



Hummingbird Learning Lab MEDICAL AND FIRST AID POLICY

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This policy applies to all staff and anyone working with, or on behalf of, HLL

The purpose of this policy

To support HLL Health and Safety Policy and Emergency Procedures Manual by the relevant people at HLL knowing how to assist anyone who has a serious medical condition and by having clear first aid procedures in place that meet the legal requirements of the Health and Safety First Aid Act (1981) which states that groups must 'provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to individuals if they are injured or become ill'.

This will be done by:

- Collecting, recording and acting on medical information for group members, staff and helpers/volunteers
- Making sure that our school's Medical & First Aid Policy and related Accident Procedure are up to date and that people are correctly trained to follow them
- Ensuring the Head of School keeps up to date with health and safety, risk management issues, including those related to first aid
- Ensuring the Head of School review health and safety performance annually, including first aid

- Ensuring that, if possible, any trained first aiders are available as required and that people know what to do if a first aider is not available.
- Having a suitable number of adequately stocked first aid boxes/ bags for use in school and off site
- Using suitable storage locations for medications

Related Documents

[HLL Emergency Procedures Manual 2025-2026](#)

[Reporting Form - Accident](#)

[Important Contacts Info Poster for display in HLL](#) (lists 1st Aid Trained staff)

[Health and Safety Policy](#) (especially 8.2)

ACCIDENT PROCEDURE

WHAT IS AN ACCIDENT?

For the purposes of this procedure an 'Accident' is defined as an identifiable, unintended incident, which causes moderate physical injury to an adult or a child. Example - not a paper-cut, but a craft-knife cut; not a stubbed toe, but a toe crushed in a door or under a weight.

The [Reporting Form - Accident](#) mentioned below is used to report any accident that resulted in the injury of a child or adult who was taking part in an event/activity either on or off the Hummingbird Learning Lab (HLL) site that was either organised by HLL or overseen by an employee of HLL.

The form allows HLL to keep a record of accidents and modify practices in accordance with reviews of Accident Reports. Information on accidents can be used as an aid to risk assessment, helping to develop solutions to potential risks. Records also help to prevent injuries and ill health.

WHEN AN ACCIDENT OCCURS

Call 999 for an ambulance in an emergency, 111 in a non-emergency

When in doubt, it is best to call 999

Call an ambulance immediately, and do not move the injured person, for life-threatening emergencies such as chest pain, difficulty breathing, severe bleeding, and signs of a stroke or heart attack. You should also call if someone is unconscious, has a seizure that won't stop, may have sustained a head injury or is experiencing a severe allergic reaction.

If the injured person is a student then straight after calling an ambulance call their parent/carer (phone details in [Students 25/26](#)) and direct them to come to the school. If the parent cannot reach the school before the ambulance then an HLL staff team member should accompany the student in the ambulance.

Nearest defibrillator is at Jubilee Park nr dovecote - others found at <https://www.defibfinder.uk/>

- Send someone to fetch one of the HLL 1st Aid Trained staff identified on the [Important Contacts Info Poster for display in HLL](#) displayed throughout the school.
- When possible bring the 1st Aider to the injured person rather than take the injured person to the 1st Aider
- If it is safe to do so, have another adult take the other students out of the area or send them away from the area yourself.
- Where appropriate consult the [Allergy/Medical Conditions List](#) - hard copy next to the printer
- If the injured person is a student, their parents/carers must be called (phone details in [Students 25/26](#)). If the learner is conscious and the injury is not very serious, their parents can decide whether to pick them up and take them to the doctor or let them finish the school day. Useful information here: [Emergency Medical Services](#)

AFTER AN ACCIDENT OCCURS

As soon as possible after the event submit the [Reporting Form - Accident](#)

The DSL and DDSL are automatically notified immediately this form is submitted

The directions below also appear on the Reporting Form - Accident:

The person completing this form should be the adult who best witnessed the accident. Where possible this should be the person with most responsibility when the accident occurred (e.g. the organiser of an after school activity, not the helper; the lead educator, not a teaching assistant).

Send the required Accident Report email to parents

If the accident involved an injury anywhere on the head, make the required call to parents as well as sending them an email

Describe any action that has/will now be taken to prevent a similar accident

If something from the 1st Aid Box was used, message the Receptionist requesting it be replaced

Inform all teachers and the Head Teacher about the accident so they can minimise the spread of mis-information amongst students and parents and can decide whether they need to send a communication (e.g. to the wider parent community) to dispel rumours

The Headteacher or Head of School will investigate accidents and take remedial steps to avoid similar instances. The Site Manager will assist as required.

FIRST AID BOX/BAG GUIDELINES

Key reference document

[Medical and First Aid Guidelines](#)

- Currently there are no legal requirements of what a first aid box (first aid kit) should include, as that will depend on the type of activities provided
- First aid equipment has a 'shelf life' and sterilised packets/solutions do go out of date. Anyone accessing the first aid box/es should check the 'shelf life'
- HLL Receptionist will ensure that the contents of the box are replaced once used or out of date.
- *Painkillers and medicines must not be kept within the first aid box.*
- *Staff cannot administer medicines or painkillers even if the individual is suffering from a minor headache. This applies whether they are first aid trained or not.*

Useful Resources:

[Medical and First Aid Guidelines](#)