NEW HEIGHTS SCHOOL
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First Aid Policy and Procedure

Status	**Non-Statutory**
Responsible Governors' Committee	**Full Governing Body**
Date last approved by GB	**November 2025**
Responsible Person	**Executive Headteacher**
Review Date	**November 2026**
Last Amended Date	**November 2025**

Arrangements for First Aid

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools'.

The location of First Aid Kits in school are:

- Key Stage 2
    - Staff room
- Key Stage 3
    - Main office
    - Science room
    - School kitchen
- Key Stage 4
    - Medical room

The contents of the kits will be checked on a regular basis by the First Aid trained staff.

Training on First Aid will be undertaken every three years by nominated staff.

Off Site Activities

At least one first aid kit will be taken on all off site activities, along with individual pupil medication and any equipment (where required), e.g. including inhalers and epi-pens.

A person who has been trained in first aid will accompany all off site visits, where deemed necessary.

The Headteacher will inform all employees at the school of the following:-

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid
- Those employees with qualifications in first Aid
- The location of First Aid kits

In addition, the Headteacher will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with first aid qualifications
- Location of first aid boxes

All members of staff will be made aware of the school's first aid policy.

Accident Reporting

The Governing body will implement the LA's procedures for reporting:

- All accidents to employees
- All incidents of violence and aggression

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety Executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days
- An accident which requires admittance to hospital for in excess of 24 hours
- Death of an employee
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine

For non-employees and pupils an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor
- It is an accident in school which requires immediate emergency treatment at hospital

For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the LA will be sought.

Where a pupil has an accident it will be reported the LA.

All accidents to non-employees, e.g. visitors which result in injury, will be reported to the LA.

Pupil accidents involving their head

The Governing body recognise that accidents involving a pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a 'report slip' will be sent home to the child's parent / carer, with a copy being retained in school' 'Bump Book' or Accident Book (whichever is appropriate).
- Report slips are kept in the main school office.

Transport to hospital or home

- The Headteacher will determine what is a reasonable and sensible action to take, in each case.
- Where the injury is an emergency an ambulance will be called following the parent / carer being called.
- Where hospital treatment is required but it is not an emergency, then the Headteacher will contact the parent / carer for them to take over responsibility for the child.
- If the parents cannot be contacted then the Headteacher may decide to transport the pupil to hospital.

Where the Headteacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used
- No individual member of staff should be alone with a pupil in a vehicle
- The second member of staff will be present to provide supervision for the injured pupil.