



Heath Farm School Health and Safety Management System

Heath Farm School Local Arrangements for First Aid

Please see also the Outcomes First Group First Aid Policy, which is located on Engage. This policy details local arrangements in addition to the OFG policy.

Materials, equipment and facilities.

The school will provide materials, equipment and facilities as dictated by the needs of the risk assessment.

The location of First Aid Kits in school are;

- Medical/first aid room behind reception - With medications cabinet and hazardous waste disposal box
- School Kitchen
- All pods 1-6
- Design & Technology
- Science (separate medications cabinet in classroom).
- Qube
- Cottage
- Sixth form centre
- Company vehicles and minibuses
- Emergency grab bags with all designated first aiders

The location of the defibrillator is:

- Outside the Headteacher's Office

The dedicated First Aid room is located behind reception

The contents of the kits will be checked on after each use by the attending first aider.

Medication for named individuals should be kept in the locked medical cabinet in the First Aid room, which is also kept locked at all times. The key is located in the Admin Department key cupboard. Medication is stored in named wallets with the child's name and individual care plan.

Appointed persons for First Aid are listed and displayed in each classroom. Training will be provided by the school as required to ensure that nominated personnel retain their qualifications.

Offsite activities/transportation.

At least one first aid kit will be taken on all off-site activities, along with individual pupil's medication as appropriate.

A person who has been trained in first aid will accompany all off-site visits.

Information on First Aid arrangements

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/defibrillators

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

- Names of employees with principal/specialist first aid qualifications and their locations.
- Location of first aid boxes.

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

Accident Reporting

Heath Farm School have procedures for the reporting and investigation of accidents, incidents and other health and safety concerns. The main purpose of this is to prevent any recurrence and to identify any patterns or trends that relate to any specific accidents.

Accidents and incidents are reported to the school Senior Leadership Team. We also encourage all employees, pupils and visitors to report health and safety related concerns so that we can consider them in terms of accident prevention.

Pupil accidents involving their head or cuts/abrasions .

The Governing body recognise that accidents involving the 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 'head bump' letter will be sent home to the child's parents or guardians together with the copy page from the First Aid book.
- Head bump forms are kept in folder 4 on Staff Share. A staff member will also call the student's parents/carers with an overview of the incident.
- Cut/abrasion forms are kept in folder 4 on Staff Share. An infection (cellulitis) letter will be sent home to the child's parents or guardians. A staff member will also call the student's parents/carers with an overview of the incident.

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 which the parent/carer will be called.
- Where hospital treatment is required but it is not an emergency, then the Headteacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted, then the Headteacher may decide to arrange to transport the pupil to hospital

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

- Only school vehicles 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.

Reviewed: September 2025

First Aid Needs Assessment					
Assessment date:	23/08/2023	Assessment completed by:	GDS	Review date:	Annually
		Assisted by:	Tina Button		

Factors taken into account for this assessment	
Number of sites/ buildings	2 sites - 14 buildings (Site 1, 13 buildings. Site 2, 1 building)
Number of staff	108
Number and age range of children	103 pupils age range 6 – 18 years
Number of children under 6 years' old	None under 6 years
Distance of school from emergency services	11 miles
Specific issues, e.g. self-harm, Pica	Self-harm, self-injurious and stimming
Specific health issues of staff	Yes, refer to Business Manager
Type and nature of off-site activities	Ice skating, fishing, swimming, bowling/pool, cinema, watersports, trampolining (please see risk assessments).
Common injuries noted from the school's First aid book	Pupils – slips, trips and falls. Staff - assaults

First Aid needs for this School	
Course title	Numbers required / details
First Aid at Work – 3 days	7
Emergency First Aid – 1 day	52
Paediatric First Aid – 2 days	1
Defibrillator	All first aiders defibrillator trained

First Aid Equipment needs
Requirements in addition to standard First Aid kit
Fully stocked in excess of requirements

Specific considerations	
Course title	Numbers required / details
Suicide First Aid Training	4 trained staff on site
Epi Pen Training	16 trained staff on site
Hep B	N/A
Mental health First Aid	7 trained staff on site

