



Head Teacher: Kerrie L Clowes MA BA (Hons) PGCE NPQH
Deputy Head: Sarah L Booker BA (Hons) QTS
Deputy Head: Emma E Doyle BA (Hons) PGCE NASENCO
Assistant Head: Joel M Edwards MA BA(Hons) QTS

Scrooby Road, Harworth, Doncaster, South Yorkshire, DN11 8JT

Tel: 01302 742477

Email: office@harworth.snmat.org.uk

First Aid Policy

June 2026

Review date: June 2027



First Aid Policy

Harworth Church of England Academy

1. Introduction

Harworth Church of England Academy is committed to ensuring the health, safety and wellbeing of all pupils, staff and visitors.

This policy outlines the procedures and arrangements for providing first aid across the school and forms part of the school's wider safeguarding and health and safety systems.

This policy should be read alongside the Health and Safety Policy, Supporting Pupils with Medical Conditions Policy and Safeguarding Policy.

2. Aims

The aims of this policy are to:

- Ensure prompt and effective first aid provision
 - Maintain high standards of care for pupils, staff and visitors
 - Ensure staff understand their roles and responsibilities
 - Provide clear procedures for responding to incidents
 - Ensure accurate recording and reporting of accidents
-

3. Legal Framework

This policy is based on the requirements of:

- Health and Safety (First Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Statutory Framework for the Early Years Foundation Stage

The school will ensure that:

- adequate first aid provision is in place at all times
 - trained personnel are available
 - risks are assessed and managed appropriately
-

4. Roles and Responsibilities

Governing Body

- Ensure appropriate first aid arrangements are in place
 - Monitor policy implementation
-

Headteacher

The Headteacher is responsible for:

- ensuring sufficient trained first aiders are available
 - ensuring staff are aware of procedures
 - ensuring training is up to date
 - ensuring incidents are reported appropriately
 - ensuring suitable facilities are available
-

First Aiders

First aiders are responsible for:

- responding to incidents promptly
 - assessing and treating injuries appropriately
 - deciding when further medical help is required
 - completing accident reports
 - maintaining first aid supplies
-

Appointed Person

The appointed person (Inclusion Lead) is responsible for:

- overseeing first aid arrangements
 - ensuring equipment is available
 - coordinating responses where necessary
-

All Staff

All staff must:

- take reasonable care of pupils and themselves
- report any injuries or concerns
- follow first aid procedures
- know how to contact a first aider

Staff may administer basic first aid where appropriate.

5. First Aid Procedures

In-School Procedures

In the event of an accident or illness:

1. The nearest adult will assess the situation
2. A qualified first aider will be called if necessary
3. First aid will be administered
4. Emergency services will be contacted where required
5. Parents/carers will be informed
6. An accident record will be completed

The first aider will:

- remain with the pupil until safe
- decide whether the pupil remains in school or goes home

Off-Site Procedures

When pupils are off-site:

Staff must ensure access to:

- a mobile phone
- a first aid kit
- pupil medical information
- emergency contact details

There will always be:

- at least one qualified first aider
- at least one paediatric first aider on EYFS trips

Risk assessments must be completed prior to visits.

6. First Aid Equipment

First aid kits will include appropriate materials such as:

- bandages and dressings
- plasters
- gloves
- antiseptic wipes
- eye wash

- cold compresses

No medication will be stored in first aid kits.

First aid kits are located in:

- classrooms
- the school office
- designated central locations

Kits are checked regularly and replenished as required.

7. Record Keeping and Reporting

Accident Recording

- All incidents must be recorded as soon as possible
 - Records must include clear and accurate details
 - Records will be securely stored
-

Parental Communication

Parents/carers will be informed of:

- all significant injuries
- any head injuries
- any treatment provided

Minor injuries may be communicated via a written slip.

Reporting to HSE (RIDDOR)

The school will report incidents to the HSE where required, including:

- serious injuries
- hospital treatment
- dangerous occurrences

This will be carried out by the Business Manager within required timescales.

Reporting to Ofsted

The Headteacher will notify Ofsted of any serious:

- accident
- injury
- illness
- death

within required timescales.

8. Medical Needs

The school will:

- support pupils with medical conditions
- ensure appropriate care plans are in place
- ensure staff are aware of individual needs

Medication will be managed in line with the Managing Medicines Policy.

9. Training

- First aiders must hold valid, accredited qualifications
- Training must be renewed as required (typically every 3 years)
- The school maintains a register of trained staff

All staff will receive basic awareness training.

At least one paediatric first aider will be available in EYFS at all times.

10. Monitoring and Review

This policy will be reviewed annually or sooner if necessary.

The school will review accident records to:

- identify patterns
 - reduce risk
 - improve safety procedures
-

11. Linked Policies

This policy should be read alongside:

- Health and Safety Policy

- Supporting Pupils with Medical Conditions Policy
- Managing Medicines Policy
- Safeguarding Policy
- Infection Control Policy