



Heathfield Knoll School

First Aid Policy

This policy is supported and complemented by the following policies:

- Educational Visits EYFS
- Educational Visits (non-EYFS)
- Emergency Plan
- Equal Opportunities
- Health and Safety
- Intimate Care
- Lone Worker
- Safeguarding and Child Protection
- Substance Misuse
- Wellbeing and Pupil Mental Health
- Wellbeing and Staff Mental Health

Key personnel:

Headteacher	DDSL	Lawrence Collins
Appointed First Aider / Mental	DSL	Teresa Stooksbury

This document is reviewed at least annually by T. Stooksbury, Appointed First Aider or as events change or legislation requires. This is then approved by the Governing Board.

The Governors have the skills to support and advise the school in its decision making.

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Next review due: August 2027



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1. Introduction

At Heathfield Knoll School, we are committed to ensuring that every pupil (including those in our Early Years Foundation Stage setting), every member of staff, and every visitor is provided with adequate first aid in the event of an accident or illness, regardless of its severity.

Procedures and information set out in this document aim to ensure that:

- All members of the school community are aware of the procedures to follow in the event of an accident, the support available and the role that they play
- Effective management systems are in place to support individual children with medical needs
- All medical records are regularly kept up to date (annually)
- Medicines are recorded, handled, stored and administered responsibly
- First aid provisions are available at all times while pupils or employees are on school premises, and also off the premises whilst on visits or trips
- All incidents involving medical assistance are properly recorded.

By implementing this policy, we will help achieve our shared vision that all members of the Heathfield Knoll School community should be healthy, stay safe, enjoy and achieve, and be able to make a positive contribution.

To this end, all staff, including non-first aiders, have a responsibility in ensuring the welfare of pupils by ensuring that:

- They are familiar with the first aid procedures in operation and know who the current first aiders are and how they can be contacted
- Pupils are sent to the Wellbeing room if there is any reasonable concern about an injury or illness. Safety is paramount at all times.
- Pupils are aware of the first aid procedures
- Any requests from parents for the administration of medication to pupils are referred to the Head of Wellbeing. Permission/consent to administer a pupil's own or a proprietary medicine is given on medical forms stating a time/dose. If medication has already been administered that morning, to prevent duplication, parents should complete an MF1 form (Medication Administered at Home form). Medication is administered by staff in the Early Years with written permission from a parent or guardian, as needed, daily.
- Homoeopathic and Herbal medicines will not be administered at Heathfield Knoll School.
- All staff members who administer medicines have undergone specific training in this area.

There are a range of forms which parents/guardians are required to complete throughout the course of their child's schooling as and when medical support may be needed. They are available on request from the school office.

- This policy applies to all members of our school community, including those in our EYFS setting
- Heathfield Knoll School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities policy.
- The Head of Wellbeing maintains health plans for pupils with ongoing health needs, which are updated annually or more frequently if

necessary. An asthma register details information on triggers and treatment.

- Heathfield Knoll School aims to implement this policy by adhering to the procedures outlined in the remainder of this document.
- In line with Data protection, this document is available to all interested parties on our website and on request from the main school office.
- The Head of Wellbeing annually reviews this document as events or legislation change require.

1. 2. First Aiders

First Aid Training:

All our staff have undertaken a First Aid Essentials course, which is updated every three years.

All the EYFS staff hold a Paediatric First Aid certificate in line with the updated **EYFS Framework, Sept 2026**. This is updated every 3 years.

Several members of our teaching staff have completed Paediatric First Aid / First Aid at Work or Outdoor First Aid.

A full list of staff First Aiders is displayed throughout all areas of school

3. First Aid Station

The school has allocated the Wellbeing Room in the main house as the designated first aid room.

The school has assigned responsibility for the room to Mrs Stooksbury, the appointed First Aider /Mental Health Lead in her absence a first aider will be called for in the staff room.

2. 4. Records

All incidents / accidents are recorded on Schoolbase. Any accidents requiring a HSE report will be kept within the wellbeing room.

3. 5. First Aid Equipment and Information

First Aid kits

The school has provided the number of first aid kits required, based on the number of staff and pupils at our school.

LOCATION	TYPE (portable, fixed, vehicle kit, etc.)
Kitchen	Portable
Lab 1	Portable
Lab 2	Portable
Head of Wellbeing's Room	Portable
Sports Hall	Fixed
Haven - Kitchen	Portable
Little Cedars (kitchen)	Portable
Douglas Building (D4)	Portable
Fellows Building	Portable
Sebright Building (Food tech)	Portable
Art Cabin	Portable

Connect	Portable
Minibus 1	Portable
Minibus 2	Portable
Minibus 3	Portable
Minibus 4	Portable
Caretaker's Shed	Portable
Sixth Form Building	Portable

First Aid Station (Head of Wellbeing's room)

A fully stocked and suitable room is available in the main house, supervised by Mrs Stooksbury. The room includes a separate lavatory with a washbasin, two chairs and a single bed. Pupils are sent/taken to the first aid room if they are feeling unwell. Parents will be informed and asked to collect their child if they are not well enough to be in school.

First Aid Supplies

Mrs Stooksbury will ensure that:

- An adequate number of first aid portable boxes are available and easily accessible across the school sites.
- All first aid boxes are marked with a white cross on a green background.
- Each school minibus is equipped with a full first aid kit. In addition, staff are given a portable first aid kit (size depending on the number of pupils), for any trips/sports events they accompany.
- First aid bags are well stocked and available for PE staff to carry with them during PE fixtures.
- Eyewash and running water are situated in all science laboratories.
- Spare stock is stored in the first aid room.
- All containers are checked monthly for stock levels and expiry dates
- Contents of all first aid containers adhere to the guidelines stipulated by the HSE

School Defibrillator and Critical Incident grab bag

The school's defibrillator is located in the Main school reception area, near the staff room door. All staff are familiar with its location and how to follow the instructions given for using it. The battery and pads are checked weekly, and new ones are purchased when they reach the end of their lifespan. The defib is also registered with the local ambulance service.

Following Martyn's Law, also known as the Terrorism (Protection of Premises) Act 2025, HK School has created a critical incident 'grab bag'. The law imposes new security duties on schools to prepare for and respond to potential terrorist attacks. The law requires schools to conduct risk assessments, implement security measures, and develop procedures for evacuation and lockdown in the event of an emergency. HKS have risk assessments in place and undertakes termly evacuation and lockdown checks.

4. 6. What to do in the event of an incident requiring medical assistance

If a person becomes unwell

A pupil, member of staff, or visitor who becomes unwell during a lesson or activity may, if able, be sent to the first aid room to seek assistance.

All medical procedures for Reception to Year 13 will be recorded on a pupil's Schoolbase profile and sent directly to parents. A phone call will be made for a more serious injury.

In the Early Years, staff will telephone parents to collect a child if they become unwell, and the relevant paperwork will be completed at that time.

If a person is involved in an accident or medical emergency

- Call for assistance from the nearest first aider.
- Ensure that other pupils/persons in the vicinity are safe and supervised.
- The first aider who attends will take charge and will decide on and, if appropriate, administer the relevant first aid treatment
- The EYFS has a duty of care to inform parents of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and to report any first aid treatment given.
- All incidents must be recorded and parents informed in accordance with the recording and reporting procedures outlined in this policy.

If there is a serious accident or medical emergency necessitating an Ambulance

- Call for assistance from the nearest first aider.
- Ensure that other pupils/persons in the vicinity are safe and supervised.
- The first aider who attends will take charge and will decide on and, if appropriate, administer the relevant first aid treatment
- The member of staff who initially called for assistance will stay with the casualty until at least the first aider has taken responsibility for their welfare. This may include escorting them to the hospital if required.
- Any person who believes the situation requires it may telephone for an ambulance. Dial **999/112** from any telephone. **DO NOT LEAVE THE CASUALTY ALONE** in order to do this – ask a colleague. (If you send someone else to make the call, ensure that you tell them to return immediately to you in order to inform you of the 999 call having been successfully made.)
- After an ambulance has been requested, if they have not already been alerted, inform the Headteacher or a member of SLT. They will, in turn, inform relevant senior colleagues.
- Another member of staff should await the arrival of the emergency services and direct them appropriately.
- A familiar member of staff will accompany the casualty in the ambulance and stay at the hospital until the parent/carer arrives. The Deputy Head will arrange any necessary teaching cover.
- Where there is an urgent need for surgical or medical treatment and the parents cannot be contacted, the decision regarding the child's competence to give or withhold consent to urgent surgical or medical treatment in the absence of the parent must be the responsibility of the doctor.
- All incidents must be recorded in accordance with the recording and reporting procedures outlined in this policy.

Hygiene and infection control when dealing with a medical incident

- Common sense infection control measures (such as hand washing and the use of disposable gloves and aprons when dealing with blood or bodily fluids) must be followed by all staff when dealing with medical incidents.

- Hand washing facilities are available throughout the school. Paper towels and air dryers are available in all toilet areas.
- Single-use disposable gloves are available in medical kits and on the wall in the wellbeing room and must be used at all times when providing treatment involving blood or body fluids.
- Ground staff or the first aider should always be called to deal with the clearing up of spillages of bodily fluids. Any items contaminated must be disposed of in a separate black waste bag.

Head injuries

All head injuries should be regarded as potentially serious, irrespective of the extent of external injury. Yellow wrist bands are put on children who experience a head injury, and all staff are aware of the importance of monitoring the child wearing it. It is essential to monitor individuals with a head injury closely, looking for key signs such as nausea, dizziness, incoherence, or drowsiness. If in doubt, or if any of the key signs are exhibited, seek medical help. The school's policy regarding head injuries is always to 'play safe'; **we never underestimate the seriousness of a head injury.**

Parents will be informed via Schoolbase, or a phone call may be necessary.

5. 7. Children / Staff With Specific Medical Conditions

Children with specific medical conditions and those undergoing treatment have an individualised medical plan; they are photographed, and their details are displayed on the school staff room wall. All other medical conditions are kept on file in the wellbeing room in a locked cupboard. Details are also displayed on our MIS, Schoolbase, for each pupil.

Any medication brought into school must be handed over to Reception, where it will be safely stored in the wellbeing room (if the child is in the main school or Connect). Mrs Stooksbury or a qualified First Aider will administer the medication when needed.

In the EYFS, written permission must be obtained from parents for the administration of individual medicines. Where medicine has been administered to a child, parents must be informed the same day or as soon as reasonably practicable.

Asthma can be a life-threatening disease, and attacks can start very rapidly. It is therefore vital that the asthmatic pupils have instant access to their inhalers. It is entirely reasonable to allow older pupils (Years 5 - 13) to keep their inhalers on their person. Parents of younger children should hand these into their child's form teacher at the beginning of every term. Spare inhalers can be kept in the Wellbeing room. An Emergency inhaler is kept in the wellbeing room for those children/staff who have been prescribed an inhaler by a GP. This can be used if they have lost, forgotten, or it is outdated.

Children who have auto-injectors for severe allergies should have two in school, clearly labelled with their name. One should be kept in the classroom, and the other should be kept in the wellbeing room. It is the parents' responsibility to ensure all medicines kept in school are up to date. In an emergency, contact emergency services immediately before informing parents. An emergency auto injector is kept in the wellbeing room for those children/staff who have been prescribed one by a GP.

This can be used if they have lost, forgotten, or their own is out of date (age 6 upwards)

Staff with specific medical conditions will need to notify Mrs Stooksbury during their induction meeting. Their specific medical requirements need to be noted, and other staff informed if preventative measures need to be followed in an emergency situation. Any medication brought into school must be stored safely, preferably in a securely locked cabinet.

6. 8. Mental Health

Schools are encouraged to identify a senior mental health lead. This role should involve strategic oversight of the school's approach to mental health and wellbeing. They will support their school in making the best use of existing resources and efforts to help improve the wellbeing and mental health of pupils, students, and staff. Mrs Stooksbury is the Mental Health Lead here at Heathfield Knoll School.

The DfE has published guidance to help schools identify whether a child or young person's behaviour may be related to an underlying mental health problem, and how to support them in these circumstances. Further details can be found in the [Mental health and behaviour in schools guidance](#).

Our staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. But only appropriately trained professionals should attempt to make a diagnosis of a mental health condition.

Consideration is given to ways to manage mental ill health here at school. This includes providing information and training for all employees. Employing professionals (counsellors), appointing a mental health-trained first aider, and implementing support programmes.

First aid training courses covering mental health and regular updates teach staff how to recognise warning signs of mental ill health and help them to develop the skills and confidence to approach and support someone, while keeping themselves safe.

HSE also provides further information on [mental health conditions, work and the workplace](#). The [Education Support](#) charity provides free 24-hour-a-day telephone counselling to all serving and retired education staff in need of mental health support.

School staff are not mental health professionals. Where pupils experience more serious mental health problems, Heathfield Knoll School will support pupils and their families in accessing support from sources that include professionals working in specialist Children and Young People's Mental Health Services (CYPMHS), voluntary organisations, and local GP practices.

For more information, please refer to the Pupil Wellbeing Policy

7. 9. Accident reporting and record keeping

If an accident or medical emergency occurs and first aid is provided, the person administering the aid must record the incident according to the procedure outlined below. N.B. It is a statutory requirement that all accidents/incidents must be recorded in an accident book or online system and must be readily accessible for a minimum of seven years. This is kept in a secure room within the main house.

Parents are initially notified of an incident involving their child by Schoolbase (the school's MIS). A first aider will be responsible for ensuring that parents are notified of significant incidents/accidents both verbally and on Schoolbase.

Mrs Stooksbury will notify the HSE, under RIDDOR, of any serious accident, illness or serious injury to, or death of, any pupil whilst in our care, and of action taken in respect of it.

A pupil's GP has the responsibility of reporting notifiable diseases and ensuring that a pupil is safe to return to school and does not cause public health problems from infections. However, the school may also seek advice from the Health Protection Agency if a pupil is believed to be suffering from a notifiable disease as identified under the Health Protection (Notification) Regulations 2010.

For pupils in our EYFS, notification will be made to Ofsted as soon as is reasonably practicable, but in any event within 14 days of a serious incident occurring. If Heathfield Knoll School fails to comply with this requirement without reasonable excuse, we commit an offence. Contact details for Ofsted are as follows: online, by email (enquiries@ofsted.gov.uk) or by phone (0300 123 1231)

10. Procedure to follow to record an accident or medical incident

- Any incident/accident must be recorded on Schoolbase by the person attending the casualty or dealing with the incident.
- The records of first aid treatment given by a first aider or appointed person must include:
 - Date, time and place of incident.
 - Full name of injured/ill person.
 - Details of the injury/illness and what first aid treatment was given.
 - Any review of the person's condition.
 - Name of the first aider or appointed person dealing with the incident.
- Mrs Stooksbury reviews all first aid records weekly
- Mrs Stooksbury will keep a record of any reported injury, disease or dangerous occurrence, which must include:
 - The date and method of reporting.
 - The date, time and place of the event.
 - Personal details of those involved.
 - A brief description of the nature of the event or illness.

Informing the HSE (Health and Safety Executive) or RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) - statutory requirements

Mrs Stooksbury is responsible for determining whether the HSE needs to be informed of an accident or incident and for maintaining a school central record in her office, along with the RIDDOR form if applicable.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the following accidents MUST be reported to the HSE without delay:

- accidents to employees resulting in death or major injury (including as a result of physical violence)
- dangerous occurrences
- accidents to any persons (pupils and visitors included) killed or taken from the premises to a hospital
- Accidents to employees that prevent the injured person from performing their normal work for more than 3 days must be reported within 10 days of the accident.

8. 11. Infection Control at Heathfield Knoll School

At Heathfield Knoll School, we enforce our own exclusion periods for common childhood illnesses.

- It is our policy that children who have suffered from vomiting or diarrhoea do not return until **48 hours** have elapsed since the last attack.
- If sickness has occurred following a migraine/illness and this is a medical condition confirmed by a doctor, the child may return within 24 hours.
- Children suffering from Hand, Foot and Mouth – as this is highly infectious in the first 5 days of the symptoms starting, a **48-hour** period of exclusion is requested (i.e visible spots and generally feeling unwell)
- Conjunctivitis – similarly to the above, a **48-hour** period of exclusion is requested (i.e sticky, weeping eyes and treatment must be in place). If the eyes have stopped weeping and treatment is still ongoing, children can return to school.
- Impetigo - It stops being contagious 48 hours after a course of treatment has been prescribed, and when the patches dry out and crust over. Therefore, a **48-hour** exclusion period is requested.
- Ringworm – Exclusion until treatment has been sought from a GP.
- All infectious diseases are reported so we can take appropriate action if necessary.

9. 12. Procedures available to support this document:

All the procedures listed below are available on the staff share area/policies / medical procedures, or a hard copy is available from the school office.

Administration of Medicines	Epilepsy
Anaphylaxis	Head and Neck Injury
Anoxic	Meningitis
Asthma	Migraine
Back Care	Pandemic
Choking	Dealing with sick or injured pupils
Crutches	Supporting pupils with Healthcare needs

Defibrillator	Returning to school after an accident
Diabetes	Wheelchair

10. 13. Amendments to the Policy

21/10/21	More text added regarding Mental Health	T. Stooksbury
18/07/22	KCSIE Updates/staff changes	T. Stooksbury
17/07/23	Updates - staffing - yellow wristband info Homoeopathic medicine information added to page 3	T. Stooksbury
20/03/24	Changes Local Advisory Board to Governors - First Aid updates	T. Stooksbury
05/08/24	Annual review - staff training tweaks. Engage referenced / medical files.	T.Stooksbury
15/10/ 24	Changes to company name	T.Stooksbury
27/06/ 25	Yearly Updates including Martyn's Law	T.Stooksbury
03/08/26	All updates in red	T.Stooksbury