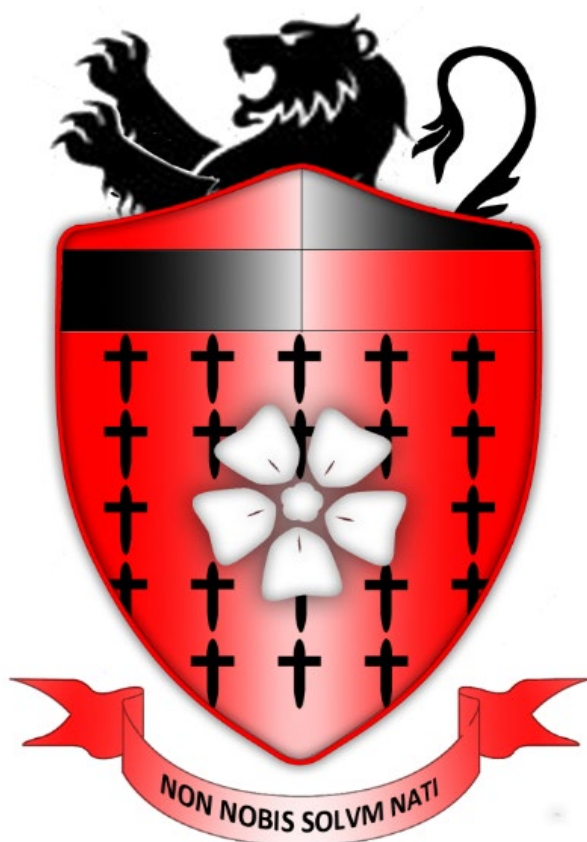


Hornsea School & Language College



First Aid Policy

Created by:	Access to Education Manager	
Date Created:	May 2026	
Approved by:	Headteacher: 01.06.26	Governing Body: 24.06.26
Last Reviewed:	Date: n/a	By: n/a
Date of Next Review:	September 2027	

Introduction

Definition of First Aid

First aid is the immediate, temporary assistance given to someone suffering from a sudden illness or injury, designed to preserve life, prevent the condition from worsening, and promote recovery.

Hornsea School and Language College as an employer has a legal duty to ensure that employees receive the appropriate assistance if they are injured or taken ill at work. To meet its obligation, the school has appointed first-aiders, who hold an appropriate first-aid qualification.

Hornsea School and Language College is in loco parentis, and it is therefore expected that whilst at school students will be shown the care that a reasonable parent would give. This does not imply a duty upon staff personally to undertake first aid treatment but they should follow the school's First-Aid flow Chart (Appendix A), which gives instruction on responding to a student requiring medical assistance. In an emergency situation, teachers and other staff are expected to use their best endeavours at all times.

Trained first-aiders are expected to give initial assistance or treatment before the arrival of the emergency services and to do their best to relieve distress and to prevent further harm to the individual concerned.

First-aiders should always follow their training and not undertake duties for which they have not been fully trained and certificated, including instructions in IHCPs

All staff on the First Aid rota will meet once per term. In addition, all HSLC First Aiders will meet as a team at least annually to review procedures, and receive any updated training as required.

First Aid Support

First aid support during school hours: Between the hours of 8am – 4pm. Follow the flow chart in Appendix A. Requests for first aid support should be made to Student Support on: **222**.

If telephoning from a mobile phone, phone 01964 530222. Calls to the emergency services will be handled by Main Reception or the first aider on duty. The exception to this is if you are dealing with an unresponsive person that is not breathing. (see Flow chart in Appendix A) As time is critical under these circumstances you should phone 999 yourself and ask someone else to ring for First Aid.

First Aid Support Outside of School Hours: If help at student support is unavailable, contact any of the other first aid trained staff, identifiable by green First Aid lanyards. List of current First Aiders in Appendix D. First Aid kits are available in the red boxes in the schools three main buildings (Appendix B).

Following an initial assessment of any incident outside of school hours, if staff remain in doubt, they are advised to dial 999, placing the onus on the emergency services.

Student Support

Student Support has most of the school's first aid supplies including Emergency Asthma kits and two Auto Injector emergency kits for anaphylaxis. Student Support also stores the prescribed medicines for pupils that are given in accordance with a pupil's Individual Health Care Plan with consent from their parents.

There are red, locked first aid boxes located in Reception, the Sixth Form Common Room and Upper School Staffroom. Each box has a First Aid Kit, Emergency Asthma Kits and Auto Injector for anaphylaxis. Emergency kits may only be used where students are prescribed the relevant medication and we hold parental consent. In all other cases, permission for use **MUST** be given by the Emergency Services. Also inside each First Aid Box is a list of qualified First Aiders. All staff members know the code for these boxes. These boxes are located on the map in Appendix B.

Event First Aid Kits - these are available for school trips and should be booked out by contacting the Student Support Team.

Other First Aid Kits - First Aid boxes are provided in the minibus.

First Aid boxes, contents, signage and paperwork should be checked termly by the Access to Education Manager – SEND including ELSA/Health & Medical

Three defibrillators (AEDs) are available on site at the 3G Pitch, (24 hours), the front of the school building outside the Headteacher's office 24 hours, and in Student Support 08:00h-16:00h.

HSLC Access to Education Managers will be responsible for checking the Defibrillator battery and ordering replacement batteries and pads. The remaining battery life and the expiry dates on the pads will be checked monthly. When the Low Battery warning is given, the battery will be replaced with the spare and a new battery ordered immediately. The defibrillators are located on the map in Appendix B.

What Constitutes First Aid?

The following areas are problems that are considered should be dealt with only by First Aiders. First Aid is considered the first port of call after an accident, or seizure:

- Allergies symptoms including Anaphylaxis
- Asthma symptoms
- Bleeding/cuts/grazes
- Burns
- Diabetes Management (Hypoglycaemia and Hyperglycaemia)
- Epilepsy
- Fainting
- Head injuries
- Limb injuries (suspected fractures/breaks)
- Medical illnesses linked to a diagnosed healthcare need.
- Non-Epileptic or Functional seizures
- Vomiting

Minor health issues that can be supported in the classroom:

- Students complaining of feeling sick or dizzy. In the event of a young person sharing that they feel sick or dizzy, teaching/support staff are asked to support by monitoring. Should the situation worsen then a First Aider is to be called.

Staff Responsibilities

School staff are responsible for:

- ensuring they follow first aid procedures.
- ensuring they know who the first aiders in school are.
- completing a CPOMS incident for all incidents they attend to where a first aider is not called.

The HSLC Access to Education Managers are responsible for oversight of records of students' medical conditions, care plans and medication, and identifying needs and co-ordinating support and provisions relating to maintaining their health. Staff organising trips away from school should liaise with an Access to Education Manager to ensure that individual medical requirements are understood and to collect care plans/relevant medication. The Access to Education Managers are responsible for ordering and co-ordinating the provision of first aid supplies for trips and events, such as Sports Day.

Full information for every accident/illness/medication administered will be recorded on CPOMS in the individual student profile. Minor injuries sustained in class rooms and dealt with by teachers must also be logged on CPOMS. Before plasters are issued, staff should ensure that the student is not allergic to plasters.

The Site Manager is responsible for Health and Safety on site and incidents where school maintenance/environmental factors may have had an impact should be reported to him/her immediately. This will lead to the completion of an ERYC Incident Report.

Educational Visits

Staff taking students out of school should liaise with an Access to Education Manager who will check CPOMS medical information to ensure that they are fully informed of the participating students' medical needs. All students with medical needs should be included on the risk assessment and at least one of the staff accompanying the staff should be a qualified First-Aider.

A Consent/Medical Form should be completed by parents/carers for every student participating. Before the visit, an Access to Education Manager should be given at least 48 hours' notice, in order that the relevant paperwork and medicines/equipment held by the school can be made available. This should be collected after school on the day before the visit. For extended visits of more than one day, a separate supply of medicines/equipment should be provided by the parent. In case of an emergency on an educational visit, staff are advised to call the emergency services and inform the school of the situation, the school can contact the parent/guardian of the student.

Head Injuries

Head injuries in school present a difficult problem because the signs of concussion may not be visible immediately after injury. They could take 24 to 48 hours to develop.

If a pupil has received a bump/blow to the head they should be examined carefully by a First Aider in student support. They should be observed for 30 minutes and if there are no initial signs of concussion, they should be returned to lesson with an orange return to lesson

note (see Appendix D). Their teachers for the day should be notified by email that they need to be monitored.

Parents should be notified by email using the head injury template (see Appendix D) even if they have received a telephone call so they are aware of the signs and symptoms to look out for.

If there are any signs or symptoms of a head injury the pupil must not part in a PE class that day.

If there are any signs or symptoms of a head injury the parents must be contacted regarding the pupil going home by bus, bike or walking.

Emergency Hospital Treatment

If the casualty requires hospital treatment, and parents/carers are not able to reach the school in time to accompany their child, a member of staff may be nominated to accompany the student. It must be established from the ambulance crew to which hospital the student is being taken and the parents/carers notified.

Reporting to parents

Parents should be notified of all first aid incidents. Either by telephone when asking for consent for pain relief or by email once the event has been dealt with.

Reporting incidents involving First Aid on CPOMS

Recording should take place at the earliest opportunity. The purpose of reporting on CPOMS includes:

- A record of illness/injury
- A record of treatment in case of further illness
- A record explaining why the pupil was missing from class and showing trends in illness/injury.

A CPOMS incident should include the following information:

- The reason for First Aid treatment.
- Treatment given, including medication.
- If giving medication, from whom consent was obtained.
- Time of treatment particularly when medication.
- Accurate recording of the medication and dose. (NB 1 tablet is ambiguous, e.g paracetamol is available in 250mg and 500mg tablets. Ibuprofen in 200mg and 400mg. Calpol could be 120mg paracetamol in 5 ml or 250mg in 5ml.)
- Where the pupil went after treatment- lesson? home?
- Any 3rd parties involved in the incident, notifying the Pastoral team if further help is necessary.
-

Reporting more serious injuries

Serious injuries should be reported to the DSL who will help you complete an ERYC Incident Report. These include:

- Death.
- fractures, other than to fingers, thumbs and toes

- Amputations
- dislocation of shoulder, hip or knee
- any injury likely to lead to loss of sight (temporary or permanent)
- a chemical or hot burn or any penetrating injury to the eye
- any injury resulting from electric shock or electrical burn
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which covers more than 10% of the whole body's total surface area; or causes significant damage to the eyes, respiratory system or other vital organs.
- any scalding requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any injury arising from working in an enclosed space leading to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- absorption of any substance by inhalation, ingestion or through the skin causing acute illness requiring medical treatment or loss of consciousness

Please see **HSLC Health and Safety Policy** for further details.

Administering Medication - this applies to all young people under the age of 18 years.

In school, only First Aiders on the Student Support First Aid Duty Rota or Duty 6th Form First Aiders may administer medication

On school trips, any First Aider may administer medication.

Medication should be administered in accordance with a pupil's IHCP (all IHCPs saved on Arbor).

Paracetamol or Ibuprofen can be administered with consent from parents. This has to be obtained each time before pain relief is administered.

Do not exceed the dose indicated on the medication label for the student's age unless indicated on an IHCP.

Salbutamol inhalers or autoinjectors/epipens can be administered without parental consent as these are given in life threatening situations involving the casualty's airway.

Children under 16 should NEVER be administered aspirin unless in their IHCP.

Do not administer Ibuprofen if a child or adult has asthma.

All medication given should be noted on CPOMS as quickly as possible so other users can see that medication has been administered this day.

Storage

- All drugs/medications will be always stored in a secure locked cupboard and keys to be kept locked away when not in use.
- All those responsible for the administration of medications should always know where the keys to medication cupboard are kept.
- The cupboard should be checked at the end of each term by an Access to Education Manager and medication no longer required should be returned or disposed of safely.

- Any expired drugs should be returned to parent/carers or disposed of safely.
- Expired ADHD medication **must not** be given to pupils to take home.
- Those drugs/medications which may require urgent access and administration, such as EpiPens, Asthma inhalers as good practice will be kept with the students. Spares where appropriate will be stored within the medicine's storage cupboard.
- Drugs that require storage in a fridge should be stored in accordance with the manufacturer's instructions. The fridge should be in a secure location which cannot be accessed by the students directly.
- All medication must be stored in its original container either as prescribed or bought over the counter. No decanted medication may be given.

Those administering medication should ensure that medication being administered is being given to the:

- a) right student.
- b) right time.
- c) right date.
- d) right dose in accordance with the prescription. Expiry date check.
- e) right route i.e., orally, Topically, or eye drops or by EpiPen.
- f) final check the medication has been swallowed. If there is any doubt, then the person administering the medication should check with another trained colleague or seek the advice of the parent/carer.

The dose should be as indicated on the medication packet appropriate to the pupil's age. Before administering any medication you should ask if the pupil:

- Has any allergies
- Is taking any other medication.
- Has taken the medication to be administered, in the last 24 hours.
- Has any medical conditions.
- When they last ate.

The responses will determine whether the medication can be administered or not. If in doubt, seek further advice from an Access to Education Manager.

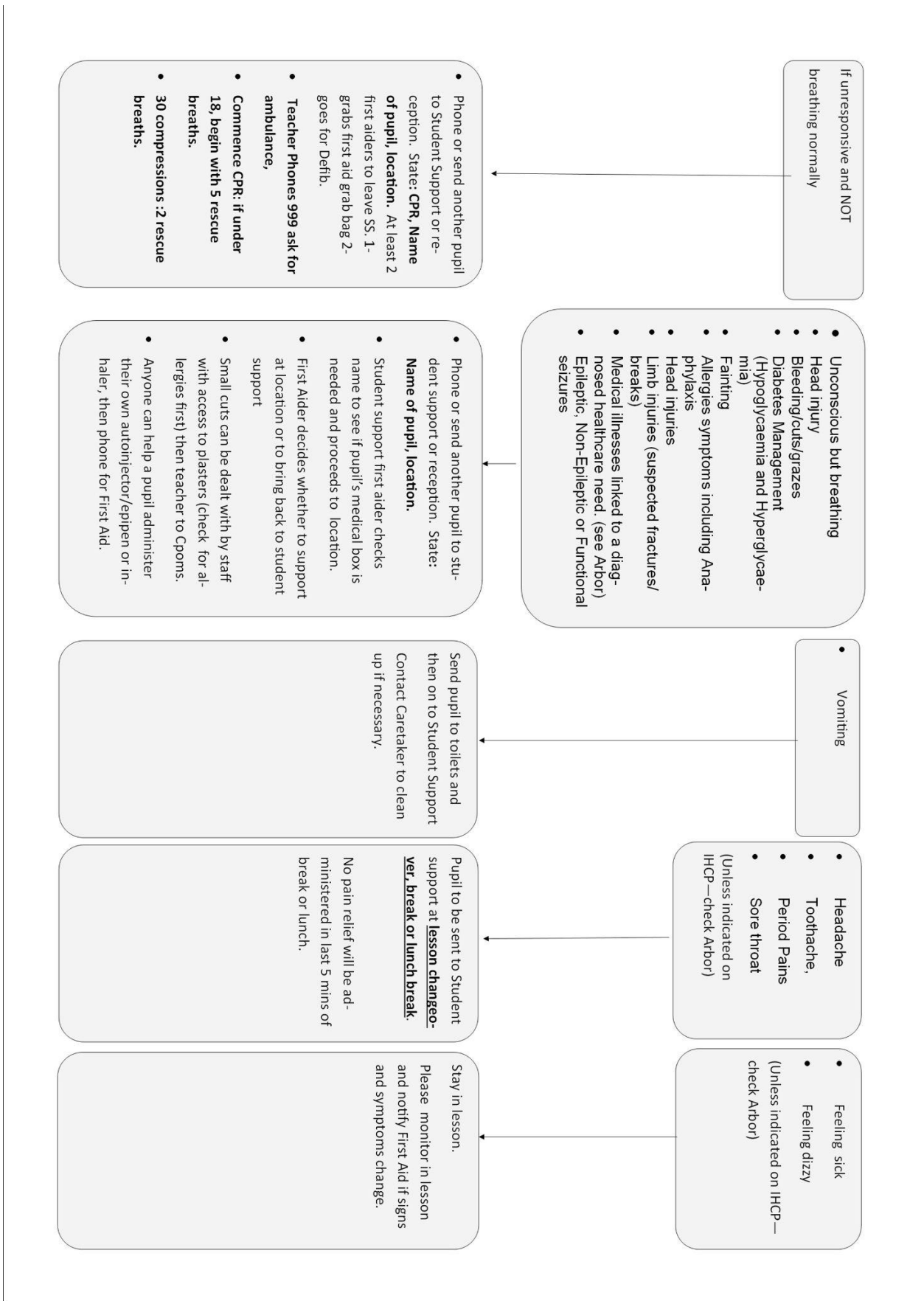
Safeguarding Statement

Hornsea School and Language College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

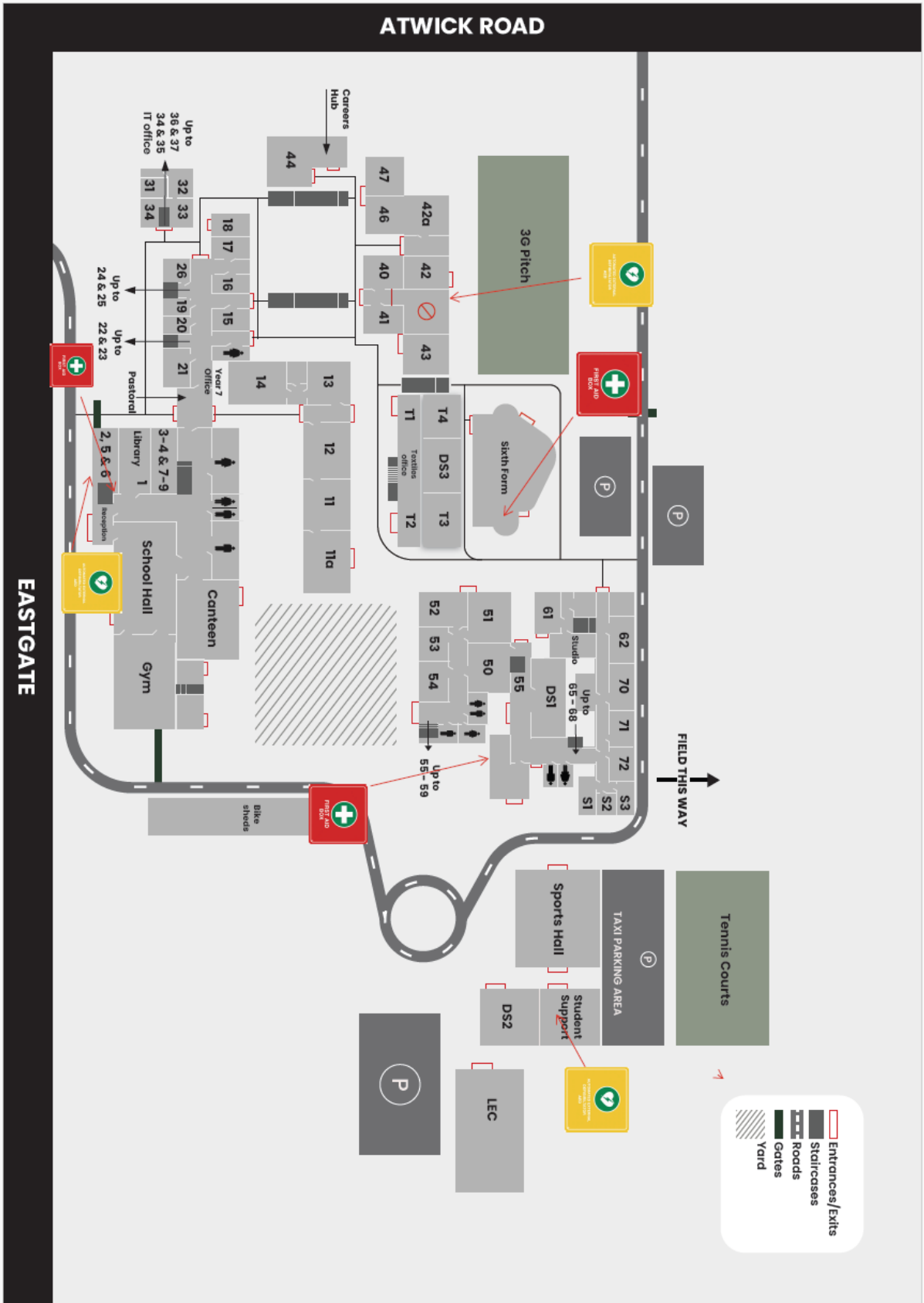
Equality & Diversity Statement

Hornsea School and Language College is committed to valuing and celebrating diversity and promoting equality of opportunity for all its staff and students. We are working to create a learning and working environment which is free from prejudice, discrimination, intimidation, and all forms of harassment including bullying. Respect for rights is at the heart of our planning, policies, practice and ethos, and we expect all members of our school community to model this in their behaviour and relationships.

Appendix A - First Aid Flow Chart



Appendix B - Map of school showing First Aid Boxes and Defibrillators



Appendix C - Staff First Aiders (correct 06.02.26)

Emma Allott (Student Support)
Philippa Anastasi
Nichola Ashton
Damian Brocklehurst
Carolyn Brown
Krystal Brown
Debbie Dearing
Ashley Dexter
Ruth Dickson
Abigall Edge
Laura Field
Robert Field
Fiona Francis (Access to Education Manager - Health & First Aid)
John Hart (Access to Education Manager - Health & First Aid)
Jack Havercroft
Ruth Hirst
Shaun Leaf
Rob Lewchenko
Kirsty Maiden
Ellie Mills
Keane Naylor
Gavyn Nesbitt
Sarah Revill
Matthew Robinson
Kay Rooney (Student Support)
Helen Sach (Student Support)
Hayley Salisbury
Helen Saltmarsh
Racheal Schofield
James Slone
Amy Thomas
Joanne Turnbull
Catherine Turner
Nicholas Turner
Emma Webster (Student Support)
Samantha West (Student Support)
Philip Wilson

Appendix D – Head injury template documents


Late to lesson– HEAD INJURY






..... has been in Student Support with
..... Thanks

Date:..... Time Left:.....

PLEASE MONITOR THIS PUPIL Scan for signs to look for

Please update your register to **present** so we know they have arrived



← → **B** *I* U ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ PT Sans 14px A    Merge Fields  

Dear

visited first aid today having bumped their head.
I checked them over and there were no apparent signs of a head injury.

Please can you keep an eye on them in the next few days. Please follow the link below which details the signs and symptoms to look out for.

<https://www.blackcountry0-18.nhs.uk/professionals/safety-netting-documents-parents/head-injury>

Kind regards