

HULME GRAMMAR SCHOOL

FIRST AID POLICY

This policy is applicable from EYFS through to year 13

Always call 999 in a medical emergency. If you are on your own without access to a telephone then shout for help. This is when someone is seriously ill or injured and their life is at risk.

Medical emergencies can include:

- **loss of consciousness**
- **an acute confused state**
- **fits that aren't stopping**
- **chest pain**
- **breathing difficulties**
- **severe bleeding that can't be stopped**
- **severe allergic reactions**
- **severe burns or scalds**

Call 999 immediately if you or someone else is having a heart attack, anaphylaxis or stroke. Every second counts with these conditions

Also call 999 if you think someone has had a major trauma, such as after a serious road traffic accident, a stabbing, a shooting, a fall from height, or a serious head injury.

<https://www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/when-to-call-999/>

Principles

The first aid procedure at Hulme Grammar School is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major. In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

First aid cover is available throughout the normal working hours of the school week; the coordinator of all first aid matters is the School Medical Officer Kim Gresty

This policy is to be read in conjunction with the school's Supporting pupils with medical conditions policy which applies from EYFS to sixth form pupils. [Supporting pupils with medical conditions at school.](#)

Aims

- To provide effective, safe first aid cover for students, staff and visitors;
- To ensure that all staff and students are aware of the system in place;
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents;
- For EYFS children at least one member of staff trained in paediatric first aid is on the school premises at all times and accompanies every EYFS trip;
- To ensure there is appropriate first aid cover taking into account the nature of the trip.

School will ensure

- that first aiders' qualifications and insurance [provided by the school] are always up to date;
- In the Early Years all newly qualified staff are required to have a suitable paediatric first aid qualification within three months of commencing;
- that there is sufficient first aid cover in every section of the school.

First aiders should

- always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other first aiders or emergency services;
- help fellow first aiders at an incident and provide support during the aftermath;
- act as a person who can be relied upon to help when the need arises;
- ensure that their portable first aid kits are adequately stocked and always to hand; returning expired items to the school Medical Officer;
- insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to the hospital or by asking parents to pick up a child to take them to hospital. During school hours this would normally involve ensuring that any child suspected of sustaining a significant head injury must be seen by the school Medical Officer as soon as possible;
- ensure that parents are always made aware of any accident or injury on the same day; an appropriate letter should always be sent home or a phone call/email made by Nursery and Infants or Juniors Administrators, the senior school office or the school Medical Officer;
- ensure all accidents (including in EYFS) are recorded on Schoolbase;
- ensure that a child who is sent to hospital by ambulance is either accompanied in the ambulance at the request of paramedics, or followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted;
- keep an electronic record of each student attended to, the nature of the injury and any treatment given, using the schoolbase system. Confidential information is only accessible by the school Medical Officer and relevant senior managers. In the case of an accident, an accident report form must be completed by the appropriate person;
- ensure that everything is cleared away, using gloves, and every dressing etc. be put in a sealed bag for contaminated/used items and sealed tightly before disposing of the bag in the appropriate yellow bag. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

The School Medical Officer will:

- Ensure that staff first aid qualifications are up to date;
- ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell;
- have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings;
- must inform the DSL or relevant DDSL in order that they can notify local child protection agencies of any serious accident or injury to or death of any child while in their care and must act on any advice given;
- follow the school's procedures for informing parents about children who are ill or infectious;
- liaise with the Deputy Principals/Head of Juniors/Head of Nursery and Infants to take the appropriate action necessary for responding to children who are ill or infectious and to advise on the correct steps required to prevent further infection;
- ensure that there are appropriately stocked first aid boxes available in all sections of the school. These are located: in the Nursery, in Thorneycroft reception, in the after care room in the Nursery and Infants, in Year 2 Eagles classroom, in Hulme Court Office and first aid cupboard, in the first aid cupboard in Estcourt, the sports hall, swimming pool, PE offices, school laboratories, school office, Art studios, kitchen, food rooms and the Medical Officers room.

The Director of Finance and Operations will:

- Complete and forward an accident report to HSE for reportable injuries. (RIDDOR)

Teachers will:

- familiarise themselves with the first aid procedures in operation and ensure that they know who the current first aiders are; an up to date list of all first aiders is distributed by the Medical

Officer and is published on the staff portal and in the common room, reception, staff rooms in the Junior schools and Nursery and Infants;

- ensure that in the event that an injury has caused a problem, the student will be referred to the first aider for examination;
- be aware of specific medical details of individual students when publicised;
- never move a casualty until they have been assessed by a qualified first aider unless the casualty is in immediate danger;
- seek help from reception as soon as possible either by sending a messenger or telephoning, ensuring that the messenger knows the precise location of the casualty; where possible, confirmation that the message has been received must be obtained;
- reassure, but never treat, a casualty unless they are in possession of a valid emergency First aid in schools certificate; such staff can obviously start emergency aid until a first aider arrives at the scene or instigate simple airway measures if clearly needed.

The Junior school medical rooms are only used to undertake an initial necessary assessment. Following this it may be appropriate to:

- transfer a pupil to the senior school medical room;
- summon the school Medical Officer;
- call an ambulance.

Please also refer to **Critical Incident Response Policy**, or for the details of the school's response to communicable diseases. For the administration of medicines and associated recording, from EYFS to sixth form, please refer to the **Supporting pupils with medical conditions policy**. [Supporting pupils with medical conditions policy](#)

The school currently has a total of 67 qualified First Aiders. This includes 7 staff holding the National Rescue Award for Swimming Teachers and Coaches, 12 Youth Mental Health First Aiders, and 48 staff qualified in First Aid at Work, including Paediatric First Aid. First Aiders are distributed across the school to ensure appropriate coverage in all areas, with sufficient trained staff in each section to provide immediate support when required.

A current list of all first aiders is available in: the senior school reception, the school office, pastoral office, Juniors office and Nursery and Infants reception.

First Aid policy reviewed: July 2025

Next Review Due: July 2027