processing needs, reduced mobility, dysphagia/choking risk, epilepsy/seizures, allergies, mental health needs and behaviours that can challenge. Our arrangements are therefore based on a suitable and sufficient first aid needs assessment and risk assessments that consider the whole school environment and each pupil's individual needs, including Individual Healthcare Plans (IHPs), EHCP provision and Personal Emergency Evacuation Plans (PEEPs) where relevant.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. This includes making reasonable adjustments for disabled pupils, ensuring staff are trained and confident to respond to predictable medical needs, and working in partnership with parents/carers and relevant health and social care professionals so that pupils can access education safely, including off-site learning.

This policy aims to:

- Ensure that the school has adequate, safe, and effective first aid provision for every pupil, 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 pupils 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 ability 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.

Legal framework

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

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First-Aid) Regulations 1981
- HSE L74 'First aid at work: Guidance on regulations' (third edition, updated with minor amendments in 2024)
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The School Premises (England) Regulations 2012
- Education (Independent School Standards) Regulations 2014 and DfE 'Independent school standards guidance' (April 2026)
- Equality Act 2010 (including duties to make reasonable adjustments for disabled pupils)
- Children and Families Act 2014 (section 100) and associated statutory guidance on supporting pupils with medical conditions
- DfE 'First aid in schools, early years and further education' (updated 14 February 2022)
- DfE 'Supporting pupils at school with medical conditions' (last updated 16 August 2017) and related templates
- DfE 'Automated external defibrillators (AEDs): a guide for maintained schools and academies' (updated December 2023)

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

- Administering Medication Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Educational Visits and School Trips Policy
- Health and Safety Policy

Roles and responsibilities

The proprietor is responsible for:

- 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 off-site 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 pupils 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 is responsible for:

- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents 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 pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

Staff are responsible for:

- 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 pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the board of directors.
- Ensuring that they are comfortable and 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 schools.

The appointed person is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- 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.

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 onsite, and the nature and distribution of pupils and staff throughout the school.

In addition to the whole-site assessment, the school will maintain personalised arrangements for pupils with complex needs. This will include up-to-date Individual Healthcare Plans (IHPs) (and/or relevant EHCP health provision), personal risk assessments (e.g. seizures, choking/dysphagia, anaphylaxis, diabetes, self-injury, absconding risk), and agreed emergency protocols (e.g. seizure plans, allergy action plans). Where specialist interventions are required (such as rescue medication), only staff who have been assessed as competent by an appropriately qualified healthcare professional will carry them out, in line with the school's Administering Medication Policy.

First aid responses will be adapted to pupils' communication, sensory and behavioural needs. Staff will use the pupil's preferred communication method (e.g. visuals, symbols, communication aids) and will consider capacity, distress, sensory triggers and trauma-informed practice. Where a pupil's presentation includes behaviours that challenge, staff will prioritise de-escalation and safety, and will follow relevant positive behaviour support plans and (where applicable) physical intervention procedures. Moving and handling will be undertaken in line with training and risk assessments to protect the pupil and staff from avoidable injury.

Where identified through risk assessment, the school will make available additional equipment and resources appropriate to an SEN specialist setting, which may include: face shields, disposable aprons, burn dressings, sterile saline/wash pods, instant cold packs, tourniquet/haemostatic dressings for life-threatening bleeding where appropriate, a choking rescue aid if recommended through assessment, and accessible emergency information (e.g. pupil passports and emergency grab packs for visits). The school will ensure any specialist equipment is supported by staff instruction/training and is stored securely but can be accessed rapidly in an emergency.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are in the following areas:

- The school office
- In every classroom
- Minibuses

First aiders and appointed persons

The main duties of first aiders will be to administer immediate first aid to pupils, 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 a 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 Headteacher.

Each classroom's first aiders will be 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 pupils and staff know who they must contact in the event of illness or injury.

The current first aid appointed person(s) are:

Name	Contact	Location	Date of first aid qualification
All staff are First Aid Trained	**On site**	**On site**	**August 2026**

The school operates an "all staff first aider" model. All staff who work directly with pupils will complete and maintain appropriate first aid training so that immediate first aid can be provided wherever an incident occurs. In addition, the school will ensure that there is always a sufficient number of appropriately qualified and in-date first aiders on site at all times to provide effective cover across all areas, including during breaks, off-site visits and transport, and to coordinate responses to more serious incidents.

First aid competence is a core expectation for staff working in this specialist SEND setting. The school will provide training, supervision and refresher updates to ensure staff remain confident and competent. Where a pupil requires a specialist response (e.g. rescue medication for prolonged seizures, anaphylaxis plans, diabetes management, oxygen/suction if applicable), only staff who have received additional, role-specific training and have been assessed as competent by an appropriately qualified healthcare professional will undertake those interventions, in line with the school's Administering Medication Policy and the pupil's Individual Healthcare Plan (IHP).

Within the all-staff first aider model, the school will also identify designated First Aid Leads/Appointed Persons for each area/phase and for off-site activities. These staff will take a coordinating role during incidents, support record keeping and equipment checks, and act as a point of advice. When identifying First Aid Leads/Appointed Persons, the school will consider the individuals:

- Reliability, calmness under pressure and ability to follow emergency procedures.
- Effective communication skills, including the ability to communicate with pupils with complex communication needs (e.g. use of visuals, symbols or communication aids) and to liaise clearly with emergency services.
- Aptitude to learn and maintain competence, including awareness of common risks in specialist SEND settings (e.g. seizures, dysphagia/choking risk, anaphylaxis, diabetes and moving/handling considerations).
- Availability to respond promptly, including during breaks, transitions and off-site activities.

First aid training and refresher updates will include wellbeing and mental health awareness so that staff can recognise signs of distress and mental ill health in pupils and colleagues, respond appropriately and seek timely support, while keeping everyone safe. In this specialist SEND context, this also includes recognising escalation linked to anxiety, sensory overload, trauma responses and communication frustration, and using de-escalation and supportive strategies in line with the school's SEMH and Behaviour Policies.

Automated external defibrillators (AEDs)

For Harlescott House School, Harlescott Lane, Shrewsbury, SY1 3BA, the nearest currently available registered automated external defibrillator (AED) is located at Enterprise Flex-E-Rent, Battlefield Enterprise Park, March Way, Shrewsbury. Access and availability must be checked regularly because local arrangements may change.

In a suspected cardiac arrest, staff must:

- Call 999 immediately, put the phone on speaker where possible, give the school's full address and follow the ambulance call handler's instructions.
- Send a second person to collect the AED while another trained member of staff begins CPR. CPR must not be delayed while waiting for the AED.
- Ensure someone meets the ambulance at the school entrance and directs the crew to the casualty.
- Switch on the AED as soon as it arrives, expose and dry the casualty's chest if necessary, attach the pads as shown and follow the device's spoken or visual instructions.
- Make sure nobody is touching the casualty while the AED analyses the heart rhythm or delivers a shock. Clearly call "stand clear" and visually check the area.
- Resume CPR immediately when instructed and continue until the casualty shows signs of life or emergency professionals take over.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year. Use of the AED will be promoted to pupils during PSHE lessons.

Accommodation

The school's first aid room will be 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 pupils and for the short-term care of sick or injured pupils. 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.
- Display a notice on the door which advises the names, locations and, if appropriate, the contact details of first aiders.

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 aider 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 the 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.

For pupils with identified medical needs, staff will follow the pupil's IHP/emergency protocol alongside this policy. This includes, where relevant, responding to seizures (including timing seizures and following rescue medication guidance), suspected choking/dysphagia events, asthma attacks, diabetic emergencies and anaphylaxis. Where there is any doubt about severity, where symptoms escalate, or where a pupil's presentation is atypical for them, staff will err on the side of caution and call 999.

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 pupil, 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.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor 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 pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent 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 pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils 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/cares of the victim(s).

Following an incident, staff will consider the pupil's emotional regulation and communication needs. Some pupils may require a quiet, low-stimulation space, familiar adult support, and a return-to-learn plan. Where an incident has been distressing (for the pupil, peers or staff), the school will provide an appropriate debrief, record learning from near misses, and update risk assessments, IHPs and behaviour support plans as needed.

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'.

Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parent as soon as possible. Parents 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 at the school office.

The appointed person 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 class 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 and signature of the first aider or person dealing with the incident.

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

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 which contains at a minimum:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages individually wrapped and preferably sterile.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.

- 2 pairs of disposable gloves.

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

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

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

Storage of medication

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils 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 pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

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

Parents 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 in this regard.

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

Illnesses and allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

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

Consent

Parents/carers will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.

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 pupil in mind – guidelines will be issued to staff in this regard.

Monitoring and review

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

Staff will be required to familiarise themselves with this policy 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.

The next scheduled review date for this policy is 23/08/2027

Annex A: Independent School Standards compliance checklist

This annex records how the school's First Aid Policy supports compliance with the Education (Independent School Standards) Regulations 2014 and the Department for Education's Independent School Standards guidance. It should be read alongside the Health and Safety Policy, Child Protection and Safeguarding Policy, Administering Medication Policy, Educational Visits and School Trips Policy, Behaviour Policy, SEND documentation, Individual Healthcare Plans and relevant risk assessments.

Independent School Standards area	How this policy supports compliance	Evidence to retain
Part 3: Welfare, health and safety of pupils	The policy sets out first aid arrangements, emergency responses, trained staff, risk assessment, record keeping, parent/carer communication and escalation to emergency services.	First aid needs assessment; accident and illness records; RIDDOR records where applicable; staff training records; parent/carer notifications; emergency contact lists.
Health and safety duties	The policy links first aid provision to suitable and sufficient risk assessment, including site risks, pupil needs, staff deployment, educational visits and transport.	Health and safety risk assessments; first aid kit checks; premises checks; educational visit risk assessments; minibus first aid kit checks.
Part 5: Premises and accommodation	The policy confirms that suitable medical accommodation is available for examination, treatment and short-term care, and that facilities are clean, accessible and not used for teaching.	Premises audit; first aid room checklist; cleaning records; signage; access arrangements.
SEND, disability and reasonable adjustments	The policy recognises EHCPs, IHPs, communication needs, sensory needs, dysphagia/choking risk, epilepsy, anaphylaxis, moving and handling, mental health and behaviour support needs.	IHPs; EHCP health provision; pupil passports; allergy and seizure plans; moving and handling plans; staff competency records for specialist interventions.
Safeguarding and pupil wellbeing	The policy requires staff to act in pupils' best interests, communicate with parents/carers, support pupils after incidents, consider emotional wellbeing and update risk assessments after incidents or near misses.	Incident debriefs; safeguarding referrals where relevant; updated risk assessments; parent/carer communication logs; staff debrief notes.

Part 6: Provision of information	The policy requires staff and parents/carers to be informed of first aid arrangements and requires first aid notices to be displayed around the school.	Policy publication records; induction records; first aid notices; staff handbook references; parent/carer information.
Part 8: Leadership and management	The policy identifies proprietor, headteacher, staff, first aider and appointed person responsibilities and requires regular review, training, monitoring and evidence of implementation.	Annual review record; minutes or sign-off evidence; training matrix; monitoring checks; action plans following incidents or audits.