



# First Aid Policy

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| <b>Approved by</b> | C.Snowden      |                        |                |
| <b>Date</b>        | September 2026 | <b>Next review due</b> | September 2027 |

# Summary of Changes

| Version | Date     | Summary of Changes                                                               | Approved By |
|---------|----------|----------------------------------------------------------------------------------|-------------|
|         | Sep 2026 | Staff names<br>First aid box positions<br>First aid stations<br>Updated training | C. Snowden  |

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## Section 1: Introduction

Western House Academy (WHA) accepts its responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school, so that they can be given immediate help if they are injured or taken ill. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the Health and Safety Executive (HSE).

WHA's arrangements for carrying out the policy include the following key principles:

- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Record all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

## Section 2: Arrangements for First Aid

WHA will have designated first-aiders who are responsible for administering First Aid at the academy. A first-aider is someone who has done training appropriate to the level of need as identified by the academy, namely: Aid at Work (FAW) and pediatric first aid.

A list of all first-aiders will be prominently displayed in all classrooms and in other locations around the building.

The main duties of a first aider are to:

- ♣ give immediate help to casualties with common minor injuries or illnesses and those arising from specific hazards at school;
- ♣ when necessary, ensure that an ambulance or other professional medical help is called.

The school will provide materials, equipment and facilities as set out in the DfE's ['Guidance on First Aid for schools'](#).

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. The area must contain a washbasin and be reasonably near to a WC. At WHA, this room will be referred to as the Welfare Room.

The location of First Aid kits at WHA will be:

- The Welfare Room
- EYFS Kitchen
- EYFS shared area
- Year 1 Shared area
- Year 2 Shared area
- Year 3 Shared area
- Year 4 Shared area
- Year 5 – 1 first aid box in each class
- Year 6 – 1 first aid box in each class

- Kitchen / Technology Room
- Staff Room

All First Aid kits must be marked with a white cross on a green background.

The person responsible for checking the contents of First Aid kits and restocking them as soon as possible after use is **the Welfare Officer**. The Welfare Officer at WHA is Amy Stubbs.

All staff will be informed of the First Aid arrangements through this policy, and training as appropriate. This should include the location of equipment, facilities and First Aid personnel, and the procedures for monitoring and reviewing the academy's First Aid needs.

### Section 3: Procedures for First Aid

A designated First Aider **must be consulted** in the event that a child (or member of staff) should sustain a **major injury** or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Stings: bees/wasps/insects (due to the possibility of allergic reaction)

In addition, a designated First Aider **must be consulted** to treat pupils who are known to have a specific illness e.g. diabetics/pupils known to have allergic reactions/pupils with epi- pens in school - irrespective of the type of illness or injury sustained. **On no account must these pupils be left / sent to self-administer their own treatment.** Pupils with specific needs have a personal care plan to ensure their safety. This should always be consulted.

#### Major Injuries/Serious Illness

In the event of **major injury or where a child has a specific illness**, a designated First Aider should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given.

Should the injury/illness require medical assistance (e.g. ambulance, hospital visit), a member of the office staff and the Head of School / SLT should be contacted immediately. In an emergency, an ambulance should be called without delay.

The Estates Manager, Hazel Ryder, is also to be contacted if an ambulance is called or a parent/staff member take a pupil to hospital

#### Minor Injuries/Illness

A designated First Aider has the responsibility to assess and treat a minor injury. A minor injury may include cuts and knocks as a result of a slip, trip or fall.

Incidents of minor injury or illness during the day should be treated as follows:

- **Lesson times:** The first aider in each year group / class will initially attend to any first aid. If they want advise or further assistance the Welfare Officer will be radioed and attend the child also. If Children require a medical assessment the Welfare Officer will be radioed and will meet the child in the
- medical room, for an assessment of the severity of any illness or injury and appropriate action will be taken.
- **Playtimes:** children may be brought to the Medical Room for treatment or seek first aid support from a First Aider on duty.

- **Lunchtimes:** The Welfare Officer is situated in the corridor where children can have access to her at all times.
- For children in the Nursery, in most instances it would be more appropriate for them to be treated in the Nursery, where a First Aid kit is kept. If necessary then the Welfare Officer can be called upon for more serious concerns.

For all instances where a child has suffered an injury other than minor cuts/grazes, a telephone call should be made to the child's parent/carer. All head injuries will be reported home by a phone call before the children leave school. Any child who is sent home, sent to a doctor or hospital, owing to injury in school, must be sanctioned by the Principal or, in their absence, by a senior member of staff.

In the event of minor injury, the class teacher must be informed so that they can liaise with parents/guardians at the end of the school day.

## Reporting of Incidents

All incidents requiring First Aid (whether minor or major) must be recorded on Medical Tracker which is an online, cloud-based system for recording injuries. This is then shared with parents and staff.

## Hygiene Procedures

In the event of the spillage of blood or body fluid, the following procedure should be followed:

- Any surface which has had blood splashed on it must be cleaned liberally with detergent and water.
- Ensure that hands are washed.
- Dispose of any blood stained waste in a plastic bag and put in the
- Yellow covered waste bin in the Medical Room.

Staff **must** wear disposable gloves when toileting or dealing with blood or body fluids. Wherever a First Aid kit is kept, there should also be access to disposable gloves.

## Class Medical List

Every class must have a Class Medical List and a list of pupils with specific dietary requirements.

It should be made clear whether these pupils have medication in school for their medical needs. The child must be aware that they need to report to their class teacher, adults on duty, Lunchtime Controller or First Aider should they be feeling ill.

Kitchen staff /Lunchtime Controllers also need to be informed if a child has a food allergy or requires medication.

## Section 4: Administering Medication

The school will only administer medication to a child when it is essential and where prior written consent has been provided by a parent or legal guardian.

### Consent and Process

- Parental Form: Before any medication can be given, parents must complete the Medication Administration Form (Appendix B). This form must clearly state:
  - o The name of the medication
  - o The precise dosage
  - o The frequency and timing of administration

- Submission Protocol: Completed forms and medications must be handed directly to the school office by an adult. Under no circumstances should medication or forms be sent into school via a child.
- Record Keeping & Uploads: Upon receipt, the completed form will be uploaded to CPOMS.
- Strict Compliance: No medication will be administered under any circumstances unless this form is fully completed and signed.

#### Storage of Medication

All medication held on school premises must be kept securely:

- Standard Medication: Stored in a designated, lockable cupboard.
- Refrigerated Medication: Stored in secure, lockable tins within the fridge.

#### Administration & Safeguarding Protocols

- Two-Person Verification: To ensure the correct medication and dosage are administered safely, two qualified first aiders must be present to oversee and double-check every instance of medication administration to a child.
- Logging Administration: Immediately following administration, the details must be recorded directly on Medical Tracker.

### **Section 5: Reassessment of First Aid provision**

The Principal, Chief Operating Officer and Academy Council should regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate.

## Appendix A

|                |             |               |
|----------------|-------------|---------------|
| Penny Reid     | AED (Defib) | February 2027 |
| Jason Mayo     | AED         | February 2027 |
| Helen Haines   | AED         | February 2027 |
| Nicola Madigan | AED         | February 2027 |
| Amy Stubbs     | AED         | February 2027 |
| Stephanie Lake | AED         | February 2027 |
| Sarah Gregory  | AED         | February 2027 |
| Simon Robinson | AED         | February 2027 |

|                   |            |               |
|-------------------|------------|---------------|
| Anisha Paragkumar | Paediatric | February 2027 |
| Rubina Ali        | Paediatric | February 2027 |
| Liz Bains         | Paediatric | February 2027 |
| Miranda Cousins   | Paediatric | February 2027 |
| Kaye Adams        | Paediatric | February 2027 |
| *Sameena Ahmed    | Paediatric | February 2027 |
| Sue F-R           | Paediatric | February 2027 |
| Jaspreet Bhambra  | Paediatric | February 2027 |
|                   |            |               |
| Sophie Poynter    | Paediatric | October 2027  |
| Jenny Elliot      | Paediatric | October 2027  |
| William Overton   | Paediatric | October 2027  |
| Marina Wood       | Paediatric | October 2027  |
| Angela Annesley   | Paediatric | October 2027  |
| Aalia Iqbal       | Paediatric | October 2027  |
|                   |            |               |
| Tracy Janes       | Paediatric | April 2028    |
| Dee Collins       | Paediatric | April 2028    |
| Sonia Harjai      | Paediatric | April 2028    |
| Rupinder Sandhu   | Paediatric | April 2028    |
| Sarah Gregory     | Paediatric | April 2028    |
| Shaila Farooq     | Paediatric | April 2028    |
|                   |            |               |
| Jessica Porter    | Paediatric | October 2028  |
| Penny Reid        | Paediatric | October 2028  |

|                  |            |              |
|------------------|------------|--------------|
| Daniel Bavington | Paediatric | October 2028 |
| Shahira Zoofar   | Paediatric | October 2028 |
| Jamie Salisbury  | Paediatric | October 2028 |
| Heather Kearney  | Paediatric | October 2028 |
| Amy Stubbs       | Paediatric | October 2028 |
| Arshiya Khan     | Paediatric | October 2028 |

# Parental Consent to Administer Medication

Please complete all sections below to authorise school staff to administer medication to your child. Medication must be provided in its **original packaging**, clearly labeled with your child's name, the expiry date, and dosage instructions.

## 1. Student & Contact Details

- Full Name of Child: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_
- Class/Year Group: \_\_\_\_\_
- Parent/Guardian Name: \_\_\_\_\_
- Emergency Contact Number: \_\_\_\_\_

## 2. Medication Information

- Name/Type of Medication (as printed on the pack): \_\_\_\_\_
- Expiry Date of Medication: \_\_\_\_\_
- Condition or Illness requiring this medication: \_\_\_\_\_

## 3. Dosage & Administration Instructions

- Dosage amount to be given (e.g., 1 tablet, 5ml): \_\_\_\_\_
- Time to be administered. 11am or 2pm: \_\_\_\_\_
- Are there any special instructions? (e.g., take with food): \_\_\_\_\_
- Date/Time the last dose was given at home: \_\_\_\_\_
- Date course of medication is scheduled to finish: \_\_\_\_\_

## 5. Parent / Guardian Declaration

By submitting this form, I confirm that:

I give my full, explicit consent for trained school staff to administer the medication specified above to my child. The medication is safe for my child, is in its original packaging, and has not passed its expiry date. I accept that it is my responsibility to notify the school immediately, in writing, of any changes to my child's medication, dosage, or medical condition.

*(Administration logs, including time, dosage given, and staff signatures, are recorded securely within the school's electronic portal.)*

## **Appendix C: HSE Recommendation on First Aid kits**

- a leaflet giving general advice on first aid;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile un medicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped un medicated wound dressings;
- one pair of disposable gloves;
- equivalent or additional items are acceptable.

WHA has first aid kits in key areas across the school.