



# HANLEY CASTLE HIGH SCHOOL



## FIRST AID POLICY

SEPTEMBER 2026

**Review Frequency:** Every 3 Years  
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**Staff responsible:** SAK



**HUET**

THE HANLEY AND UPTON EDUCATIONAL TRUST

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## **1 Introduction**

Under the School's Health & Safety Policy, the Governors of Hanley Castle High School recognise their responsibility, as far as is reasonably practicable, to provide a safe and healthy working environment for all students, staff and visitors. This policy details the arrangements for provision of First Aid and the administration of medication as part of the overall remit covered in the Health & Safety Policy.

## **2 Aims**

The aims of this First Aid Policy are to:

- 2.1 Provide effective First Aid cover and safe and appropriate treatment for students, staff and visitors
- 2.2 To ensure the appropriate control of medication and any necessary administration of medicines
- 2.3 To ensure the necessary recording and reporting of injuries
- 2.4 To ensure that all staff are aware of First Aid procedures and their responsibilities, including when off site on school trips.

## **3 Responsibilities**

- 3.1 The Deputy Head (Student Support) is responsible overall to the Headteacher for this policy and its application. The Business & Finance Director is responsible for the provision of First Aid facilities and advice on compliance with Health & Safety or other statutory regulations. A School Nurse (who is only occasionally in attendance at the School) is responsible for advice on medical education, vaccination programmes and general medical queries.
- 3.2 The Medical Room Manager is nominated as the Senior First Aider and has delegated responsibility for:
  - a. The maintenance of the School First Aid Room and First Aid facilities, including suitably stocked First Aid Kits
  - b. The normal provision of First Aid to students, staff and visitors or when requested to provide assistance elsewhere within the School
  - c. Requesting secondary medical support, normally by calling for an ambulance, when appropriate
  - d. Notifying parents (or relatives of staff or visitors) of injured or ill persons, in consultation with pastoral staff when appropriate
  - e. Control of the Medicines Safe and the administration of medicines to students, where these have been prescribed to be taken during the school day and with the pre-written consent of the parent (where 'parent' is used throughout this policy, it should be deemed to include guardian or carer, if alternatively appropriate)
  - f. Informing parents when prescribed medicines held by the School are "out of date" and it is necessary for the parent to dispose of these and provide "in date" replacements
  - g. Informing staff, usually at the beginning of each academic year and updated as necessary, of any students with serious medical conditions e.g. diabetic, insulin dependent, epileptic prone, Epi-pen users, asthmatic or seriously allergic, or have any other condition which may require specific treatment
  - h. Recording of all First Aid treatment, and reporting when necessary, including the completion of Accident Reports where appropriate and the notification of relevant authorities where required

- i. The maintenance of the list of current First Aid trained staff across the HUET and arranging training as appropriate for First Aid at Work and Appointed Person qualifications
  - j. Reporting any concerns or problems over the provision of First Aid, the adequacy of facilities or the administration of medicines to the Deputy Head Teacher for Student Support, Attendance, Wellbeing & Safeguarding Officer, or School Nurse as appropriate.
- 3.3 When any accidental injury or medical emergency occurs, the first trained First Aider to arrive at the location is responsible for taking control of the situation, ensuring the immediate safety and comfort of those involved, summoning assistance as appropriate, removing any bystanders and providing treatment as appropriate.
- 3.4 Other than the administration of an Epi-pen in accordance with previous training, staff who have not been First Aid trained should normally restrict any action to securing the immediate safety of anybody injured or seriously ill and urgently summon a First Aid trained person. Immediate action may include the stemming of serious blood loss with clean material applied to a wound, the immediate irrigation with clean water of eyes that have been splashed by chemicals and the immediate cooling of burns with clean cold water. If in doubt about the nearest trained person, the Medical Room Manager should be informed by the fastest possible means.

## 4 Procedures

- 4.1 The first trained First Aider to be faced by a particular requirement or incident must take charge of the situation and act in accordance with their training. They remain responsible for those in their charge until they specifically pass responsibility on to another trained individual or a medical professional. Where possible individuals may be taken or sent to the School Medical Room for further treatment or recuperation, but if not ambulance staff will be requested to go to the location of the patients.
- 4.2 If a First Aider summons an ambulance direct, they must notify the Medical Room Manager as soon as possible. The Medical Room Manager will then liaise with the Emergency Services as appropriate to direct them to the incident location and also contact parents and pastoral staff as appropriate. Normally, however, the decision to summon an ambulance will be made by the Medical Room Manager, in consultation with medical services where necessary.
- 4.3 When an ambulance attends and decides to evacuate a student to hospital, ideally the student should be accompanied (probably in a separate vehicle) by a parent. If it has not been possible to contact a parent, and depending on the age and severity of medical situation, it may be necessary for a member of staff to travel to the hospital to support the student until a parent arrives – the decision on this will normally be taken by the Headteacher or Deputy Head (Student Support).
- 4.4 Where ambulance transport is not justified, but it is deemed necessary for a pupil to go to a hospital or medical centre for minor injury treatment or checks, transport should normally be provided by a parent. If this is not possible within a reasonable timeframe, then the Headteacher or Deputy Head (Student Support) may decide it is necessary for the School to arrange suitable transport.
- 4.5 In the case of minor injuries or a student feeling unwell, staff should take or send the student to the Medical Room, or during break or lunchtime the student themselves should report to the Medical Room, not to Key Stage Office. If a student does go to the Key Stage Office first, they should be sent immediately to the Medical Room. The Medical Room Manager will decide on the treatment and whether it is necessary or appropriate to contact parents, and then inform the Key Stage Office.

## **5 First aid facilities**

### **5.1 First aid room**

The First Aid Room is accessed via a door from the Memorial Garden and provides a quiet area for ill or injured persons to be treated and recuperate, or to await further attention, under the watchful eye of the First Aid trained Medical Room Manager. A First Aid Kit and some additional basic medical supplies, eg ice packs and bandages, are available in the Medical Room and a toilet is available close by. Spare First Aid Kits are available for school trips.

### **5.2 First aid kits**

In addition, First Aid Kits are located elsewhere in the School as follows:

- a. Science
- b. Technology
- c. Languages Block
- d. Sports Hall
- e. PE
- f. Sixth Form Office
- g. School Minibus
- h. Main Reception
- i. Facilities Manager's Office

### **5.3 First aid personnel**

A list of First Aid Trained personnel normally located in the vicinity of a static kit is displayed alongside that First Aid Kit. The full list of First Aid Trained persons is maintained by the Senior First Aider and displayed in the School Office. The Senior First Aider is to monitor this list to ensure that individuals' training is updated before expiry. Staff/First Aiders to replenish First Aid kits within their departments at least once a half term. Supplies provided by Medical Room Manager.

## **6 School trips and away sports fixtures**

First Aid requirements are considered as part of the risk assessment for all trips and away sports fixtures. A First Aid Kit should always be taken and on away sports fixtures a First Aider should accompany students. Particular care must be taken on residential trips to ensure that the needs of students with known medical conditions and prescribed medicines can be adequately covered at all times.

## **7 Hygiene and infection control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Single use disposable gloves are available and should be used when appropriate. First Aid Kits are generally located near to hand washing facilities. 'Soil Packs' for Sick/Blood are disposed of in the dedicated bins provided.

## **8 Head bumps**

Where a student has suffered a bump to the head a period of assessment by the Medical Room Manager will take place. Should it be felt that further medical attention is required the parent/emergency services will be contacted as soon as possible. If the student appears to have recovered without requiring external medical attention, the Medical Room Manager is to issue a red Head Bump note to the student in order for the parents to be made aware. This notifies the time and nature of the head bump and provides advice regarding symptoms of head bumps. See Appendix A for detailed head bump guidance given to first aid trained staff supporting Medical Room.

## **9 Teeth**

If a pupil knocks a tooth, their parent is to be contacted by the Medical Room Manager to advise that a dental check should be sought.

## **10 Prescribed medication**

- 10.1 First Aid staff are not normally allowed to administer any medication to students except that which was authorised during their First Aid training. However, where medicines have been specifically prescribed by a doctor to be taken for a short period of time during the school day, eg at lunchtime, or antibiotics for a short illness, these can be kept safe in the Medical Room (refrigerated if necessary) but would need to be self-administered by the student.
- 10.2 The Medical Room Manager may keep stocks of prescribed medicines provided by the parent for longer-term illnesses, in the Medicine Safe and students would be allowed to self-administer such the need arise. In this case the medicines must be accompanied by a Medical Consent Form signed by the parent. This includes Epi-pens for treatment of emergency conditions, such as anaphylactic shock (as a back-up to the Epi-pens carried by the students themselves).
- 10.3 First Aid staff should check that these medicines are 'in date' before issuing them. As far as practical they should see that dispensed medicines are correctly taken by the student, but the School and its staff cannot be held absolutely responsible for this. Any difficulties or concerns over the administration of prescribed medicines are to be reported to the parent, who is responsible for the supply of "in date" medicines and the disposal of any "out of date" medicines prescribed for their child.

## **11 Records and reporting**

- 11.1 A simple record of all First Aid sought and provided and the outcome is to be maintained by the Medical Room Manager. This is particularly important for when minor injuries or illnesses give rise to more serious symptoms later and accurate information may be vital.
- 11.2 An Accident Report will be completed by the Medical Room Manager for any accidents resulting in death, major injury or preventing normal work for more than 3 consecutive days. The report will be scanned and kept on the One Drive. The Head will make the decision whether to notify the HSE under RIDDOR regulations.
- 11.3 The Medical Room Manager is to maintain the list of notifiable diseases produced by the County Medical Officer and to report any occurrences to the appropriate authorities.

## 12 Out of hours activities

- 12.1 First Aid cover on the School site is normally only available on school days between 8.45am and 3.30pm, during which time the Medical Room is manned. For any activities outside these hours, it is necessary to consider First Aid as part of the risk assessment for that activity. Where summoning the normal emergency services by telephone is deemed insufficient, it is necessary to ensure that a First Aid trained person and a First Aid Kit are readily available.
- 12.2 The Facilities Manager is to ensure that all those requesting Lettings on the School site are made aware of this situation.

| Policy Name      | Version | Date of Change | Summary of Changes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Reason for Change                                   |
|------------------|---------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| First Aid Policy | V1.1    | 5.11.25        | Updated 3.1 to read 'A School Nurse' not 'The'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | School does not have one designated school nurse.   |
|                  |         | 5.11.25        | Updated 3.2 d. to read 'in consultation with pastoral staff' not 'Key Stage staff'.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                     |
|                  |         | 5.11.25        | Updated 3.2 g. 'of any students with serious medical conditions e.g.'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                     |
|                  |         | 5.11.25        | Updated 3.2 i. to read 'First Aid trained staff across the HUET'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | First Aid training is now booked for all HUET staff |
|                  |         | 5.11.25        | Updated 3.2 j. 'Reporting any concerns ... to the Deputy Head Teacher for Student Support, Attendance, Wellbeing & Safeguarding Officer or School Nurse                                                                                                                                                                                                                                                                                                                                                                                                            | Needed updating                                     |
|                  |         | 5.11.25        | 4.1 to read 'Where possible individuals may be taken to the School Medical Room'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Correct name for room.                              |
|                  |         | 5.11.25        | 4.2 to read 'and also contact parents and pastoral staff as appropriate,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Change of name                                      |
|                  |         | 5.11.25        | 5.3 Replace last sentence to read, 'Staff/First Aiders to replenish First Aid kits within their departments at least once a half term. Supplies provided by Medical Room Manager.'                                                                                                                                                                                                                                                                                                                                                                                 |                                                     |
|                  |         | 12.12.25       | 8 Head bumps. To read 'Where a student has suffered a bump to the head a period of assessment by the Medical Room Manager will take place. Should it be felt that further medical attention is required the parent/emergency services will be contacted as soon as possible. If the student appears to have recovered without requiring external medical attention, the Medical Room Manager is to issue a red Head Bump note to the student in order for the parents to be made aware. This notifies parents of the time and nature of the head bump and provides |                                                     |

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|--|--|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  |  |          | advice regarding symptoms of head bumps. See Appendix A for detailed head bump guidance given to first aid trained staff supporting Medical Room.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|  |  | 12.12.25 | 12 Out of hours activities normally only available on school days between 8.45am - 3.30pm during which time...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|  |  | 22.9.26  | <p>11 Records and reporting</p> <p>11.1 A simple record of all First Aid sought and provided and the outcome is to be maintained by the First Aid and Wellbeing Supervisor. This is particularly important for when minor injuries or illnesses give rise to more serious symptoms later and accurate information may be vital.</p> <p>11.2 An Accident Report will be completed by the First Aid and Wellbeing Supervisor for any accidents resulting in death, major injury or preventing normal work for more than 3 consecutive days. The report will be scanned and kept on the One Drive. The Head will make the decision whether to notify the HSE under RIDDOR regulations.</p> <p>11.3 The First Aid and Wellbeing Supervisor is to maintain the list of notifiable diseases produced by the County Medical Officer and to report any occurrences to the appropriate authorities.</p> |  |
|  |  | 25.9.26  | <p>1 – Introduction</p> <p>Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of a teachers' professional duties, they should take into account the needs of the pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.</p>                                                                                                                                                |  |